

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

February 5, 2020 – 4:00 PM

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

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on December 11, 2019.

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.

2. CLOSED SESSION

- 2.1 Collective Bargaining/Meet and Confer – Pursuant to Government Code section 54957.6
Designated Representatives: Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.4 Public Employment – Pursuant to Government Code section 54957
Title: Superintendent/President

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 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.

3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees
Recommendation to ratify the short-term non-continuing personnel list as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to Approve List of Volunteers

- Recommendation to approve the list of volunteers as presented
- 4.4 **Consideration to Approve Personnel List - Classified**
 - Recommendation to approve the Classified list as presented
- 4.5 **Consideration to Approve Lateral Transfer - Classified**
 - Recommendation to ratify the lateral transfer as presented
- 4.6 **Consideration to Approve Educational Administrator Contracts**
 - Recommendation to approve the Educational Administrator contract as presented
- 4.7 **Consideration to Receive the Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2019/2020 Successor Contract Reopeners**
 - Recommendation to receive the Mendocino Part-Time Faculty Association (MPFA) reopeners as presented
- 4.8 **Consideration to Present the Mendocino-Lake Community College District Successor Contract Reopeners to the Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2019/2020**
 - Recommendation to present the initial 2019/2020 Mendocino-Lake Community College District reopeners to the Mendocino Part Time Faculty Association (MPFA) as presented

5. Other Items

- 5.1 **Fiscal Report as of December 31, 2019**
 - Recommendation to accept the report as presented
- 5.2 **Donations**
 - Recommendation to accept the donated items as presented
- 5.3 **Quarterly Fiscal Status Report – AB 2910**
 - Recommendation to accept the report as presented

6. ACTION ITEMS

- 6.1 **Superintendent/President Search Job Announcement**
 - The final version of the Superintendent/President job announcement is presented for Board approval
- 6.2 **Board of Trustees Budget Parameters for District 2020/21 Budgets**
 - Recommendation to adopt the 2020/21 Board Budget Parameters as presented
- 6.3 **Contracts and Agreements**
 - Recommendation to ratify the contracts and agreements as presented
- 6.4 **2020/21 Nonresident Tuition Fee**
 - Recommendation to set the 2020/21 nonresident tuition rate at the statewide average cost as presented
- 6.5 **Board Policy Revision**
 - Recommendation to approve the board policy revision as presented
- 6.6 **Board Policies and Revisions – Second Reading**
 - Recommendation to approve the board policies as presented

7. BIG PICTURE

- Services Provided to Native American Students**
 - A presentation by Vice President Velasco will outline the various services available to Native American students

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 **Health Benefits Report as of December 31, 2019**
 - An update of the health benefits account is presented as information
- 8.2 **Mendocino College Foundation, Inc.**
 - Mendocino College Foundation informational report
- 8.3 **Constituent Group Reports**
 - Reports from constituent groups are presented as information
- 8.4 **Board Policy Additions and Revisions – First Reading**
 - Revisions and additions to Board policies are presented for information and review

9. TRUSTEE COMMUNICATIONS

- 9.1 **Trustee Reports**
 - Written and oral reports from Trustees are presented as information

9.2 Future Agenda Items

Board discussion about topics to be included on future agendas

10. ADJOURNMENT

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, March 11, 2020, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

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, December 11, 2019 at the Mendocino College, 1000 Hensley Creek Road, Ukiah, CA

GENERAL MATTERS

Call to Order & Pledge of Allegiance Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee Nickerman.

| | | | |
|----------------------|-----------------|---------------------|--------------------|
| <i>Board Members</i> | President | Robert Jason Pinoli | present |
| | Vice President | Marie L. Myers | present |
| | Clerk | Ed Nickerman | present |
| | Trustee | Xochilt Martinez | absent |
| | Trustee | John Tomkins | present |
| | Trustee | TeMashio Anderson | arrived at 4:08 PM |
| | Trustee | Noel O'Neill | present |
| | Student Trustee | Aidan Lagorio | Arrived at 6:00 PM |

Secretary Eileen Cichocki, Interim Superintendent/President

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

Staff Representatives 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 | Jeana Thompson, President (absent) |
| | Management Team | Judy Kanavle, President (present) |

Agenda Approval The board elected to move item 5.2 under consent to an action item.

M/S (Nickerman/Myers) to approve the agenda as amended. The matter was approved via the following vote:

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

Approval of Minutes M/S (Tomkins/O'Neill) to approve the minutes of the regular board meeting held on November 13, 2019 as presented. The matter was approved with the following vote:

| | |
|------|--|
| Ayes | Pinoli, Myers, O'Neill, Tomkins, and Nickerman |
|------|--|

| | |
|-------------|--------------------|
| Noes | None |
| Abstentions | None |
| Absent | Martinez, Anderson |

- Public Comments on Closed Session Items*
- Toni Fort, Patrick Hickey and 8 classified staff presented a singing holiday message from the SEIU Local 1021.
 - Patricia Gulyas addressed the board regarding the current status of the SEIU Local 1021 bargaining unit.
 - Cathleen Kucz also addressed the board regarding the current status and the statements recently made in the newspaper by the SEIU Local 1021.

CLOSED SESSION

The Board adjourned to Closed Session at 4:16 PM with Board President Pinoli stating items 2.1, 2.2, and 2.4 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session

The Board returned to open session at 5:15 PM with Board President Pinoli stating there was nothing to report out from closed session.

- Public Comments*
- There were no comments from members of the public at this time. Trustee Pinoli reminded board members they received written comments regarding item 3.2 earlier today.

ANNUAL ORGANIZATIONAL MEETING

Election of Officers

The order of election was for the offices of President, Vice President and Clerk. The floor was opened for nominations for the 2020 year followed by the following motions and voting:

M/S (Tomkins/Nickerman) to elect Trustee Pinoli as President of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

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

M/S (Nickerman/O'Neill) to elect Trustee Myers as Vice President of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

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

M/S (Anderson/Tomkins) to elect Trustee Martinez as Clerk of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

| | |
|------|---|
| Ayes | Tomkins, Nickerman, Myers, Anderson, Pinoli and O'Neill |
|------|---|

| | |
|-------------|----------|
| Noes | None |
| Abstentions | None |
| Absent | Martinez |

Meeting Dates and Times

The proposed meeting dates for 2020 were presented as follows:

| | | |
|---------------------------|-------------------|-------------------|
| January 2020 – no meeting | February 5, 2020 | March 11, 2020 |
| April 15, 2020 | May 13, 2020 | June 10, 2020 |
| July 2020 – no meeting | August 12, 2020 | September 9, 2020 |
| October 14, 2020 | November 18, 2020 | December 9, 2020 |

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. The December meeting will be the Annual Organizational meeting. The proposed meeting time for all regular meetings is 4:00 PM.

Workshops and study sessions are not reflected in this schedule.

After reviewing the information presented and discussion regarding the start time of the regular meetings, the following action was taken:

M/S (O'Neill/Nickerman) to approve the 2020 dates as presented with the start time set at 4:00 PM. The motion was approved with the following vote:

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

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Interim Superintendent/President Cichocki. She added the college just received notice that the Theatre production “Wildfire” has been selected to be presented at the Kennedy Center American College Theatre Festival in Colorado in February 2020.

She also thanked the Foundation for their recent support of commencement in the form of \$2,000.

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

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

Personnel

Consideration to approve the personnel list – Short-Term Non Continuing (STNC) Employees

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

Consideration to approve the list of Volunteers

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

Consideration to approve the personnel list – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Yasmin Muniz, Financial Aid Technician, effective December 12, 2019 and Jessica Sanchez, Administrative Assistant, effective December 12, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Temporary Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Suzanne Hewitt as a temporary, full-time instructor in Nursing effective January 16, 2020 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Management Team (Interim)

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Peggy Goebel as the Interim Executive Dean of Nursing, effective December 16, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to ratify Retirement - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Eileen Lucas, Center Assistant, Lake Center, effective January 21, 2020.

Consideration to ratify Retirement – Management Team

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Judith Kanavle, Director of Lake Center effective June 30, 2020.

Consideration to partially rescind resolution 08-19-06 regarding Classified Layoff – Resolution 12-19-01

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 12-19-01 and directs the Interim Superintendent/President to rescind the lay-off notice previously sent to the HEP Program Manager. The layoff notice issued to the HEP Outreach Specialist remains in effect.

Consideration to approve Classified Administrator Contracts

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the classified administrator contracts as presented.

*Consideration to
approve Educational
Administrator
Contracts*

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

Other Items

*Fiscal Report as of
October 31, 2019*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of October 31, 2019 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Willie Waters, Jaciara Bayer and Charles Eberitzsch as presented.

INFORMATIONAL/ACTION ITEM

Superintendent/President Search

Trustee Pinoli provided the board with an update on where we currently are in the process.

He stated he has received proposals from the following search consultants:

- Community College Search Services (CCSS)
- Atteberry and Blue
- PPL

The proposals have been submitted to Eileen O'Hare Anderson to review them for any errors or omissions.

ACTION ITEMS

*2018/19 Audit
Report*

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

Steven Currie, CPA, Manager, representing CWDL, presented an overview of the audit to the board.

The overall received an unmodified opinion which is the best recommendation the auditors can make.

There was one finding in the area of Financial Aid but it was not significant to change the unmodified opinion rating.

M/S (Nickerman/Tomkins) 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, 2019 as presented with the following vote:

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

Institutional Self-Evaluation Report in Support of Application for Reaffirmation of Accreditation

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the Institutional Self-Evaluation Report in Support of Application for Reaffirmation of Accreditation as presented with the following vote:

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

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

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby approves the CCAP Agreement with Mendocino Unified School District as presented with the following vote:

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

Board Policies and Revisions – Second Reading

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

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby adopts the additions and/or revisions to Board Policy 5505, Board Policy 5530, Board Policy 6300, Board Policy 6307, Board Policy 6520 and Board Policy 6600 as presented with the following vote:

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

Board Policy Deletions

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve deleting Board Policy 312, Board Policy 404, Board Policy 507, Board Policy 511, Board Policy 513, Board Policy 515, Board Policy 523 and Board Policy 725 as outlined and presented with the following vote:

| | |
|------|---|
| Ayes | Tomkins, Myers, Pinoli, Anderson, O'Neill and Nickerman |
| Noes | None |

| | |
|-------------|----------|
| Abstentions | None |
| Absent | Martinez |

*Consideration to
approve the
personnel list –
Part-Time Faculty*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the part-time faculty for the Spring 2020 semester as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

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

*Construction
Programs at
Mendocino College*

Vice President of Academic Affairs Debra Polak presented information on the various construction offerings currently offered at Mendocino College.

INFORMATIONAL REPORTS

*Health Benefits
Report as of October
31, 2019
Mendocino College
Foundation, Inc.*

An informational update on the college Health Benefits account was presented as information.

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences Affiliate
Constituents Group
Reports*

A written report was submitted as information by Dr. Steve Cardimona, Professor of Earth Science at Mendocino College.

Academic Senate

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

Classified Senate

A written report was submitted by Classified Senate President Jeana Thompson.

Management Team

A written report was submitted by Management Team President Judy Kanavle. She stated she had nothing to add.

*Board Policy
Additions and
Revisions - First
Reading*

Board policy 3410 – Nondiscrimination, Board policy 3430 – Prohibition of Harassment, Board policy 3820 – Gifts, Board policy 6250 – Budget Management, Board policy 6320 – Investments, and Board policy 6550 – Disposal of Property were presented as information for review. Discussion and/or adoption of these policies will take place at the February 2020 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Student Trustee Lagorio informed the board the annual holiday meal was held the Wednesday prior to Thanksgiving and was a great success.

Trustee O'Neill stated he attended both the Chamber of Commerce mixer at the North County Center as well as the event held at the Mendocino College Field Station.

Trustee Tomkins said he was recently involved with singing during the recent dance performance.

Trustee Myers attended both the Classified FunRaiser and the Foundation holiday dinner.

Trustee Nickerman stated he also attended the Foundation holiday dinner.

Trustee Anderson informed the board he attended the Kelseyville High School board meeting and is looking into STEM opportunities at their location.

Trustee Pinoli stated he attended the Mendocino College Coastal Field Station event and also met with State Senator Mike McGuire on November 26th. He added while attending a Board of Supervisors event yesterday, there was a discussion regarding the lack of ambulance services in the county. During that discussion it was mentioned maybe the college should resuscitate the paramedic program. He also mentioned hearing from someone on the coast who would like to have the nursing program expanded to the Coast Center since Humboldt State has a newly revamped nursing program.

Trustee Pinoli also informed the board he will be making a presentation at the spring inservice in January regarding where we are with the search for a permanent Superintendent/President.

Trustee Pinoli also stated Trustees have historically supported the Adopt of Fifth Grader program through the Foundation. This support has been in the form of a \$100 donation from each trustee.

Future Agenda Items

There were no new future agenda items discussed and approved by the board members.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:43 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

At the **Spring 2020 In-Service** college leaders provided important updates, presentations and activities to the campus community. Trustee Pinoli updated the college on the status of the search for a permanent Superintendent/President. Faculty and staff from several different departments reported on how their work supports Guided pathways. In the afternoon, Faculty worked together on Program Mapping and exploring “Meta-majors.” IT Director Dave Johnston provided training to managers and classified staff on Office 365 and other technology updates.

As always at the beginning of each semester, our faculty and staff were busy welcoming students to each of our locations with several fun and interactive events! In the first week, **Week of Welcome (WOW)** included information tables, free food, games, and music for our students to enjoy at the Ukiah campus. The second week was busy with WOW events at each of our centers as well as our Passport to Learning event at the Ukiah campus, hosted by the Learning Center. Director Janet Daugherty and several other staff helped coordinate another fun and interactive event that enables students to familiarize themselves with the many support services available at Mendocino College. This event continues to grow and this semester included over 15 departments such as: the Learning Center (Tutoring & Math Lab, learning resources), MESA (Math, Engineering, Science, Achievement), ESL (English as a Second Language), DRC (Disability Resource Center), NASRC (Native American Student Resource Center), Counseling, FYI/CAMP (First Year Institute/College Assistance Migrant Program), Financial Aid, Child Development, Athletics, Veteran’s Resources, ASMC (Associate Students Mendocino College – AKA Student Government), Career Hub, CalFresh, CalWORKs and the Library.

On Friday, January 31 we hosted a joint **press conference with Senator Mike McGuire** to announce a \$1 million grant from the state of California to be used to expand the existing Mendocino College Sustainable Construction and Energy Technology Program. The goal of this investment is to aid in fire recovery construction training for Mendocino and Lake Counties and to provide significant support for our communities’ recovery by addressing the labor shortage and preparing skilled workers for improved earnings and living wage attainment.

We will begin immediately to invest these funds to expand and improve upon our successful program. We will be hiring a full-time faculty/coordinator to help expand and improve upon the current curriculum and class schedule and broaden our work with local contractors and industry leaders. We will purchase new equipment and tools and lease an industrial space so that instruction can continue in all weather conditions. We hope to grow this program by at least 40 percent in the next few years and in order to do so we plan to invest some of the funds in marketing the program to both English and Spanish speakers in order to reach a broad student population.

Thanks to Senator McGuire for his tremendous efforts in making this expansion possible! I am very excited about this next step in the college’s continued role in the fire recovery efforts. This funding will have a significant impact on improving the skilled construction labor pool, assisting with rebuilding, and improving the lives of our students and community.

The month of February will be a busy and exciting time as we make the final preparations to welcome the team of our peers who will be on campus the week of February 24 – 27 to review our alignment with the **accreditation** standards.

Since the last board meeting, **Academic Affairs** have primarily revolved around gearing up for the new semester and getting the first two weeks going. Part-time faculty participated in orientations at each of our locations—the Ukiah Main Campus, the Coast Center, the North County Center, and the Lake Center. They received training in our online learning platform, Canvas, and participated in discussions about teaching strategies and important college procedures.

Full-time faculty participated in an added in-service day this semester. We have worked with Mendocino College faculty leadership and the **California Community Colleges Accessibility Center** to provide accessibility training for Canvas, Word, and some PowerPoint. This training supported faculty in creating documents and materials which are compliant with current laws regarding accessibility.

Three students from **Willits High School asked to job shadow** Dave Johnston, Chris Olson, and Ben Kohler from the Information Technology Department. Willits Unified's graduate requirements ask students to complete a career exploration project. The students enjoyed their time with the IT Team and benefitted from the chili and corn bread provided at the EOPS 50th anniversary celebration. Two of the students are now planning to attend Mendocino College after their high school graduation.

Director of Information Technology, Dave Johnston attended a one-day **accessibility training** provided by the CCC Accessibility Center. The center staff shared many resources and ideas that will help our IT Team ensure that new Information and Communication Technology (ICT) products address accessibility requirements and Section 508 standards. The Technology Committee is planning to develop an accessibility plan to support all of our students.

The College continues to offer **dual enrollment** classes at every school district in our region. As of this writing, we have enrolled a record number of K-12 students, totaling 707, almost 200 more students than in spring 2019. We expect that number to grow as not all of the dual enrollment students have been entered into our system.

Our **Online Education (Distance Education or DE)** program continues to grow and improve in quality. Online FTES for spring 2020 are projected to exceed 300. Our DE Director, Vivian Varela, and our IT department, are making progress towards a fall implementation of seamless cross-registration for online classes at all member colleges in the Online Education consortium. This means that students at other member institutions will be able to take our online classes without having to go through the matriculation process - and vice versa. Our work with the Online Education Consortium also provides support in improving the quality of our online courses. Eight of our full-time faculty members have been trained through the consortium to review online classes and support faculty in making improvements. Ten courses are planned to go through that intensive review process this spring.

Our Learning Center and Math Engineering Science Achievement (MESA) tutors continue their professional training. On Friday January 24, Director of Student Success Janet Daugherty led a **tutor training** that focused on tutor strategies and tutor/tutee support. Professors Deborah White and Vincent Poturica shared tutor strategies specific to the Math and English disciplines, while Learning Support Specialist, Tascha Whetzel present on learning skills. Tutors from the Lake and Willits centers participated via Zoom. On March 20, Director Janet Daugherty and Professor White will take five tutors to the Tutor Expo in San Jose. Those tutors will share the insights they learn there with their colleagues at their April 3 tutor training.

On January 14, Vice President of Student Services, Ulises Velasco traveled to the Board of Governors meeting in Sacramento to receive a plaque recognizing the **Pomo Pathway program**. Mendocino College received an Honorable Mention recognition from the Academic Senate for California Community Colleges in the 2020 Exemplary Program Award category. The Pomo Pathway program, along with the other work Mendocino College has done over the years to ease the transition to college for Native American students, is gaining recognition at the state-level as other institutions are looking to better connect with this historically underrepresented student group.

At the conclusion of the Fall semester, staff, faculty and administrators joined the Coyote Valley leadership at a luncheon to honor the current Pomo Pathway cohort. Since the inception of this unique partnership we have been participating in these events to demonstrate our commitment to the Pomo Pathway students and the program. Students are always appreciative of the support they are provided.

Throughout the fall semester, both the **High School Equivalency Program (HEP) and Mendocino Lake Adult and Career Education (MLACE)** program have worked together to determine a path forward to continue providing students with support as they pursue their high school equivalency. While the HEP grant was not renewed for a new cycle, a no-cost extension was approved at the federal level to maintain support for the existing students in the program. This extension will see the program supporting existing students through April, 2020. Concurrently, MLACE has provided funding that will allow Jackeline Gonzalez de Orozco, HEP Program Manager, and her staff to begin supporting all students pursuing their high school equivalency through the conclusion of the 2019-2020 fiscal year. MLACE is currently working to consider ways of incorporating this work as part of their on-going efforts to support adults pursuing their education.

As the HEP Program is coming close to ceasing its operations, it is worth noting that in its most recent cohort, 61 students graduated the program. This translates to an 86 percent effectiveness rate. When compared with the national average of 69%, it is clear to see that Mendocino College's program has been a successful operation that has seen many students improve their career opportunities.

The collaboration between HEP and MLACE, which has been called HSE (High School Equivalency), has worked to enroll 46 students in Basic Skills classes in Ukiah and Fort Bragg. The passing rate for this effort is 80 percent, which is close to the passing rate of the HEP program and above the national average. It is expected that next month will see the first graduates of the program. As part of its efforts, HSE provides students with: academic preparation, books, tutoring and HiSET testing vouchers. The only requirement for the HSE program is that the student does not hold a US high school diploma.

This is a very busy time for the **Financial Aid** office. In addition to helping students finalize their financial aid files at the start of the semester, the office has been holding FAFSA/Dream Act Workshops in order to help students complete their 2020-2021 applications by the March 2 Cal Grant deadline. Students who had their financial aid file complete were disbursed their Pell Grant on January 15 for the spring semester. In addition, we have been contacting students who were enrolled in last fall and are still missing requirements to complete their financial aid file.

Starting in January 2020, the **Extended Opportunities Programs and Services (EOPS)** office has held multiple orientations and kick-off events at our main campus and all center locations. During the orientation, new students were given a presentation about the EOPS program and services and students were given their "Tools for School", a set of school supplies. During the kick-off events, continuing students picked up their "Tools for Schools" and were given an opportunity to meet with

staff, faculty, and other students in the program. The EOPS office will continue to hold EOPS orientations throughout the semester for students that become eligible for the program.

This year marks the 50th anniversary of EOPS at the state-level. The program, which has played an important part of Mendocino College, was celebrated during Week of Welcome. Students, faculty, and staff came together to celebrate the "above and beyond" services that EOPS has provided to students. The event included an information table with applications for students who have not yet applied to the program.

The **Counseling Department** hosted their annual Waffle Breakfast open to all Faculty, Staff and students on Friday, December 13 (the last day of the fall semester). This event has grown and evolved over the past three years. It not only celebrates the end of the semester and beginning of the winter holiday season, it also fosters camaraderie and community building amongst our work family.

To support our **outreach** efforts, all our outreach staff participated in a comprehensive four-day Ellucian Colleague Prospective Training. VP Velasco together with IT and Admissions & Records staff coordinated the training that will allow our Outreach staff to share records, monitor status, and stay in regular communication with prospective students before enrolling. This technology tool should assist us in onboarding students more efficiently and successfully. This training opportunity brought together our current Outreach staff (Malissa Donegan and Manuel Galicia), with our outgoing Outreach Specialist, Chantell Martinez, allowing for the sharing of successful past practices. Student Services is looking to keep improving ways to onboard students and provide them with a seamless experience. Training in this tool is important to improve on our existing practices.

The **Covelo/Round Valley** work group, which is comprised of faculty, staff and administrators, has started meeting again to continue providing support and services to current and prospective students in that area. A team including counseling, admissions, financial aid, outreach and ML ACE staff hosted a registration day at Covelo on Wednesday, January 15. Due to the connectivity issues and remoteness of the area, these all-encompassing registration events have been successful in the past to ensure that students are guided through the matriculation process with experts from all offices being represented. Additionally, Apryl Guisasola, Equity Counselor, will be scheduled to be out in Covelo once a month to provide consistent support for students in that area. She will be accompanied by Malissa Donegan, our Native American and Other Population Outreach & Support Specialist, to further support student needs.

On Tuesday, December 17 a video meeting was arranged between ConexED (**Cranium Café**) and approximately 12 staff from various departments to get training on how to utilize the tool to host remove meetings with students. Most of the staff were participating in a Cranium Café training for the first time. Trainings and support in using Cranium Café will continue to be offered to move us towards successful full implementation of Cranium Café.

The **Corrections to College** committee continues to meet to plan for expanding services in Mendocino and Lake Counties. The next meeting is scheduled for Tuesday, January 28. A CCS 100 class is scheduled to be taught by Apryl Guisasola this spring at the Lake County Jail. Kate Feigin is an adjunct Human Services (HUS) instructor that has been working with Dean Aseltyne to expand programs and services at the Mendocino County Jail. She has assisted in securing 13 online students at the jail for this semester. College faculty and staff participating on the committee include: Deans Dennis Aseltyne and Antonio Lopez, Center Director Judy Kanavle, Director Minerva Flores, Counselor Apryl Guisasola, and adjunct instructors Kate Feigin and Chris Dewey.

Both our **Men's and Women's Basketball** teams have begun the second half of conference play and are looking to finish strong with only three weeks remaining in their seasons. Our women's team continues to show improvement and is currently playing their best basketball of the season. Our men's team is still in the hunt for a playoff bid, with the last six games of the season being very important to our students on their quest to make the post-season. As basketball winds down, both **baseball and softball** have begun their seasons and will play non-conference games throughout February, with conference play beginning in March.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non Continuing (STNC) Employees

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

| Last Name | First Name | Position | Department | Start Date | End Date |
|----------------|-------------|---|---------------------|------------|------------|
| Albuquerque | Lilia | Student Support Specialist | North County Center | 1/21/2020 | 6/30/2020 |
| Ashley | Alicia | Center Assistant | North County Center | 02/06/2020 | 06/30/2020 |
| Bray | Leland | Tutor (non-student) | Learning Center | 1/21/2020 | 5/13/2020 |
| Browne | Yves | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Byers | Susan | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Carstensen | Clara | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Cobb | Gabriella | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Cruz Casanova | Gabriel | Professional Expert - Workshop Presenter | HEP Program | 1/8/2020 | 6/30/2020 |
| Cruz-Arreola | Yuridia | Instructional Assistant | HEP Program | 1/8/2020 | 6/30/2020 |
| Friggle | Hasan | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Gallardo | Maricela | MESA Assistant | MESA | 1/21/2020 | 5/22/2020 |
| Gallegos Ruiz | Miriam | Instructional Assistant | HEP Program | 1/8/2020 | 6/30/2020 |
| Gardiner | Luke | Instructional Aide | Astronomy | 8/19/2019 | 5/22/2020 |
| Goss | Elena | Professional Expert - Basketball | Athletics | 1/1/2020 | 4/1/2020 |
| Humphrey | Alex | Custodian | Facilities | 2/6/2020 | 6/19/2020 |
| Madrigal | Gabriel | MESA Assistant | MESA | 1/21/2020 | 5/22/2020 |
| Makela | Mary | Outreach Specialist | Coast Center | 02/06/2020 | 06/20/2020 |
| Mangino | Rosemary | Center Assistant | Coast Center | 02/06/2020 | 06/20/2020 |
| Moreno Peredia | Oscar | Instructional Assistant | HEP Program | 1/8/2020 | 6/30/2020 |
| Muniz | | | | 1/8/2020 | |
| Madrigal | Maria | Instructional Assistant | HEP Program | | 6/30/2020 |
| Pegan | Ilena | Marketing Specialist | Theatre | 2/7/2020 | 3/20/2020 |
| Ratliff | Diana | Library Assistant | Library | 1/21/2020 | 5/22/2020 |
| Rodriguez | Marcella | Gallery Assistant | Gallery | 2/6/2020 | 6/19/2020 |
| Rodriguez | Paloma | Life Drawing Model | Art | 2/6/2020 | 6/19/2020 |
| Rodriguez | Teresa | Professional Expert - Workshop Presenter | HEP Program | 1/8/2020 | 6/30/2020 |
| Rosales | Gladis | Professional Expert - Workshop Presenter | HEP Program | 1/8/2020 | 6/30/2020 |
| Shimada | Machiko | Center Assistant (Substitute) | Lake Center | 1/21/2020 | 6/19/2020 |
| Thompson | Christopher | Security | Facilities | 7/1/2019 | 6/30/2020 |
| Thompson | Christopher | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| Vivas Navarro | Monica | Instructional Assistant | HEP Program | 1/8/2020 | 6/30/2020 |
| Walker | Rayna | MESA Assistant | MESA | 1/21/2020 | 5/22/2020 |
| Yang | Ning | Administrative Assistant 1 | Financial Aid/EOPS | 2/6/2020 | 6/19/2020 |

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 |
|-----------|------------|----------|-----------------|------------|-----------|
| Baca | Gabriel | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Bray | Leland | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Caveney | Marisa | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Duong | Wesley | Tutor | Learning Center | 1/21/2020 | 5/22/2020 |
| Duong | Wesley | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Gonzalez | Jorge | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Hernandez | Fatima | Tutor | HEP Program | 1/8/2020 | 6/30/2020 |

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 |
|------------------|-------------------|-----------------|-------------------|-------------------|-----------------|
| Nunez Mendoza | Juan | Tutor | HEP Program | 1/8/2020 | 6/30/2020 |
| Ortega | Jack | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Pham | Nhung | Tutor | MESA | 1/21/2020 | 5/22/2020 |
| Spencer | Hannah | Tutor | MESA | 1/21/2020 | 5/22/2020 |

ITEM NO: 4.2
DATE: February 5, 2020

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring 2020 semester.

RECOMMENDATION:

The Interim Superintendent/President recommends approval of this Board item 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 Spring 2020 semester as presented pending receipt of all necessary employment eligibility requirements.

| EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER | | |
|--|---|-----------------|
| Name | Position | Location |
| *Basile, Terry | Psychology Instructor | Coast |
| Chandler, Ann | Digital Arts Media Instructor | Coast |
| Crowley, Jared | Biology Instructor | Coast |
| Farmiloe, Jessica | Athletics | Ukiah |
| Franz, Connor | Athletics | Ukiah |
| Holl, Merie | 3SP Counselor, Part-Time Hourly | Ukiah |
| Jones, Elise | Psychology Instructor | Lake Center |
| Kerr, Jennifer | English Instructor | Lake Center |
| McCormick, Jeffery | Physical Therapy | Ukiah |
| Meier, Dustin | Physical Therapy | Ukiah |
| O'Brien, Mary | English As a Second Language Non-Credit | Ukiah |
| Orvis, Dana | Nursing - Registered Nursing Instructor | Ukiah |
| Porter, Andrew | Administration of Justice (Substitute) | Ukiah |
| VanCamp, Brandon | Administration of Justice (Substitute) | Ukiah |
| Wallace, Rebecca | Art - Painting, Drawing Instructor | Coast |
| Young, Rachel | Mental Health Counselor, Part-Time Hourly | Ukiah |
| Zwerling, Philip | English Instructor | Coast |

***Met minimum qualifications thru equivalency process.**

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

| <i>Name</i> | <i>Assignment</i> | <i>Assignment Dates</i> |
|-------------------------|--|-------------------------|
| Daniela Ballesteros | Receive students in Veteran's Resource Center; explain services and assist students with matriculation process; assist with veteran related events | 02/05/2020 – 05/22/2020 |
| Karen H. Del Fiorentino | Assist the Health Awareness & Student Activities Specialist in the many duties and functions of the position including CalFresh outreach, Health Awareness events, hosting campus tours/visits, annual campus events such as Motivation Day, Latino Retreat, Earth Week & other support services coordinated under Student Services. | 2/06/2020 – 06/30/2020 |
| Kevin Klotter | Tutor for MESA students for CHM | 02/06/2020 – 05/22/2020 |
| Amber Nelson | Assist ceramics instructor with glaze making, kilns, clay recycling, and other preparatory tasks outside of class. | 02/06/2020 – 06/30/2020 |
| Dawn Smith | Student English tutor in Learning Center | 02/07/2020 – 12/11/2020 |
| Jeff Trouette | Assist head coach in coaching baseball | 02/07/2020 – 05/07/2020 |

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

ITEM NO: 4.4
DATE: February 5, 2020

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Accounting Specialist

RECOMMENDATION:

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

ANALYSIS:

Kelly Keyes
Accounting Specialist
Effective: February 11, 2020

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Kelly Keyes, Accounting Specialist, effective February 11, 2020, pending receipt of all necessary employment eligibility requirements.

SUBJECT: LATERAL TRANSFER - CLASSIFIED

SYNOPSIS:

Lateral Transfer to North County Center Assistant

RECOMMENDATION:

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

ANALYSIS:

Tammy Cartwright, currently a Library Specialist for the District, applied for a lateral transfer to North County Center Assistant.

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the lateral transfer of Tammy Cartwright, North County Center Assistant, effective January 7, 2020.

SUBJECT: EMPLOYMENT – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Employment of an Interim Executive Dean of Nursing

RECOMMENDATION:

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

ANALYSIS:

Employment for Hourly Compensation (PAF)

Purpose: Administrative Program Preparation

Effective: 12/16/19 – 1/16/20

Employment under Two Year Contract – 12 Month

Interim Executive Dean of Nursing

Peggy Goebel, Ph.D., DNSC, MSN, RNC, FNPC

Effective: 1/17/20-01/18/22

Based on programmatic needs, this contract has been adjusted to reflect a twelve (12) month annual contract for a period of 2 years. This board item supersedes the December 2019 Board Item 5.6 to reflect such change.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dr. Peggy Goebel as the Interim Executive Dean of Nursing, with corrected contract period of 12 months/year, pending receipt of all necessary employment eligibility requirements.

SUBJECT: MENDOCINO PART-TIME FACULTY ASSOCIATION
(MPFA/CCA/CTA/NEA), 2019/2020 SUCCESSOR CONTRACT REOPENER

SYNOPSIS:

Initial 2019/2020 collective bargaining successor contract proposal from Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA)

RECOMMENDATION:

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

ANALYSIS:

Mendocino Part-Time Faculty Association has requested to negotiate the items included in the attached initial successor contract proposal for 2019/2020.

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

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

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2019/2020 collective bargaining proposal from the Mendocino Part-Time Faculty Association and directs the Interim Superintendent/President to receive related public comments prior to the March Board meeting.



December 6, 2019

To: Eileen Cichocki, Interim Superintendent/President
Mendocino-Lake Community College District (MCCD or District)

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

Subject: Negotiations

MPFA hereby notifies the District of its intent to negotiate a successor contract to the most recent expired Collective Bargaining Agreement (CBA) between the parties to take effect July 1, 2019.

It is the intent of MPFA to negotiate an entire new CBA, including the following articles, but not limited to them:

- | | |
|----|--------------------------|
| 1 | Agreement/Recognition |
| 2 | Association Rights |
| 3 | Management Rights |
| 4 | Assignments |
| 5 | Safety |
| 6 | Calendar |
| 7 | Holidays |
| 8 | Personnel Files |
| 9 | Leaves |
| 10 | Travel/Personal Expenses |
| 11 | Resource Offices |
| 12 | Professional Development |
| 13 | Evaluation Procedure |
| 14 | Grievance Procedure |
| 15 | Dues Deduction |
| 16 | Salary |
| 17 | Employee Benefits |
| 18 | Workload |
| 19 | Separability and Savings |
| 20 | Duration |
| 21 | Waiver of Bargaining |

We reserve the right to establish other articles as well through completion of negotiations.

We look forward to meeting and setting dates for negotiations as soon as practical.

Regards,

A handwritten signature in black ink, appearing to read "Stuart Campbell". The signature is fluid and cursive, with the first name "Stuart" and last name "Campbell" clearly distinguishable.

Stuart Campbell
MPFA President

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SUCCESSOR
CONTRACT OPENERS TO MENDOCINO PART-TIME FACULTY
ASSOCIATION (MPFA/CCA/CTA/NEA), 2019/2020

SYNOPSIS:

Initial Mendocino-Lake Community College District collective bargaining successor contract proposals to the Mendocino Part-Time Faculty Association (2019/2020)

RECOMMENDATION:

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

ANALYSIS:

The Mendocino-Lake Community College District reopens all articles of the Mendocino Part-Time Faculty Association (MPFA) CBA under the successor contract, which expired June 30, 2018.

This includes:

Agreement/Recognition
Association Rights
Management Rights
Assignments
Safety
Calendar
Holidays
Personnel Files
Leaves
Travel/Personal Expenses
Resource Offices
Professional Development
Evaluation Procedure
Grievance Procedure
Dues Deduction
Salary
Employee Benefits Workload
Separability and Savings Duration
Waiver of Bargaining

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

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2019/2020 collective bargaining proposal from the Mendocino Part Time Faculty Association and directs the Interim Superintendent/President to receive related public comments prior to the March Board meeting.

ITEM NO: 5.1
DATE: February 5, 2020

SUBJECT: FISCAL REPORT AS OF DECEMBER 31, 2019

SYNOPSIS:

A report on District fiscal data as of December 31, 2019

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of December 31, 2019 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 accept the fiscal report as presented.

Mendocino-Lake Community College District
General Fund
2019/20 Fiscal Report as of December 31, 2019

| | 2019/20 Working Budget | Year-to-date Actuals | Balance | % Rec/Exp |
|---------------------------------------|--------------------------------------|-------------------------|---------------------|-------------------------|
| REVENUE | | | | |
| | Beginning Fund Balance | \$7,001,287 | | |
| FEDERAL | | | | |
| | Federal Forest Reserve | \$30,000 | \$0 | \$30,000 0% |
| | Federal Work Study | 63,022 | 38,594 | 24,428 61% |
| | CAMP | 484,762 | 149,036 | 335,726 31% |
| | PELL Grant Administration | 7,500 | 750 | 6,750 10% |
| | HEP | 264,658 | 152,289 | 112,369 58% |
| | HSI | 596,131 | 203,435 | 392,696 34% |
| | CTEA | 184,364 | 0 | 184,364 0% |
| | Other Federal Revenue | 26,662 | 7,908 | 18,754 0% |
| | TOTAL FEDERAL SOURCES | \$1,657,099 | \$552,012 | \$1,105,087 33% |
| STATE | | | | |
| | State General Apportionment | \$9,500,321 | \$4,940,167 | \$4,560,154 52% |
| | Education Protection Account | 2,823,818 | 1,411,909 | 1,411,909 50% |
| | Board of Governors Grant | 38,099 | 19,811 | 18,288 52% |
| | Student Equity and Achievement | 1,963,332 | 1,290,342 | 672,990 66% |
| | Part-time Faculty Office Hours | 9,000 | 0 | 9,000 0% |
| | FT Faculty Hiring | 109,098 | 56,731 | 52,367 52% |
| | Part-time Faculty Compensation | 111,516 | 57,988 | 53,528 52% |
| | AEBG Adult Education Block Grant | 2,049,971 | 1,264,897 | 785,074 62% |
| | CTE Strong Workforce Program | 1,930,645 | 1,467,271 | 463,374 76% |
| | Other Categorical Apportionments | 1,202,909 | 1,143,698 | 59,211 95% |
| | TANF | 45,040 | 0 | 45,040 0% |
| | DSPS | 396,115 | 205,980 | 190,135 52% |
| | CALWORKS | 243,390 | 124,445 | 118,945 51% |
| | BFAP | 165,325 | 85,969 | 79,356 52% |
| | EOPS | 634,375 | 284,675 | 349,700 45% |
| | EOPS CARE | 71,283 | 37,067 | 34,216 52% |
| | MESA | 94,438 | 0 | 94,438 0% |
| | Other Categorical Program Allowances | 438,991 | 281,612 | 157,379 64% |
| | State Subventions | 211,829 | 34,977 | 176,852 17% |
| | Lottery | 575,503 | 16,001 | 559,502 3% |
| | Mandated Cost Reimbursements | 73,473 | 84,352 | -10,879 115% |
| | Other State Revenue | 394,935 | 389,934 | 5,001 99% |
| | TOTAL STATE SOURCES | \$23,083,406 | \$13,197,826 | \$9,885,580 57% |
| LOCAL | | | | |
| | Property Taxes | \$10,570,456 | \$3,831,397 | \$6,739,059 36% |
| | Local Contributions/Grants/Donations | 143,998 | 15,730 | 128,268 11% |
| | Contract Instructional Services | 19,000 | 0 | 19,000 0% |
| | Rents/Leases (Facilities Use) | 66,000 | 28,918 | 37,082 44% |
| | Interest | 104,000 | 27,715 | 76,285 27% |
| | Community Extension | 7,738 | 1,364 | 6,374 18% |
| | Student Fees | 1,135,880 | 996,552 | 139,328 88% |
| | Bookstore Commission | 30,000 | 16,394 | 13,606 55% |
| | Other Local Revenue | 387,411 | 318,920 | 68,491 82% |
| | TOTAL LOCAL SOURCES | \$12,464,483 | \$5,236,990 | \$7,227,493 42% |
| TOTAL REVENUES | \$37,204,988 | \$18,986,828 | \$18,218,160 | 51% |
| TOTAL RESOURCES AVAILABLE | | | | |
| | \$44,206,275 | | | |
| EXPENDITURES | | | | |
| | Certificated Salaries | \$12,351,197 | \$5,719,883 | \$6,631,314 46% |
| | Classified Salaries | 6,688,252 | 3,188,446 | 3,499,806 48% |
| | Benefits | 7,982,628 | 3,669,266 | 4,313,362 46% |
| | Subtotal Personnel Costs | \$27,022,077 | \$12,577,595 | \$14,444,482 47% |
| | Supplies | \$1,482,233 | \$454,055 | \$1,028,178 31% |
| | Services | 6,521,867 | 1,866,794 | 4,655,073 29% |
| | Capital Outlay | 814,880 | 162,460 | 652,420 20% |
| | Transfers/Other Outgo | 2,037,359 | 621,416 | 1,415,943 31% |
| TOTAL EXPENDITURES | \$37,878,416 | \$15,682,320 | \$22,196,096 | 41% |
| | Ending Fund Balance | \$6,327,859 | | |
| TOTAL EXPENDITURES/CONTINGENCY | \$44,206,275 | | | |

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

1986 Ford donated by Wayne Deprue
2005 Ford donated by Eric Hoefler

RECOMMENDATION:

The Interim Superintendent/President recommends acceptance of the donations.

ANALYSIS:

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

A thank you letter will be sent to each donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donations to Mendocino College by Wayne Deprue and Eric Hoefler.

SUBJECT: QUARTERLY FISCAL STATUS REPORT – AB 2910

SYNOPSIS:

A report on the District fiscal status as of December 31, 2019.

RECOMMENDATION:

The Interim Superintendent/President recommends the Board of Trustees accept this report.

ANALYSIS:

This quarterly fiscal report for the second quarter of the 2019/20 fiscal year reflecting data as of December 31, 2019 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 quarterly fiscal status report as presented.

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2019-2020

District: (140) MENDOCINO-LAKE

Quarter Ended: (Q2) Dec 31, 2019

| Line | Description | As of June 30 for the fiscal year specified | | | |
|------|-------------|---|-------------------|-------------------|------------------------|
| | | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Projected 2019-2020 |

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| | | | | | |
|-----|---|------------|------------|------------|------------|
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 23,305,497 | 24,632,885 | 26,128,614 | 25,771,167 |
| A.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | 0 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 23,305,497 | 24,632,885 | 26,128,614 | 25,771,167 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 21,964,771 | 23,322,260 | 25,431,473 | 25,704,275 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 561,969 | 500,793 | 502,361 | 570,972 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 22,526,740 | 23,823,053 | 25,933,834 | 26,275,247 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | 778,757 | 809,832 | 194,780 | -504,080 |
| D. | Fund Balance, Beginning | 4,971,004 | 5,749,761 | 6,559,593 | 6,755,399 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 4,971,004 | 5,749,761 | 6,559,593 | 6,755,399 |
| E. | Fund Balance, Ending (C. + D.2) | 5,749,761 | 6,559,593 | 6,754,373 | 6,251,319 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 25.5% | 27.5% | 26% | 23.8% |

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

| | | | | | |
|-----|---|--|--|--|--|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | | | | |
|-----|---|--|--|--|--|

| III. Total General Fund Cash Balance (Unrestricted and Restricted) | | As of the specified quarter ended for each fiscal year | | | |
|--|--------------------------------|--|-----------|-----------|-----------|
| | | 2016-17 | 2017-18 | 2018-19 | 2019-2020 |
| H.1 | Cash, excluding borrowed funds | | 3,434,020 | 8,472,465 | 8,688,629 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 4,751,604 | 3,434,020 | 8,472,465 | 8,688,629 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| I. | Revenues: | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 25,616,484 | 25,683,667 | 11,782,474 | 45.9% |
| I.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 25,616,484 | 25,683,667 | 11,782,474 | 45.9% |
| J. | Expenditures: | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 25,005,930 | 25,616,775 | 12,365,926 | 48.3% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 570,972 | 570,972 | 0 | |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 25,576,902 | 26,187,747 | 12,365,926 | 47.2% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | 39,582 | -504,080 | -583,452 | |
| L | Adjusted Fund Balance, Beginning | 6,755,399 | 6,755,399 | 6,755,399 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 6,794,981 | 6,251,319 | 6,171,947 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 26.6% | 23.9% | | |

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

| Contract Period Settled (Specify) YYYY-YY | Management | | Academic | | | | Classified | |
|---|---------------------|------|---------------------|-----|---------------------|-----|---------------------|-----|
| | | | Permanent | | Temporary | | | |
| | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * |
| a. SALARIES: | | | | | | | | |
| Year 1: 2019-20 | 125,000 | 4.5% | | | | | | |
| Year 2: | | | | | | | | |
| Year 3: | | | | | | | | |
| b. BENEFITS: | | | | | | | | |
| Year 1: 2019-20 | 36,500 | 4.5% | | | | | | |
| Year 2: | | | | | | | | |
| Year 3: | | | | | | | | |

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

This salary increase is funded with a combination of general funds, unrestricted funds, and other sources, (i.e. categorical programs). This salary increase is effective as of 7/1/19.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH JOB ANNOUNCEMENT

SYNOPSIS:

Approval of job announcement for the recruitment of a Superintendent/President

RECOMMENDATION:

The Vice President of Student Services recommends approval of this item as presented.

ANALYSIS:

The Board of Trustees of the Mendocino-Lake Community College District appointed a Superintendent/President Search Ad Hoc to aid in the development of a job announcement for a permanent Superintendent/President. The Ad Hoc is comprised of Trustees Xochilt Martinez, John Tomkins, and Robert Jason Pinoli along with Catherine Indermill (Academic Senate President & Professor of Psychology), Jeana Thompson (Classified Senate President & Administrative Assistant, Facilities Department), Judy Kanavle (Management Team President & Lake Center Director) and Ulises Velasco (Vice President of Student Services). With the selection of Community College Search Services as a consultant to help with the recruitment, the Ad Hoc led by Trustee Pinoli, has worked diligently to present this job announcement.

The Ad Hoc met with Dr. Joan Smith from CCSS on January 15th to discuss the announcement and timeline for the recruitment of a Superintendent/President. With approval of this job announcement, which is made available here through a PDF format but will also be available as a webpage on the College's website, our institution will be able to commence recruiting for the position of Superintendent/President starting on February 10th.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the job announcement for the Superintendent/President position as presented.



MENDOCINO COLLEGE

POSITION ANNOUNCEMENT: SUPERINTENDENT/PRESIDENT

Excellence in Education



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

Invites Applications for the Position of

SUPERINTENDENT/PRESIDENT

THE POSITION

The Governing Board of the Mendocino-Lake Community College District invites applications and nominations for the position of Superintendent/President.

The Board seeks a proven, enthusiastic, and visionary educational leader who will foster future growth of the district. The Superintendent/President serves as Chief Executive Officer and Secretary to the Board of Trustees and reports directly to the Board which is comprised of seven elected members and a student representative. The primary responsibilities of the Superintendent/President are to ensure the success of the students of the Mendocino-Lake Community College District while inspiring confidence and trust throughout the College community and the District as well as being responsible for the overall administration of the District.

The next Superintendent/President will lead the District's engaged and enthusiastic faculty and staff who are committed to equity and social justice providing a culturally responsive environment that provides outstanding educational opportunities for all students.



THE COLLEGE AND COMMUNITY

Mendocino-Lake Community College District includes the main Ukiah campus and three centers in Lakeport, Willits, and Fort Bragg serving over 6600 students in a District that encompasses the greater parts of Mendocino and Lake Counties. This single-college district with four main sites has a service area of 3,200 square miles with 51 towns and cities. The beautiful 127-acre main campus is situated among the oaks on a country hillside that overlooks the Ukiah Valley. Mendocino College serves a large Native American student population (over 5%) and the College is designated as a Hispanic-Serving Institution (HSI). The District, established in 1973, serves approximately 100,000 people including eight unified school districts.



Mendocino College is a two-year community college providing a comprehensive curriculum including unique educational programs in sustainable technology, agriculture, nursing, culinary arts, and performing arts. The College serves as a major education and cultural resource for its communities, employing more than 400 classified, faculty and management personnel. The District has an exemplary, engaged faculty and staff committed to providing quality education and service to the students and

the community. The team at Mendocino-Lake Community College District is an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, classified staff, administration, students and members of the community.

Mendocino College partners with Sonoma State University to offer courses on the College's main campus to meet the post-secondary educational needs of the surrounding communities. The College is committed to meeting the educational and cultural needs of students and District residents and recognizes students as individuals with the right to diverse educational opportunities in an atmosphere that is intellectually, culturally, and socially stimulating.



Mendocino and Lake counties include some of Northern California's most picturesque landscape. The counties are approximately two hours north of San Francisco or west of Sacramento and Mendocino College's main campus in Ukiah is just an hour from the Northern California coast. The Mendocino-Lake County Community College District includes a large part of the Mendocino County coastline in its service area as well.



Our communities have a small-town feel with a comfortable, relaxed and friendly lifestyle. The area enjoys a wonderfully temperate climate coupled with family-oriented living, quality schools, unmatched recreational opportunities, and a reasonable cost of living.

Mendocino and Lake counties have a long and colorful history as premium grape-growing region within the state's famous North Coast wine country and are considered an attractive spot for retirement and vacationing. Scenic forests, valleys, lakes, and mountains are descriptive of this large rural area including state parks and a national forest. Opportunities for outdoor recreation abound such as hiking, mountain biking, cycling, boating, water skiing, golfing and much more. The local area is also recognized for its vibrant arts community including visual arts, theater, music, and dance.



MISSION

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success 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.



VISION

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

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

DESIRABLE PERSONAL AND PROFESSIONAL CHARACTERISTICS

The Board of Trustees and Search Committee will evaluate potential candidates for the Superintendent/President of Mendocino-Lake Community College District based on the following desirable characteristics:

- A strong educational leader with a collaborative decision-making style based on participatory governance which seeks to empower others
- A leader who possesses a proven ability to bring innovative approaches to challenges
- A leader who possesses the ability to inspire, lead a complex organization and make a long-term commitment to the College and all those that are served by the Mendocino-Lake Community College District
- An unwavering commitment and dedication to supporting and growing a culture of inclusion and diversity throughout the College community
- A passion for the role and mission of community colleges—specifically, Mendocino College and an understanding of the key role the College plays throughout the community
- An equity-minded educational leader who is sensitive to students' needs and focuses on the holistic development of the student
- A leader who is committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizing the College to improve results
- A Superintendent/President who can create an atmosphere of respect across all categories of employees and has proven commitment to participatory governance
- A Superintendent/President who is willing to have and can facilitate courageous conversations



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

- A student-centered leader that supports the comprehensive community college and understands the competing priorities of transfer, career technical education, college-readiness, basic skills, noncredit, and community education; and understands the role of technology as it relates to all areas of the institution and its application to teaching and learning within the guided pathways framework
- An inclusive leader who demonstrates positive leadership, flexibility and accessibility and is committed to and appreciates the importance of investing in the professional development of faculty and staff
- A proven track record of successful senior management experience including sound business practices and financial management
- An exceptional communicator, listener, and visible leader who inspires confidence and will seek out and value contributions from employees, students, and the community
- A collaborative individual who believes in and supports traditional and non-traditional student organizations and activities
- An individual willing to support the use of technology and new teaching methods to creatively address future workforce demands, as well as changing degree, certificate and program needs
- The willingness and demonstrated ability to build external relationships with community partners, leaders, and citizens to promote Mendocino College and expand its visibility and place within the community
- A comprehensive understanding of accreditation processes
- The ability to develop and maintain relationships in collaboration with local and state elected officials, other community colleges, K-12 educators, and universities



CHALLENGES AND OPPORTUNITIES

The Superintendent/President of Mendocino-Lake Community College District, will be expected to provide strong visionary leadership with a high degree of commitment and personal integrity to address the following over the next five to ten years:

- Continue to build upon the College's image and community relations through activities and partnerships with educational, civic, business organizations and underrepresented groups within the service area
- Capitalize upon the unique educational, professional, and collegial culture at Mendocino College so as to continue building upon the tradition of excellence in service to students, the college community, and the Mendocino-Lake Community College District service area
- Provide leadership in the changing world of educational pedagogy
- An educational leader that considers the use of technology, accreditation standards, guided pathways, and student success issues



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

- Be an equity-minded individual committed to collaborating with faculty, classified staff, administration, student and community partners who are also committed to closing equity gaps
- Build upon the proven experience of participatory governance at Mendocino-Lake Community College District and the California Community College System, by strategically engaging all consultation groups—students, faculty, staff, and administration—early in the decision-making process
- Propose strategies for hiring and retaining high quality, faculty, staff, and administrators, especially from under-represented groups. Provide District employees with the opportunity to successfully achieve high standards in their work
- Provide leadership to the Mendocino College Foundation, Inc. and the enhancement of the resources available to the College
- Provide leadership in managing enrollment in a small community college environment.
- Propose strategies and provide leadership in strengthening the planning and resource allocation process
- Continue the development of the programs and services at the three Centers to meet community needs



MINIMUM QUALIFICATIONS

- A Master's Degree from an accredited institution is required. The required degree must be completed at the time of filing an application.
- Two years of successful senior administrative experience at the college level in instruction, student services, and/or business services is required.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district faculty, staff and students.



DESIRABLE QUALIFICATIONS

- Earned Doctorate from an accredited institution.
- Teaching, student services or administrative services experience preferably at the postsecondary level.
- Five years of experience in administrative positions with increasing levels of responsibility, preferably at the postsecondary level.



APPLICATION PROCEDURE

The Search Committee will begin reviewing applications after March 23, 2020; however, applications may be accepted until the position is filled. To be considered in the first reading, applications must be submitted by 4:30 p.m. PST on **March 20, 2020.**

In order to receive consideration applicants must submit a complete application consisting of the following:

- A cover letter, preferably no more than five pages, which provides examples from background and experience and addresses the Desirable Characteristics in this position announcement;
- A current resume of professional experience, educational background, and other pertinent information;
- Transcripts of graduate course work (unofficial); and
- A list of eight references, including two supervisors, two subordinates, two faculty (or equivalent), and two community members. Include telephone and email address for each.
- A completed Mendocino College academic application can be downloaded at:

<https://www.mendocino.edu/college/employment/employment-application-forms>

Applications are a fillable PDF format. Please download the application prior to completion. Should you experience any technical issues, please contact the HR Director at: (707) 468-3065 or via email at: NMarin@mendocino.edu

Submit all application materials to:

Human Resources
Mendocino College
1000 Hensley Creek Rd
Ukiah, CA 95482

Or via email to:

NMarin@mendocino.edu

For confidential inquiries, contact:

Joan E. Smith, Ed.D.
Search Consultant
Community College Search Services
(209) 566-5421
joan.smith@ccss.solutions

For general inquiries regarding the application process, contact:

Nicole Marin, SHRM-CP
Director of Human Resources
Mendocino College
(707) 468-3065
NMarin@mendocino.edu



Scan to download
the application



Scan to visit the
Presidential search
web page



SALARY AND BENEFITS

This is an executive position that offers a competitive salary and benefits package. Salary is to be negotiated with the Board of Trustees.

SELECTION PROCESS

A screening committee representing the constituencies of the District will paper screen applications and select a limited number of candidates for an initial interview. Paper screening will begin in late March with initial interviews to be held in mid-April. Candidates selected for further consideration will be invited to interview with the Board of Trustees and participate in open campus forums.

The successful candidate will be expected to be available for service within a mutually agreeable time (preferably no later than August 2020) after acceptance of an offer of employment; provide official transcripts of all higher education course work and verification of experience (if necessary) prior to the first day of duty.

EEO STATEMENT

The Mendocino-Lake County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of the surrounding communities.



SUBJECT: BOARD OF TRUSTEES BUDGET PARAMETERS FOR DISTRICT
2020/2021 BUDGETS

SYNOPSIS:

Board of Trustees review and adoption of revised budget parameters.

RECOMMENDATION:

The Interim Superintendent/President recommends that the Board of Trustees adopt the following budget parameters as a basis for development of the 2020/2021 District budgets.

ANALYSIS:

1. General Fund Budget Parameters

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

1.2 Balanced Budget

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

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

2. Health Fund Budget Parameter

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

Reference Board Policy 6200, Budget Preparation

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2020/2021 Budget Parameters as presented.

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the October 1, 2019 through December 31, 2019 quarter of fiscal year 2019/2020.

RECOMMENDATION:

The Interim Superintendent/President recommends that the Board of Trustees review and ratify those 2019/2020 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

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

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

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

| Contract/Agreement | Income or <Expense> | Responsible VP |
|--|--------------------------------------|----------------------------|
| | | |
| <u>Castle Branch, Inc.</u> | <\$40> | Debra Polak |
| January 1, 2020 through December 31, 2022 | per student | |
| <i>Pre-employment drug testing for Physical Therapy Assistant students.</i> | | |
| | | |
| <u>Digital Realm Productions</u> | <\$2,511.75> | Debra Polak |
| October 4, 2019 until completed | | |
| <i>Video production agreement to promote the Coast, Lake and North County Centers.</i> | | |
| | | |
| <u>Regents of the University of California</u> | \$0 | Eileen Cichocki |
| January 1, 2020 through December 31, 2024 | | |
| <i>Renewal of Research Use Agreement at the Point Arena Field Station providing for the University to operate, maintain and/or clean a high-frequency radar instrument that measures sea surface currents.</i> | | |
| | | |
| <u>University Enterprises, Inc., Sacramento State</u> | \$0 | Eileen Cichocki |
| November 29, 2019 until terminated | | |
| <i>California Intern Network Program that provides work experience to students attending affiliated institutions that will enhance their educational and career goals.</i> | | |

SUBJECT: 2020/2021 NONRESIDENT TUITION FEE

SYNOPSIS:

Board of Trustees adoption of a nonresident tuition fee for fiscal year 2020/2021 is requested.

ANALYSIS:

In accordance with Education Code Section 76140, the Board of Trustees is required to establish a nonresident tuition fee for the 2020/2021 fiscal year by March 1, 2020.

The 2019/2020 nonresident tuition fee was set at \$265 per semester unit.

The Board of Trustees has the option of adopting a fee based on the following:

Option A.1 - District Average Cost: The district expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total FTES in the preceding fiscal year. \$376

Option A.2 - District Average Cost with 10 Percent or More Noncredit FTES: N/A
If noncredit FTES is equal to or greater than 10 percent of total FTES, the district expense of credit education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total credit FTES in the preceding fiscal year.

Option B.1 - Statewide Average Cost: The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by statewide total full-time equivalent students (FTES) in the preceding fiscal year. \$290

Option B.2 - Highest Statewide Average Cost: The highest amount calculated pursuant to Option B1 for the succeeding fiscal year, current fiscal year, or past four fiscal years. \$290

Option C - Contiguous District: An amount not to exceed the fee established by the governing board of any contiguous district. \$280

Option D - Between Statewide Average Expense of Education and District Expense of Education: Fees adopted must be greater than statewide average expense of education and less than the district expense of education. \$290 - \$376

Option E - Comparable States Average: No greater than the preceding fiscal year average nonresident tuition fees of public community colleges in at least 12 states comparable to California cost of living. \$414

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does adopt the 2020/2021 nonresident tuition fee at \$280 based on Option C above.

2020-21 Nonresident Tuition and Capital Outlay Fee Worksheet**District:** Mendocino-Lake Community College District**Term:** Semester**Nonresident Tuition Fee Options****A.1 District Average Cost**

| | | | |
|----|--|----|------------|
| A. | District Expense of Education for Base Year | \$ | 30,559,690 |
| B. | District Annual Total FTES | | 2,823 |
| C. | Average Expense of Education per FTES (A/B) | \$ | 10,825 |
| D. | U.S. Consumer Price Index Compound Factor | | 1.0420 |
| E. | Average Cost per FTES for Tuition Year (C x D) | | 11,280 |
| F. | Nonresident Tuition Fee per Semester Unit (E/30) | | 376 |

A.2 District Average Cost with 10 Percent or More Noncredit FTES

| | | | |
|----|---|-----|--------|
| | Noncredit FTES percent of Total | | 3.5% |
| A. | District CREDIT ONLY Expense of Education for Base Year | | |
| B. | Annual Attendance FTES | N/A | |
| C. | Average Expense of Education per FTES (A/B) | N/A | |
| D. | U.S. Consumer Price Index Compound Factor | | 1.0420 |
| E. | Average Cost per FTES for Tuition Year (C x D) | N/A | |
| F. | Nonresident Tuition Fee per Semester Unit (E/30) | N/A | |

B.1 Statewide Average Cost

| | | | |
|----|--|----|---------------|
| A. | Statewide Expense of Education for Base Year | | 9,581,068,770 |
| B. | Statewide Annual Total FTES | | 1,148,145 |
| C. | Average Expense of Education per FTES (A/B) | \$ | 8,345 |
| D. | U.S. Consumer Price Index Compound Factor | | 1.0420 |
| E. | Average Cost per FTES for Tuition Year (C x D) | | 8,695 |
| F. | Nonresident Tuition Fee per Semester Unit (E/30) | \$ | 290 |

B.2 Highest Statewide Average Cost

| | | | |
|--|---|----|---------|
| | Highest year of the succeeding, current, and 4 prior years. | | 2020-21 |
| | Nonresident Tuition Fee per Semester Unit | \$ | 290 |

C Contiguous District

| | | | |
|--|---|--|--|
| | Contiguous District | | |
| | Maximum Fee (Contiguous District Nonresident Tuition Fee) | | |
| | Nonresident Tuition Fee per Semester Unit | | |

D Between Statewide Average Expense of Education and District Expense of Education

| | | | |
|--|---|----|------------|
| | Minimum (Option B.1 - Statewide Average Cost) per Semester Unit | \$ | 290 |
| | Maximum (District Total Expense of Education) | \$ | 30,559,690 |
| | Nonresident Tuition Fee per Semester Unit | | |

E Comparable States Average

| | | | |
|--|---|----|-----|
| | Nonresident Tuition Fee per Semester Unit | \$ | 414 |
|--|---|----|-----|

| Nonresident Capital Outlay Fee | | |
|---------------------------------------|---|--------|
| A. | Capital Outlay expense for 2018-19 | |
| B. | FTES for 2018-19 | 2,823 |
| C. | Capital outlay expense per FTES (A/B) | \$ - |
| D. | Capital Outlay Fee per Semester Unit (C/30) | \$ - |
| E. | Adopted 2020-21 Nonresident Tuition Fee | \$ 280 |
| F. | 50% of Adopted 2020-21 Nonresident Tuition Fee | \$ 140 |
| G. | Maximum 2020-21 Nonresident Capital Outlay Fee (lesser of D or F) | \$ - |

**California Community Colleges
2020-21 Nonresident Tuition and Capital Outlay Fee
Mendocino-Lake Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: 5-Feb-20

Nonresident Tuition Fee

| Basis for Adoption (Select one) | | Fee |
|-------------------------------------|--|--------|
| <input type="checkbox"/> | A.1 - District Average Cost | |
| <input type="checkbox"/> | A.2 - District Average Cost with 10 Percent or More Noncredit FTES | |
| <input type="checkbox"/> | B.1 - Statewide Average Cost | |
| <input type="checkbox"/> | B.2 - Highest Statewide Average Cost | |
| <input checked="" type="checkbox"/> | C - Contiguous District | \$ 280 |
| <input type="checkbox"/> | D - Between Statewide Average Expense of Education & District Expense of Education | |
| <input type="checkbox"/> | E - Comparable States Average | |

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 0

| | | |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | Nonresident Capital Outlay Fee | |
|--------------------------|--------------------------------|--|

Contact Information

Signature: _____

Name: Eileen Cichocki

Title: Interim Superintendent/President

Phone: 707-468-3068

Email: ecichocki@mendocino.edu

Nonresident Tuition Fee CONTIGUOUS DISTRICT Five-Year History
Presented by Interim Superintendent/President Cichocki @ BOT February 5, 2020

| 2020/2021 NONRESIDENT TUITION | <i>Calculated/Approved</i> |
|---|-----------------------------------|
| <i>Mendocino College</i> | <i>\$376 / \$280</i> |
| Butte College | \$491 / \$280 |
| College of the Redwoods | \$340 / not available |
| Santa Rosa JC | \$261 / \$290 |
| Shasta College | \$280 / \$280 |
| Yuba College | \$298 / not available |
| Statewide Average Cost Set by CCCCCO | \$290 |

| | 2019/2020 | 18/19 | 17/18 | 16/17 | 15/16 |
|---|---------------------|---------------------|---------------------|-------------------|---------------------|
| Mendocino College Adopted | \$265 | \$258 | \$234 | \$211 | \$200 |
| <i>Mendocino College Calculated</i> | <i>\$385</i> | <i>\$283</i> | <i>\$316</i> | <i>248</i> | <i>\$306</i> |
| Butte College Adopted | \$265 | \$234 | \$234 | \$215 | \$210 |
| College of the Redwoods Adopted | \$312 | \$259 | \$258 | \$236 | \$200 |
| Santa Rosa JC Adopted | \$265 | \$258 | \$234 | \$211 | \$200 |
| Shasta College Adopted | \$234 | \$234 | \$234 | \$214 | \$210 |
| Yuba College Adopted | \$265 | \$234 | \$220 | \$220 | \$220 |
| Statewide Average Cost Set by CCCCCO | \$265 | \$258 | \$234 | \$211 | \$200 |

SUBJECT: BOARD POLICY REVISION

SYNOPSIS:

A revised board policy is presented for adoption.

RECOMMENDATION:

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

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policy is 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 2360 – Minutes – This legally required board policy has been revised to now include information regarding accessibility to the minutes by persons with disabilities.

The other portions of the current policy were updated previously and are now included in Board Policy 2310 – Regular Meetings of the Board; Board Policy 2320 – Special and Emergency Meetings; Board Policy 2330 – Quorum and Voting; and Board Policy 2340 – Agendas. Board Policy 2360 – Minutes is the last piece to be revised and presented for adoption.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 2360 as presented.



BOARD POLICY

NO. ~~205~~ 2360

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MEETINGS OF THE BOARD OF TRUSTEES MINUTES

Regular Meetings of the Board

~~Regular meetings of the Board shall normally be held on the first Wednesday of the month at the Ukiah Campus, 1000 Hensley Creek Road, Ukiah, California. Annually, one meeting shall be held at the Lake Center and one meeting shall be held at the Willits Center. An annual schedule of meetings shall be developed at the December Organizational meeting and shall be available on the District's website.~~

~~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.~~

Conduct of Meetings

~~Conduct of the meetings shall be by Roberts Rules of Order, Newly Revised for "small body" accommodations and by the Board's adopted list of meeting protocols.~~

Special and Emergency Meetings

~~Special meetings may be called from time to time 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.~~

Quorum and Voting

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

~~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;~~

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 2020

- ~~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.~~

The following actions require an unanimous vote of all members:

- ~~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.~~

~~No action shall be taken by secret ballot.~~

Agendas

The Board Agenda is a primary tool for carrying on the Board of Trustee's business. The development and preparation of the Agenda is the responsibility of the Superintendent/President in consultation with the Board President. See also Board Policy 204 Organization.

~~Agendas shall be posted and distributed in accordance with the requirements of the Brown Act.~~

~~The order of business may be changed by consent of the Board. The Board may act only on posted agenda items and shall not deliberate on items which are not on the posted agenda.~~

~~See Policy 206 regarding public participation in board meetings.~~

~~Closed Session shall be held as permitted by law. All matters discussed or disclosed during a lawfully held closed session are confidential. Violations of confidentiality shall be addressed by Policy 302 District Code of Conduct and Policy 208 Board Code of Ethics. Trustees who are absent from Closed Session shall be updated at their request solely by the Superintendent/President.~~

Minutes

The Superintendent/President as Secretary of the Board shall cause minutes to be taken in open session **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 72000(d), 72023.5, 72121(a), 72121.5, 72122, 72129, 81310 et seq., 81365, 81511, 81432;
Government Code 6250 et seq., 53094, 54950-54963 (The Ralph M. Brown Act)
Code of Civil Procedure Section 1245.240 **54957.5**

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 2020

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

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

RECOMMENDATION:

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

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 3410 – Nondiscrimination – This legally required board policy has been revised to now include immigration status as one of the protected classes. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 3430 – Prohibition of Harassment – This legally required board policy has been revised to now include immigration status as one of the protected classes. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 3820 – Gifts – This legally required board policy has revised using the League template and the statewide numbering system as a guide. The policy was previously revised in June 2010 and listed as Board Policy 609. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019.

Board Policy 6250 – Budget Management – This new legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6320 – Investments – This legally required board policy was last updated in April 2015. The only recommended change to the current version is the inclusion of the words "or designee" in the first sentence. The policy was first reviewed by the President's Policy Advisory

Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6550 – Disposal of Property – This legally required board policy has been revised using the League template as a guide. The policy was first reviewed by the President’s Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 3410, Board Policy 3430, Board Policy 3820, Board Policy 6250, Board Policy 6320, and Board Policy 6550 as presented.



NON-DISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, **immigration status**, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, **immigration status**, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure No. 3410.1

References: Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5, Sections 59300 et seq., and 59300 et. seq.;
Penal Code Section 422.55;
Government Code, Section 12926.1 and 12940 et. seq.;
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC
Accreditation Standard Catalog Requirements (formerly Accreditation
Standard II.B.2.c)

Adopted: December 19, 1978

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Revised: March 3, 1982 December 6, 1989

June 2, 1993 October 16, 1995

July 7, 1999 June 5, 2013

May 15, 2019 October 2019



ADMINISTRATIVE PROCEDURES

No. 3410.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NON-DISCRIMINATION

The District shall provide and maintain administrative complaint procedures that assure equal access to employment, services, classes, athletics, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, immigration status, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status or military and veteran status.

Education Programs

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, layoff and advancement for all position classifications shall be based on job-related criteria and the District's staffing needs.

It is also unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

The District shall from time to time as necessary provide professional and staff development

Any person who desires to file a complaint based on discrimination, harassment or access should contact the District Compliance Officer, Director of Human Resources, by phone at (707) 468-3065 or in person at the District's Human Resources Department, 1000 Hensley Creek Road, Ukiah, California, 95482. A complete copy of the District's complaint procedure, Administrative Procedure 3435.1, can be found at the District's Human Resources Department, Room 1160 in MacMillan Hall, and the Library, Room 4220 in the Library/Learning Center, both at the Ukiah Campus and on the District's website at <http://www.mendocino.edu>.

References: Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
Standard Catalog Requirements (*formerly II.B.2.c*)

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.;
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5

**PROHIBITION OF HARASSMENT**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, **immigration status**, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435.1. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

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

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

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation

and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

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

See Administrative Procedure 3430.1

References: Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Sections 12940 and 12950.1;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e



ADMINISTRATIVE PROCEDURES

NO. 3430.1

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any administrator, staff or faculty member or student within the District.

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

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. (See BP 4030 Academic Freedom). This procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not

Adopted: July 7, 1999

Revised: December 9, 2013

April 26, 2019

November 15, 2019

Admin Procedure 3430.1

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limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or

Adopted: July 7, 1999

Revised: December 9, 2013

April 26, 2019

November 15, 2019

Admin Procedure 3430.1

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- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees they directly supervise, and between faculty and students when a student is enrolled in a faculty's class are prohibited. There is an inherent imbalance of power and potential for exploitation in such relationships. Also, in general, romantic or sexual relationships between or among administrators, faculty, or staff members and students are discouraged. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that allowed relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the authority of one over the other, or of a teacher over a student in allowable settings (non-classroom). Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

References: Education Code Sections 212.5, 44100, and 66281.5;
Government Code Section 12940;
Title 2 Sections 10500 et seq.;
Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Adopted: July 7, 1999
Revised: December 9, 2013
April 26, 2019
November 15, 2019

Admin Procedure 3430.1
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BOARD POLICY

No. ~~609~~ **3820**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DONATIONS AND GIFTS

~~The Board of Trustees of the Mendocino Lake Community College District will accept appropriate gifts or donations which are supportive of the College mission and vision.~~

~~Gifts and donations made directly and specifically to Mendocino College are under the purview of the Board of Trustees. The normal duties of the Board of Trustees do not include managing monetary assets, real estate or other income producing properties. The Board encourages donors to make gifts which require special management directly to the Foundation, whose membership includes experts with skills in fiduciary and property management. Such gifts and other donations specifically solicited by and/or received by the Mendocino College Foundation, Inc. are the responsibility of the Foundation. The Superintendent/President or designee has the authority to advise donors as to the most suitable beneficiary of their gift.~~

~~All substantial gifts and donations directed specifically to Mendocino College, including monetary assets, real or personal property, equipment, supplies, and any other asset of use and benefit to the college, must be accepted by the Board of Trustees at a public meeting.~~

~~Any gift or donation which is accepted by the Board shall become District property, and may not be returned without prior approval of the Board of Trustees and is subject to the same controls and regulations as are other properties of the District.~~

~~The Board of Trustees reserves the right to refuse any gift which does not contribute toward the achievement of the goals of the College, or which is contrary to the policies of the College, the laws of the State of California, or applicable federal statutes, or which, by nature of ownership of said gift, would tend to deplete the District's resources.~~

~~In no instance shall acceptance of a gift or donation be considered an endorsement by the Board of Trustees of a commercial product, a business enterprise, an individual, or any other organization.~~

~~Donors who present a gift or donation with conditional requirements which are governed by laws or board policies (e.g. curricula or naming of facilities) shall be advised of and accept those requirements prior to acceptance of the gift or donation by the Board of Trustees.~~

Adopted: December 19, 1978

Revised: November 3, 1982

September 2, 1998

June 2, 2010

October 2019

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered an endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from a donor who engages in practices or policies which would be in violation of Board Policy 3410, Non-Discrimination when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Reference: Education Code Section 72205

Adopted: December 19, 1978
Revised: November 3, 1982
September 2, 1998
June 2, 2010
October 2019



BOARD POLICY

No 6250

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEW

BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Each year the Board will review and approve budget parameters to inform budget development for the coming year.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure #6250.1

References: Title 5 Sections 58307 and 58308



ADMINISTRATIVE PROCEDURES

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 6250.1

BUDGET MANAGEMENT

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References: Title 5 Sections 58305, 58307, and 58308.



BOARD POLICY

No. 6320

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

INVESTMENTS

The Superintendent/President **or designee** is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

References: Government Code Sections 53600 et seq.

Adopted: January 4, 1989
Revision: June 4, 2008
April 8, 2015
October 2019



ADMINISTRATIVE PROCEDURES

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 6320.1

INVESTMENTS

The Superintendent/President or designee is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited below and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).
- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8 may be made by the Vice President of Administrative Services subject to prior approval of the Governing Board.

References: Government Code Sections 53600 et seq.



BOARD POLICY

No. ~~613~~ **6550**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

~~DISPOSITION~~ DISPOSAL OF PROPERTY

~~The Board of Trustees recognizes that the District may have from time to time, property which is unusable or obsolete or otherwise not needed by the District.~~

~~The Board directs~~ The Superintendent/President or designee **is delegated authority by the Board to declare as surplus such personal** ~~to periodically review all District property~~ **of the District as is no longer useful for District purposes,** and **shall** establish procedures to dispose of such property in accordance with applicable law.

~~The Board directs the Superintendent/President or designee to ensure the following:~~

- ~~• That the College does not waste scarce storage space by warehousing property determined to be surplus;~~
- ~~• That the surplus property which cannot be utilized by other college departments or has insufficient value to defray the costs of arranging a sale, may be disposed of in a manner consistent with the College's commitment to recycling.~~

All disposition of surplus **personal** property shall be reported to the Board of Trustees on a periodic basis. **This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.**

Reference: **Education Code Sections** 70902(b)(6); **81360 et seq.; and** 81540 **et seq.** ~~81542~~

Adopted: December 19, 1972
Revised: December 1, 1982
February 5, 1986
December 9, 2009
October 2019

Page 1 of 1



ADMINISTRATIVE PROCEDURES

No. 6550.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DISPOSAL OF PROPERTY

Periodically, the Vice President of Administrative Services or designee will circulate a request to all Departments to identify as surplus district property which is no longer in use and for which future use is not anticipated.

The Vice President of Administrative Services or designee will compile a master list of items identified and make the list available to all departments to determine whether any item considered surplus in one department would have value in another.

Upon determination that the items are of no use by any college department, the Vice President of Administrative Services will review the list and declare the items surplus. The list of surplus items will be presented to the Board of Trustees.

The District may sell for cash any district personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having general circulation in the District; or if there is no such newspaper, then in a newspaper having general circulation in the county in which the District or any part thereof is situated.

The Vice President of Administrative Services or designee shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus property may also be disposed by means of a public auction conducted by employees of the District or other public agencies or by contracting with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

1. The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
2. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold or donated.
3. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan for the recipient district.

If the Board of Trustees, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold by the Vice President of Administrative Services or designee at a private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code 81450, but for which no qualified bid was received, may be sold at private sale without advertising by the Vice President of Administrative Services or designee.

If the Board, by unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of by order of the Vice President of Administrative Services.

In addition, the Board may sell or lease real property belonging to the District under the following conditions:

If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the least of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale of lease.

Reference: Education Code Sections 70902(b)(6), 81360 et. seq., and 81450 et seq.

ITEM NO: 8.1
DATE: February 5, 2020

SUBJECT: HEALTH BENEFITS 2019/20

SYNOPSIS:

Status of the health benefit fund as of December 31, 2019

ANALYSIS:

For the first six months of fiscal year 2019/20, 7/1/19 – 12/31/19, the average health benefit cost per participant was \$2,018.20 per month, while the budgeted rate is \$1,700.00 per participant.

Should this trend continue through the end of the fiscal year, expenditures would exceed the budget by approximately \$750,000 and use the entire reserve in the Health Benefits Fund.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Executive Director of the Mendocino College Foundation is submitted as information.

ANALYSIS:

During their annual meeting in December, the Foundation Board of Directors elected Mr. Tom Dow as the new Foundation President and Ms. Linda Chapman as Vice President, each for two-year terms.

The Foundation has a new and improved website. The new site is much more visually appealing, easy to navigate and most importantly has a simple to use donation page. The new page allows donors to easily designate the area in which they wish to donate towards.

The Scholarship Programs' application period will close on March 2, 2020. To date, over 300 individuals have begun the application process.

Scholarship workshops are occurring throughout Lake and Mendocino counties. To date, over 200 Mendocino College and high school students have heard the presentation. Staff have increased efforts to recruit more high schools seniors to apply for an MC Scholarship. We anticipate having over \$150,000 in scholarship funds to distribute.

The Friends of the Mendocino College Theater (FMCT) are very close to meeting their financial goal to send 20 students to the Kennedy Center Theatre Arts Festival in Colorado. The drive through tri-tip dinner held on January 24, 2020, was very successful and raised over \$10,000.

The Friends of the Mendocino College Coast Center are hosting their 2nd annual Dine Out at MacCallum House on February 5, 2020. Mac House generously provides a percentage of the night's proceeds to the coastal affiliate. All proceeds from this event support scholarships for students attending the coastal campus.

The Foundation's biennial report to the public is currently in production. The board is hopeful to have it distributed by the end of May.

Upcoming events and activities include the Scholarship Ceremony in May; Adopt A Fifth Grader celebrations; spring/summer appeal letter.

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:

Since we are at the beginning of the semester and faculty are focused on meeting with students and starting classes, my report will be brief. During the afternoon session at In Service (1/17) the faculty engaged in one of two Guided Pathways Workshops. Our focus was Program Mapping and “Meta Major “exploration. We generated good work that will be shared with the Guided Pathways Leadership Team.

This month my faculty highlight is Taylor Cannon. Taylor is an adjunct instructor in sociology and one of the part-time faculty representatives on the Academic Senate. He has been nominated for the Hayward Award for “*Excellence in Education*”. This award is given annually to faculty who are committed to serving students, the fundamentals of the California Community College mission, serving the institution through participation in professional and/or student activities, etc. The Hayward Award is sponsored by the Academic Senate for California Community Colleges and The Foundation for California Community Colleges. My nomination letter reads in part:

His educational background in Sociology with a specific focus on first generation college students allows him unique insights into this group and their strengths. What some instructors view as students’ challenges and lack of preparation he views as “grit and resiliency.” This willingness to reach out and bolster the confidence of students who might see themselves as “not college material” is part of what makes him so effective at promoting equity among traditionally underserved students.

This candidate embodies the type of educational values we need in the community college system more than ever. He understands the barriers students face and he is actively working to erase those barriers in his own classroom as well as at an institutional level.

The Academic Senate continues to support the efforts of the district in securing additional funding for the HEP Program. On behalf of the faculty, I have written a letter of support for our HEP program and submitted it to Minerva Flores, Director of Institutional Effectiveness, Research, and Grants for inclusion in our grant application.

Classified Senate:

The following report was submitted by Classified Senate President Jeana Thompson:

Classified Professionals of Mendocino College are excited to welcome students back for the Spring 2020 semester. With Classified staff busy at work as well as helping to support the many campus activities taking place this time of year, we have not yet met. Our next meeting is scheduled for mid-February.

Management Team:

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

With the anticipated departure of current Management Team President Judy Kanavle, at our most recent meeting we selected Janelle Meyers Bird, the Director of Community Relations and Communication to take her place for the remainder of the 2019-20 academic year. As the new Management Team President, Bird will be responsible for representing the group on the President/ Superintendent search team and hiring committee, in addition to assuming the normal duties of Management Team President. The Management Team looks forward to working with all of the District's constituent groups to oversee a fair and successful recruitment for the new President/Superintendent position.

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 6200 – Budget Preparation – This legally required board policy was last reviewed in April 2015 and has been revised to remove the information included in the new administrative procedure. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on December 13, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6330 – Purchasing – This legally required board policy was last revised in August 2015 and has been reviewed with no changes to the current policy suggested. The policy was first reviewed by the President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on December 13, 2019.

Board Policy 6340 – Bids and Contracts – This legally required board policy was last reviewed in August 2015 and has now been revised to include two additional references. The policy was first reviewed by the President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on December 13, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6400 – Financial Audits – This legally required board policy was last reviewed in August 2015. It has now been revised to include a change in the policy title. The policy was first reviewed by the President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on December 13, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6500 – Property Management – This legally required board policy was last updated in August 2015. The only recommended change to the current version is the removal of the reference to an administrative procedure that does not exist. The policy was first reviewed by the

President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on December 13, 2019.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the March 2020 Board meeting.



BUDGET PREPARATION

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

~~Budget development shall meet the following criteria:~~

- ~~• The annual budget shall support the District's master and educational plans.~~
- ~~• Assumptions upon which the budget is based are presented to the Board for review.~~
- ~~• A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.~~
- ~~• Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.~~
- ~~• Budget projections address long term goals and commitments.~~

References: Education Code Section 70902(b) (5);
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D



ADMINISTRATIVE PROCEDURES

No. 6200.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

BUDGET PREPARATION

The annual budget preparation shall support the goals outlined in the District's Educational Master Plan and Strategic Plan.

Budget estimates for both revenues and expenditures will be prudently realistic. Budgets shall be based on the fiscal conditions of the District and the most recent information received from the California Community College Chancellor's Office (CCCCO), California Community Colleges Association of Chief Business Officials (ACBO), Community College League of California (CCLC), and the State of California Department of Finance and Legislative Analyst Office (LAO).

During the budget development process, a copy of the tentative budget including all budget assumptions will be presented to the Planning and Budgeting Committee for review and input by the constituent group committee.

As outlined in Title 5 Section 58305, the tentative budget shall be presented to the Board for approval no later than July 1 of each year with the final budget presented for Board approval no later than September 15 of each year. In addition, a public hearing on the budget shall be held on or before September 15 of each year.

On or before September 30, two copies of the adopted budget will be submitted to the California Community College Chancellor's Office.

References: Education Code Sections 70902(b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D



BOARD POLICY

No. 6330

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PURCHASING

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time. All such transactions shall be reviewed by the Board regularly as required by law.

References: Education Code Sections 81656;
Public Contract Code Sections 20650 and 20651



BOARD POLICY

No. 6340

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

BIDS AND CONTRACTS

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsive bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See Administrative Procedures 6340.1.

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.;
Government Code Section 53060
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

Adopted: March 3, 1982
Revised: June 4, 2008
August 12, 2015
November 2019

Board Policy 6340
Page 1 of 1



ADMINISTRATIVE PROCEDURES

No. 6340.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

BIDS AND CONTRACTS

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contract Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

In securing bids and quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, (and may post on the District's web site or through an electronic portal,) a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Vice President of Administrative Services or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Vice President of Administrative Services or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Vice President of Administrative Services or designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

The Vice President of Administrative Services or designee shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- **Selection and Award to Lowest Responsible Bidder:**
 - Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- **Selection and Award Based on Best Value:**
 - For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value.
 - "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that

- may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- The District will consider all of the following in a best value selection and award:
 - Price and service level proposals that reduce the District's overall operating costs, including end-of-life expenditures and impact.
 - Equipment, services, supplies, and materials standards that support the District's strategic acquisition and management program direction.
 - A procedure for protest and resolution in the request for proposal.
 - The District may also consider any of the following in a best value selection and award:
 - The total cost of the purchase, use, and consumption of equipment, supplies, and materials.
 - The operational cost or benefit incurred by the District.
 - The added value to the District, as defined in the request for proposal, of vendor-added services.
 - The quality and effectiveness of equipment, supplies, materials, and services.
 - The reliability of delivery and installation schedules.
 - The terms and conditions of product warranties and vendor guarantees.
 - The financial stability of the vendor.
 - The vendor's quality assurance program.
 - The vendor's experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.
 - The consistency of the vendor's proposed equipment, supplies, materials, and services with the District's overall supplies and materials procurement program.
 - The economic benefits to the local community, including, but not limited to, job creation and retention.
 - The environmental benefits to the local community.
 - The District will award a contract to the lowest responsible bidder, whose proposal offers the best value to the District based solely on the criteria set forth in the request for proposal. The District shall document its determination in writing.
 - The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
 - The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
 - The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination as defined in Board Policy 3410 (Non-Discrimination), does not occur in the award and performance of contracts.

Purchase without Advertising for Bids

The Vice President of Administrative Services or designee is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Vice President of Administrative Services or designee may, without advertising for bids within the same District purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Administrative Services or designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Vice President of Administrative Services or designee is authorized to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice President of Administrative Services or designee may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Record Retention

The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis of contract price.

Kindergarten-University Public Education Bond Act Projects

For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice President of Administrative Services or designee will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.
- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Vice President of Administrative Services or designee or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code Section 1771.7.
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Vice President of Administrative Services or designee shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations or any successor agency that is responsible for the oversight of employee wage and work hour laws.

References: Education Code Sections 81641 et seq.;

Public Contract Code Sections 20103.7, ~~20111(a)~~, 20112, 20650 et seq., and 22000 et seq.;

Labor Code Sections 1770 et seq.;

Government Code Section 53060

ACCJC Accreditation Standard III.D.16 ;

2 Code of Federal Regulations Part 200.318



BOARD POLICY

No. 6400

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FINANCIAL AUDITS

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall ensure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

See A.P. 6400.1

Reference: Education Code Section 84040(b);
ACCJC Accreditation Standard III.D.7



ADMINISTRATIVE PROCEDURES

No. 6400.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FINANCIAL AUDITS

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for one year. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- a statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5 and
- a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the California Community College Chancellor's Office by December 31.

References: Education Code Sections 84040(b) and 81644
Title 5 Section 59102;
ACCJC Accreditation Standard III.D.7



BOARD POLICY

No. 6500

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROPERTY MANAGEMENT

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

~~See Administrative Procedures AP 6500.1~~

References: Education Code Sections 81300 et seq.

Adopted: December 19, 1978

Revised: May 5, 1999

April 1, 2009

August 12, 2015

November 2019

ITEM NO: 9.1
DATE: February 5, 2020

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:

- Report on Disabled Student Programs and Services