

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

February 10, 2021 – 4:30 PM

Zoom meeting information: [February 10, 2021 zoom meeting link](#)

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

CALL TO ORDER

APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on January 13, 2021, the special meeting held on January 13, 2021 and the special meeting held on January 28, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. In accordance with the Governor's Executive Order N-29-20, Mendocino-Lake Community College Trustees will be conducting this meeting via teleconference. At the appropriate time on the agenda, the Board President will ask individuals joining the teleconference via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the teleconference via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

CLOSED SESSION

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

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. In accordance with the Governor's Executive Order N-29-20, Mendocino-Lake Community College Trustees will be conducting this meeting via teleconference. At the appropriate time on the agenda, the Board President will ask individuals joining the teleconference via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the teleconference via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 4.4 Consideration to approve Employment – Classified
Recommendation to approve the classified employment as presented
- 4.5 Consideration to ratify Resignation – Faculty
Recommendation to ratify the faculty resignation as presented
- 4.6 Consideration to approve Working Out of Class Compensation
Recommendation to approve the working out of class compensation as presented
- 4.7 Faculty Contracts
Recommendation to approve the tenure-track faculty contracts as presented
- 4.8 Renew Contracts for Categorically Funded Faculty
Recommendation to approve the categorically-funded faculty contracts as presented
- 4.9 Classified Administrator Contracts
Recommendation to approve the Classified Administrator contracts as presented
- 4.10 Educational Administrator Contracts
Recommendation approve the Educational Administrator contracts as presented

Other Items

- 5.1 Fiscal Report as of December 31, 2020
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

ACTION ITEMS

- 6.1 Proposed 2021/2022 Nonresident Tuition Fee
Recommendation to adopt the 2021/2022 nonresident tuition fee as presented
- 6.2 Board Policy Additions and Revisions – Second Reading
Recommendation to approve the board policy additions and revisions as presented

BIG PICTURE

Mendocino College Coastal Field Station Update

An overview and update on the Coastal Field Station will be presented by Dr. Steve Cardimona, Professor of Earth Science

INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
Mendocino College Foundation informational report
- 8.2 Constituent Group Reports
Reports from constituent groups are presented as information

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

ADJOURNMENT

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, March 10, 2021, 4:30 PM, via ZOOM*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, January 13, 2021 using ZOOM remote meeting technology.

GENERAL MATTERS

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

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

Secretary Timothy Karas, Superintendent/President

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

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

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

Oath of Office The Oath of Office was administered to Trustee Anderson by Superintendent/President Karas per Education Code guidelines.

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

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

Approval of Minutes M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on December 16, 2020 as presented. The matter was approved with the following vote:

Ayes	Martinez, Myers, Nickerman, O'Neill, Anderson, Tomkins,
------	---

	and Pinoli
Noes	None
Abstentions	None
Absent	None

CLOSED SESSION

The Board adjourned to Closed Session at 4:36 PM with Board President Pinoli stating items 3.2 and 3.4 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session

- The Board returned to open session at 5:19 PM with Board President Pinoli reporting the following action taken in closed session:

On Item #3.2, by a vote of 7-0, the Board voted to return Mr. Tripp's Government Tort Claim as untimely and reject the application for late claim relief.

There was no action taken on Item 3.4.

Public Comments

There were no comments from the public.

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas welcomed and wished everyone a Happy New Year. He shared that this Friday, January 15, 2021, will be our Spring in-service. Spring semester classes will be starting on Tuesday, January 19, 2021 with the observance of the Dr. Martin Luther King holiday taking place on Monday, January 18, 2021.

There has been quite a bit of news in the media recently about vaccinations being dispensed in the area. Phase 1A is taking place now with phase 1B to follow soon. College staff has been working hard to get vaccinations for our employees. We have offered to hold a community clinic at the college but have not yet heard back from the County Health Department regarding this request. We have also been in contact with members of the Board of Supervisors in order to garner their support of holding these clinics.

Trustee Martinez asked about the shortfall in enrollments and asked if we are going to be reimbursed even though we have declining enrollments. Superintendent/President Karas responded informing her we are currently in a hold-harmless situation so we would still be reimbursed by the state at our current reimbursement rate.

CONSENT AGENDA

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

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

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

Personnel

Consideration to approve personnel list – Part-Time Faculty

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

Consideration to ratify Resignations – Classified and Full-Time (Categorical) Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratify the resignations of Kaye Boswell, Budgets and Grants Technician effective December 15, 2020 and Maria Avina Patino, CAMP Counselor, effective January 15, 2021 as presented.

Other Items

Fiscal Report as of November 30,, 2020

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of November 30, 2020 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donations to Mendocino College by Vicky Watts.

ACTION ITEMS

Contracts and Agreements – Quarterly Ratification

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

M/S (O'Neill/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

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

Board Policy Additions and Revisions – Second Reading

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

M/S (Anderson/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 3540, Board Policy 7240, Board Policy 7350 and Board Policy 7385 as

presented with the following vote:

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

INFORMATIONAL REPORTS

Mendocino College Foundation, Inc.

A written informational report was submitted by the Eliza Fields, Administrative Assistant to the Foundation and Joe Atherton, Director of Fiscal Services.

Constituents Group Reports

Academic Senate

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

Classified Senate

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

Management Team

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

Board Policy Additions and Revisions – First Reading

Board policy 5120 – Transfer Center; Board Policy 5130 – Financial Aid; Board Policy 7211 – Minimum Qualifications – Faculty; and 7251 – Emeritus Status were presented for review. Discussion and/or adoption of these policies will take place at the February 2021 board meeting.

TRUSTEE COMMUNICATION

Effective Trusteeship and Board Chair Workshops

Trustees discussed the upcoming Effective Trusteeship and Board Chair workshops which will be taking place in a virtual format and running January 20, 2021 through January 22, 2021.

After discussion, trustees were directed to let Executive Assistant Lamb know by Friday if they are interested in attending so we can get them registered.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson stating he is hearing good things about the college in the community and told the staff to keep up the good work.

Trustee Martinez expressed her thanks and added it is a privilege to work with everyone.

Trustee Myers shared her thanks with the staff members present and informed everyone they are doing a great job.

Trustee Nickerman shared he would like to get an update on the \$1 million grant received for the Construction Program. It was decided this information will be included in the February 2021 President and Administration report.

Trustee O'Neill wished the staff and students the best in the coming semester.

Trustee Tomkins echoed the comments made by the other Trustees.

Trustee Pinoli thanked his fellow board members for their support and dedication to the college.

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

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- Additional information on the Coastal Field Station programs – possibly a Big Picture Item at the February 2021 meeting
- Budget planning workshop – This workshop will take place on January 28, 2021 from 9:00 – Noon.
- A Big Picture presentation by Mendocino County Superintendent of Schools Michelle Hutchins and colleague – Spring 2021
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:53 PM.

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

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

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, January 13, 2021 using ZOOM remote meeting technology.

Call to Order Trustee Pinoli, Board President, called the special meeting to order at 3:01 PM.

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

Secretary Timothy Karas, Superintendent/President

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

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

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

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

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

Public Comments • There were no comments from the public.

Joint Meeting with the Board of Trustees and the Mendocino College Foundation Board

Discussion Board President Pinoli began the conversation by thanking the Foundation for their continued work for the betterment of the students of the college. He then opened the discussion for comments from Foundation President Dow and other Foundation Board members.

Tom Dow, Foundation Board President addressed the joint meeting where he thanked Superintendent/President for his work with the Foundation. He also mentioned the retirement of the Executive Director and noted they are currently reviewing the position and taking a deliberate pause to review the needs of the college and its students. With this in mind the Foundation board is looking to determine what the needs of the college will be as we move forward.

Jerry Chaney, Scholarship Committee Chair, also mentioned how fortunate the Foundation board is to have Eliza Fields on their team. His comments were echoed by Tom Dow, Foundation Board President.

Marilyn Harden, Foundation Immediate Past President, echoed Tom Dow and Trustee Pinoli's comments and the positive relationship between the Foundation Board and the College Board of Trustees.

Linda Chapman, Foundation Vice President, stated she is very pleased to see the collaboration between the college and the Foundation.

Jerry Chaney, Scholarship Committee Chair, echoed Dow's comments and scholarship applications are happening as we speak which is a lot of work. He stated he appreciates the college leadership and the goal of student success.

Mark DeMeulenaere, Finance Committee Chair reiterated his appreciation for this joint collaboration. He also expressed his appreciation for both Eliza Fields and Joe Atherton and their work to assist our students.

Tom Herman, Land Committee Chair, echoed he appreciates the strong relationship between Foundation Board and the Board of Trustees.

Tod Kong, Foundation Board member, is looking forward to a great year ahead and the Year of the Ox. He treasures his work with the Foundation and doing great things for our students. He added he misses seeing everyone and looks forward to the time we can all work together in person again.

Barbara Rice, Foundation Board member, expressed her concern regarding the length of time it will take replace the Executive Director of the Foundation. Superintendent/President Karas addressed her concern and explained the ad-hoc committee is currently working to review the job description for the position and the process will be completed as timely as possible once a final job description has been developed and approved.

Travis Scott, Special Events Committee Chair, stated he looks forward to collaborating with the College and the Foundation when we once again return to an open environment.

Irma Turner, Foundation Board member and liaison with the Art Gallery stated the scholarships and other support the Foundation provides to our students has

been exacerbated by the current COVID-19 situation which has put the students in our area presenting with even greater need.

Channing Cornell, Governance Committee Chair, stated he appreciates working with the Trustees especially now as he feels this is going to be yet another tough year.

Trustee Pinoli asked the Administration and constituent group leaders for any other comments.

Superintendent/President Karas expressed his and the district's appreciation for the Foundation's work for the betterment of our students. Together we can do amazing things for our students.

Assistant Superintendent/Vice President of Administrative Services Cichocki conveyed her thanks to all the board members as she interacts with both groups. She reminded everyone to continue to share information between the two organizations and to keep our mission moving forward.

Vice President Velasco expressed this thanks to the Foundation for all the support they provide to our students which was also occurring prior to the current COVID-19 situation.

Vice President of Academic Affairs Polak added evidence of the work of the Foundation is present in so many areas of our campus such as the Nursing Program, the sign at the end of Hensley Creek Road, etc. and we are very appreciative of all your work.

Academic Senate President Indermill stated she appreciated everyone's comments regarding working together in the best interest of our students. In light of the changing college environment, she expressed her hope that the faculty can work with the Foundation in the near future to develop new strategies for scholarship distribution.

Management Team President Bird echoed how much the Management Team looks forward to working with everyone and continuing their commitment to providing student scholarships.

Trustee Anderson stated it is an honor to have everyone here together and expressed his thanks to the Foundation for creating a central place for the community and their giving. The impact of the many supported projects including the Food Pantry have had a huge impact in the community.

Trustee Martinez said she has enjoyed seeing and hearing everyone's comfort level and is thankful for the Foundation's passion and dedication to the college and our students.

Trustee Myers expressed her thanks and support of the Foundation and the Board of Trustees are all here to help in any way they can.

Trustee Nickerman stated he is thrilled to have so many people from the Foundation in attendance.

Trustee O'Neill expressed his thanks for the many programs the Foundation supports and all they do for the college.

Trustee Tomkins expressed his thanks to the Foundation and their years of service to the college. The Foundation is a strong advocate that works on behalf of the college in our many communities.

Trustee Pinoli he reminded everyone we invited a member of the Foundation to participate in the recent selection of the college Superintendent/President. He added we are here and we are not going anywhere so if something is needed, please let us know. The Board fully supports having these joint meetings but would like to hear from the Foundation regarding a timeframe of how often they should be held.

Foundation President Dow stated the Foundation would like to continue to have these meetings twice a year. It is great to see how many people are behind the scenes working on behalf of our students and added the Foundation will be working with the college regarding wraparound services and any other support the college needs.

Trustee Pinoli informed the group we will look at holding the next joint meeting in the early fall as we begin the fall semester.

Foundation Board Member Turner shared that the enrollment process has improved 100% this semester and thanks those responsible for the changes.

Trustee Tomkins then asked about what the Foundation plan is for the land holdings and where it is located. Land Committee Chair Herman informed everyone present there are 200-acres immediately west of the campus due west from the softball diamond and another 160-acre piece which adjoins Orr Springs Road. Those properties were acquired for additional and/or emergency access to Orr Springs Road from the college main campus.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 3:51 PM.

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

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

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Thursday, January 28, 2021 using ZOOM remote meeting technology.

Call to Order Trustee Pinoli, Board President, called the special meeting to order at 9:01AM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	departed at 11:30 AM
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	arrived at 9:16 AM
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	

Secretary Timothy Karas, Superintendent/President

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

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

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

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

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

Public Comments • There were no comments from the public.

REVIEW OF THE COLLEGE BUDGET

Discussion Assistant Superintendent/Vice President of Administrative Services Cichocki presented information on the college budget and the budget processes.

Board Policies

The board policies which are applicable to the college budget were listed. These policies are reviewed on a regular cycle and most of them were reviewed within the last year. The policies are listed on the college website.

State and College Budget processes

The fiscal year for both the college and the State runs July 1st through June 30th.

January is the month the Governor releases his proposed budget which would be released on July 1st. In May, the Governor releases his revised budget which outlines any proposed changes to his original proposal. In June, the State enacts its fiscal year budget which then takes effect on July 1st.

The Tentative budget for the college is presented to the Board in June and is based on the May revised budget from the Governor. The Board is presented with the proposed Adopted Budget in September for their approval.

Also included in the April revised budget are any changes in our budget assumptions. While presenting the revised budget to the Board is not required by the State, it does present a much better picture of College's fiscal health for the current year. It also provides an opportunity to begin looking at where we are with collective bargaining agreements, supplies and services including classroom supply needs, etc. 86% of the college's overall budget is spent in salaries and benefits.

Governor's Budget for 2021/22

Currently, there is good news coming out of the state regarding next year's budget as revenues are coming in higher than originally anticipated.

Reflected in the proposed budget are three main themes:

- Paying down debts and building reserves
- COVID related needs
- Modest ongoing allocations

Also included in the proposed budget is an early action package which would come to the college sometime in the early spring. These funds would be used for emergency financial assistance grants to students and to fund student retention and re-enrollment.

The proposed budget includes paying off \$1.1B of cash deferrals which would help to reduce Mendocino College's portion of those deferrals. There would continue to be a remainder of \$327M in cash deferrals but this is a much easier amount to handle than previously proposed.

The reduction in deferrals is for next year and will have no impact on reducing the deferrals this fiscal year.

In the 2020-2021 year, there was a proposed COLA of 2.31% COLA which was never funded. There is nothing in current proposal to true up this amount. In the current proposed budget, there is a 1.5% COLA included for community colleges.

There are monies in the Governor's proposed budget for addressing the digital divide (access to technology and the internet). These monies are to be used to provide devices for online learning and to invest in online instruction infrastructure. There would also be monies to provide more ongoing funding for mental health services for our students.

History of COLA

Overall, the College down 18.09% between what was statutorily required but has never been "caught up" by the state. During that same time period, the employees have received 9.66% more than what the college has been funded for COLA increases.

COVID funding and expenditures

Direct aid from Federal Government – \$655,000 was received as direct aid to students (approximately 700 students have received aid to date). In addition, we have received \$655,000 for the college plus an additional \$85,000 since we are a Hispanic Serving Institution (HSI). These funds have been used for faculty stipends; professional development (CANVAS and ZOOM); software; chromebooks; laptops for employees to work or teach from home; wifi hotspots; and to cover lost revenue due to closure of facilities.

Received block grants - \$135,000 Federal block grant which had to be used by December 2020. Since this was the case, we prioritized those monies to cover part-time faculty stipends; purchase of some chromebooks; nursing students – purchased an online prep course for the graduating Nursing class to study for their NCLEX exam. We will have the \$166,000 in state block grant yet to use.

In December 2020, the federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Mendocino College is due to receive \$3.4M but we do not yet know what our allocation will be for our Hispanic Serving Institution (HSI) status. The allocations and expenditure guidelines for these monies are still pending but \$655,000 must be used in direct aid to students. A positive change is the monies can now be used without restriction regarding student's immigration status. The formula being using this time is much more equitable for community colleges since it is not based solely on FTES and is partially based on headcount.

General Fund Revenues and Expenditures

The college uses governmental accounting methods which is fund accounting. There are two types of funds – unrestricted and restricted. All grants and categorical funds are included in the restricted fund.

Property Taxes, Enrollment Fees, and State Allocation:

Property taxes are collected by each county and paid to the college. Students pay an enrollment fee at the time of enrollment. Both of these amounts are then deducted from the amount paid to the college by the State. The largest portion of the college revenue comes from State.

Salary and benefits is the largest portion of the college's expense budget.

One of the benchmarks of fiscal stability is the percentage of reserves the college has available. The Mendocino College Board of Trustees has established a parameter of having at least a 15% reserve built into each budget.

The amount of money due to the college from the State is determined by using the Student Centered Funding Formula (SCFF). Previously, college funding was 100% based on the number of Full Time Equivalent Students (FTES) the college had enrolled. With the new Student Centered Funding Formula (SCFF), the amount based on FTES has been lowered to 70% with an additional 10% based on student success; and the final 20% based on supplemental (or student need). The California Promise Grant (which used to be called the Board of Governors or BOG waiver) is included in this final area.

Looking ahead, the "fiscal cliff" is now looking like it will take place in 2024-25 budget year. At that time, the only funding guarantee would be to match the funding level in place during the 2017-18 fiscal year.

Prudent reserves are a must. The Board has established a 15% reserve budget parameter. The Chancellor's Office minimum is 5%. At 3% the Fiscal Crisis and Management Assistance Team (an outside team) would intervene and assume management of the college. Statewide, the average reserve was 21.8%.

A good reserve benchmark would be three months of an average payroll which for Mendocino College would equate to approximately \$5.5M. Prudent reserves have the following benefits:

- Managing cash flow (we went from no cash flow issues to massive deferrals in one year)
- Mitigate volatility in funding and expenditures
- Address unexpected costs
- Save for large purchases
- Reduce costs of borrowing money

Restricted General Fund - totals approximately \$13.6M and accounts for all categorical programs. There are sixty plus different funding sources and associated criteria. Most of this funding comes from the State followed by the Federal Government. Some of these categorical funds include:

- HEP
- CAMP
- FYI
- Student Equity and Achievement

These funds are spent largely in the same areas as the General Fund. They are balanced funds which means what we receive is what we use. In some cases, monies may be rolled over from year to year but this depends on the specific criteria of the program.

Debt Service Fund - accounts for any long term debt the college acquires. Currently only the solar field is in this fund. The solar field will be paid off in March 2021. Once this debt has been paid, these monies will be transferred into Capital Projects Fund.

Child Care Fund - used to operate the Child Development Center on campus. In addition to the revenue reflected in the fund, the college also receives FTES funding for the students in the Child Development instructional program.

Capital Projects fund – used for scheduled maintenance and anything that adds to our physical plant and also technology needs. Recently, monies from this account have been used to fund the traffic signal at Hensley Creek Road; chillers; boilers; and Americans with Disabilities Act (ADA) improvements. Annually, we receive \$17,000 from our insurance Joint Powers Authority (JPA) for safety upgrades.

Special Reserve Fund – used to address any unexpected needs since we are self-funded for many things. These would include vacation; load bank leave; Health benefits; Health Claims incurred but not reported prior to change to new health insurance; GASB75 – retiree health benefits; and Self Insurance.

Health Benefits Fund – any balance in this fund will be moved to the Special Reserve Fund at the end of the 2020/21 fiscal year. It was used to pay medical claims when we were self-insured. Claims are now tapering off since we began purchasing our health insurance in July 2020 and are no longer self-insured.

Student Representation Fee – is the fund we charge students at the time of enrollment. Each student is charged \$2 per semester with \$1 staying at the college and the other \$1 going to the State to lobby on behalf of students. Statewide student senate work is funded by the \$1 fee remaining at the college.

Student Center Fee – students imposed this fee on themselves several years ago. Each student is charged \$1 per unit up to a max of \$5 per semester. The monies in this fund are used to maintain student centers at our locations. Revenue generated by the Electric Vehicle (EV) charging stations will go back into this account.

Student Financial Aid – which is aid disbursed directly to students. Included in this account are PELL grants, etc. which comes from the Federal Government; EOPS and other grants from the State. Scholarships from local donors and from the Foundation are also included in this account.

Financial Reports to the Board

Director of Fiscal Service Atherton presented the information on the financial reports supplied to the board.

The monthly fiscal report is a combination of restricted and unrestricted General Fund budgets. The other revenue listed under federal revenue comes primarily from CARES Act funding.

The 311 Quarterly report reflects the following:

- Section I - includes unrestricted funding only
- Section III - asks about our cash on hand and is used to ensure fiscal stability
- Section V – includes any settled bargaining unit info

The Audit report is an annual report presented to the Board each year. The report is required by State and Federal Governments as well as the Chancellor's Office.

Multi-year Budget Projections

Assistant Superintendent/Vice President of Administrative Services Cichocki presented the multi-year budget projections information.

These reports are completed after the revised and adopted budgets are presented to the Board for approval. These are only projections and are not intended to be set in stone. They are meant to make everyone aware of the financial impact if certain assumptions were to come true.

ACTION ITEM

*Board of Trustees
Budget Parameters
for District 2021-
2022 Budgets*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2021/2022 Budget Parameters as presented with the following vote:

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

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 12:14 PM.

Submitted by:

Timothy Karas, Superintendent/President
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

Black History Month

February is Black History Month, a celebration acknowledging the achievements of the African descendants who have shaped American history. Every February, we purposefully recognize the lasting contributions Black people have made to our society. Please take a minute to acknowledge the moments that define ... or have been defined by ... Black people and Black culture in our nation and around the world. Mendocino College is sponsoring events on February 11 and 24, 2021. For more information, please visit <https://www.mendocino.edu/blackhistorymonth>

As we continue to face a global pandemic, allow the celebration of Black History Month to serve as a reminder of the multiple contributions made by Black Americans and other ethnic communities. We commemorate Black History Month by continuing the essential work of self-reflection and strengthening our resolve to stay engaged in equity work in our district and to work harder against racism (overt and structural) and toward social justice.

The recognition effort of Black History Month begins in 1915, half a century after the Thirteenth Amendment abolished slavery in the United States. The Harvard-trained historian Carter G. Woodson and the prominent minister Jesse E. Moorland. In 1926, the Association for the Study of African American Life and History (ASALH) sponsored a national Negro History week, choosing the second week of February to coincide with the birthdays of Abraham Lincoln and Frederick Douglass. The event inspired schools and communities nationwide to organize local celebrations, establish history clubs and host performances and lectures.

In 1975, President Ford issued a Message on the Observance of Black History Week urging all Americans to "recognize the important contribution made to our nation's life and culture by black citizens." Since 1976, February has been officially designated as Black History Month.

Spring 2021 Enrollment Snapshot

Below is a spring 2021 enrollment snapshot taken on January 29, 2021. Like our peers in the California Community College system, we are experiencing a year-over-year enrollment decline in spring 2021. The decline is a greater percentage than fall 2020. With the continuation of the pandemic, many people are electing not to enroll in college.

MLCCD decline is average for our region. Other regions of the State are experiencing steeper declines in enrollment, with some district declines of more than 40%. To assist in addressing the system wide decline, the Governor's January budget proposal has identified one-time funds to be directed at re-engaging people who have paused their college enrollment or have delayed entering college due to the pandemic.

Semester	Active Students	Full-Time	Part-Time	Number of Sections	TOTAL FTES
----------	-----------------	-----------	-----------	--------------------	------------

SPRING 2021	3135	721	2414	493	870.19
------------------------	-------------	------------	-------------	------------	---------------

SPRING 2020	4143	965	3178	802	1049.2
------------------------	------	-----	------	-----	--------

California Community College Salary Comparison

With salary and benefits being the largest budget item in institutions of high education, a common question asked is how you we compare to peer institutions. Three documents are produced every year by outside organizations that list salaries in every California community college district by type and common steps. The tables below address two employee segments, faculty and administrators. There is no comparable statewide report concerning classified professional or confidential positions.

For administrator comparisons, the Association of California Community College Administrators (ACCCA) publishes a comparison of executive level positions. For faculty, the California Federation of Teachers (CFT) publishes full-time and part-time salary comparisons. Links to the surveys are below each chart.

A tool I have used in my career is use this data to create tables ranking my district to other in our region. MLCCD is part of the North/Far North community college region comprised of nine districts. There are many ways to use the data for comparisons. I am sharing tables based on what I have found to be useful.

Below are three chart that illustrate MLCCD rank within the region on salary of administrators, full-time faculty, and part-time faculty. The categories are based on the data/categories used in the reports.

Administrators

Administrator 2019-2020				
District	Chief Executive Officer	Chief Business Officer	Chief Instruction Officer	Chief Student Services Officer
MLCCD	4	3	3	3
Shasta	2	4	4	4
Redwoods	5	9	8	8
Siskiyou	8	5	5	5
Butte	3	2	2	2
Lassen	7	6	9	9
Feather River	6	8	7	7
Lake Tahoe	9	7	6	6
Sierra	1	1	1	1

Source: 2019 ACCCA Salary Survey Results

Full-Time Faculty

Full Time Faculty Salary Ranking 2019-2020				
District	Step 1 no experience	Step 6- 5 YRS experience	Step 11 10YRS experience	Step 21 20YRS experience
MLCCD	2	4	4	3
Shasta	5	6	5	8
Redwoods	9	8	8	2
Siskiyou	8	9	9	9
Butte	3	3	2	1
Lassen	1	1	1	7
Feather River	4	2	3	6
Lake Tahoe	7	7	7	5
Sierra	6	5	6	4

Source: California Federation of Teachers Full Time Salary Comparison 2019-20

https://www.aft1828.org/uploads/1/2/0/0/120063084/cft_full-time-cc-faculty-salaries-2018-2019_w_cover.pdf

Part-Time Faculty

Part Time Faculty Salary Ranking 2019-2020				
District	Step 1 no experience	Step 5- 9th semester experience	Step 10 19th semester experience	Highest w/o PhD
MLCCD	3	2	2	5
Shasta	5	5	5	6
Redwoods	2	1	1	1
Siskiyou	6	7	7	7
Butte	4	4	3	3
Lassen	7	9	9	9
Feather River	9	6	6	4
Lake Tahoe	8	8	8	8
Sierra	1	3	4	2

Source: California Federation of Teachers Part Time faculty Salary Comparison 2019-20

https://www.cft.org/sites/main/files/file-attachments/cft_part-time-cc-faculty-salary-comparison-2019-20.pdf?1597706765

Construction Program Update

Overview Background: On January 31, 2020, Senator Mike McGuire held a press conference at Mendocino College announcing the granting of one million dollars to the college to support our Construction program and to promote Fire Recovery throughout our district. The funding was provided to address the need for a workforce in the Construction cluster. Not only is demand strong

for construction employment, but these jobs spur further economic and employment development as a result of supplier relationships and employee spending. The purpose of the investment by the State of California of \$1,000,000 is to provide support for our communities' recovery by addressing the labor shortage and preparing skilled workers for improved earnings and living wage attainment.

The college meets on a regular basis with Senator McGuire providing updates on the State's investment in the program. The Senator is supportive of MLCCD's plan and progress for expending the funds.

Key district personnel involved in the Sustainable Construction and Energy Technology (SCT) program development are President Karas, Vice-President Cichocki, Vice-President Polak, Dean of Career Education Aseltyne, and Coordinator Woodhouse.

SCT State Funding: The State of California awarded \$1,000,000 over three years for fire recovery construction training spearheaded by Senator McGuire for Mendocino and Lake Counties. For FY2020-2021, it is anticipated that approximately \$340,000 will be spent supporting the SCT program. The major cost centers are salary/benefits, facilities renovation, equipment, and outreach.

Existing Programs and Courses. Mendocino College has existing courses and certificates in construction within our Sustainable Construction and Energy Technology (SCT) discipline. Currently these are the certificates we offer:

- SCT Construction Certificate of Achievement
- SCT Renewable Energy Certificate of Achievement
- SCT Building Efficiency & Performance Certificate of Achievement
- Construction Trades Certificate of Achievement (short-term entry-level training)

Existing courses:

- SCT 162 Safety Standards for Construction
- SCT 164 Construction Documents I: Understanding Blueprints
- SCT 166 Introduction to Construction Management
- SCT 172 Introduction to Clean Tech
- SCT 180A Construction Fundamentals and Green Building
- SCT 180B Advanced Construction Fundamentals
- SCT 182 Residential Remodel and Repair
- SCT 184 Construction Documents II: Building to Code and Beyond
- SCT 186 Introduction to Residential and Electrical Systems
- SCT 189 Introduction to Plumbing
- SCT 190 Introduction to Photovoltaics (Solar)
- SCT 192 Residential Solar Thermal (Hot Water)
- SCT 193 Building Performance and Weatherization
- SCT 194 Efficient Heating and Cooling
- SCT 195 Introduction to HVAC Maintenance and Repair
- SCT 196 Occupational Work Experience Education
- SCT 200 Sustainability Overview

Below is a listing of courses offered beginning Spring 2020. The program continues to expand offerings, however, due to the pandemic student enrollment has declined. Until the college fully

returns to campus, student enrollment will remain low. Due to the pandemic course are offered online and not on-ground.

Certificate and degree programs typically take students at least two year to complete. We would expect some certificate completion in Fall 2022.

SUSTAINABLE CONSTRUCTION & ENERGY TECHNOLOGY COURSES

Spring 2020

- SCT-172 INTRODUCTION TO CLEANTECH SCHEMATICS

Summer 2020

- SCT-196 SCT-OCCUPATIONAL WORK EXP. EDUC.

Fall 2020

- SCT-164 CONSTRUCTION DOCUMENTS I: UNDERSTANDING BLUEPRINTS I
- SCT-200 SUSTAINABILITY OVERVIEW

Spring 2021

- SCT-162 SAFETY STANDARDS FOR CONSTRUCTION
- SCT-172 INTRODUCTION TO CLEANTECH SCHEMATICS
- SCT-180A CONSTRUCTION FUNDAMENTALS & GREEN BUILDING
- SCT-180B ADVANCED CONSTRUCTION FUNDAMENTALS

Progress to-date: In spite of the COVID-19 pandemic, solid progress has been made:

1. A non-credit Certificate in Construction has been developed and approved through our local curriculum process. This includes several non-credit courses that are modelled after the Construction Corps—a short-term construction program introducing students to the various skills of the trades and preparing them for entry level work in the field.
2. A full-time faculty/coordinator has been hired and has begun working this semester. Noel Woodhouse, a longtime SCT part-time faculty, will lead the redevelopment of the construction program at Mendocino College.
3. An additional faculty and classified staff from the Fine Woodworking Program have had part of their workload reassigned this semester as a result of not offering Fine Woodworking classes due to the pandemic. They will assist Mr. Woodhouse in development.
4. Meeting with local established collaborative boards made up of educators, businesses, and workforce development agencies, such as the advisory board for the Ukiah High School Construction Corps meeting 9/2/20 made up of local building contractors in our district and building materials supply outlets in Mendocino County;
5. Building partnerships with district high schools for dual/concurrent enrollment and pathways to and through college programs including a virtual meeting with CTE faculty and administrators from Mendocino College and Ukiah High School;
6. We partner with Habitat for Humanity and other non-profit builders to provide the lab/experience portion of our classes.
7. We partner with the Ukiah Unified School District and their Mendocino County Construction Corps hosting a construction Boot Camp for seniors and graduated high school students introducing them to a career path in the construction trades.
8. We are an active member of the Sonoma County Chapter of North Coast Builders Exchange, a strong partner of our construction programs.
9. We partner with the Lake County Jail to provide onsite classes for inmates in construction (began Summer 2019)

10. The SCT program actively participating in the Mendocino-Lake Adult and Career Education Consortium (MLACE) to map construction educational/career pathways.

Current Challenges: Due to the pandemic, very few construction classes are offered this semester. While this may disrupt some momentum in enrollments in construction classes, we are hopeful that this planning period will allow us to present the community with a renewed marketing strategy as we rebuild a more robust scheduling of classes

SCT Advisory Committee: As noted in the CTE presentation to the Board of Trustees in November 2020, the first SCT advisory committee meeting will be held in Spring 2021. Interested board members will be invited to attend the meeting. If interested in joining an advisory committee, trustees should contact the Superintendent/President Office. Meeting minutes will be available after the meeting.

Future Work: Faculty Coordinator, Noel Woodhouse, is working with Dean of Career Education, Dennis Aseltine, to plan for short and long-term work. These activities include:

11. Renovate space and add space sheds at Ukiah campus to temporarily house program
12. Build new facility on North County Center property dedicated to program. Would require significant local or state funds
13. Conducting a curriculum inventory and schedule analysis to identify needed updates to curriculum and to develop innovative scheduling strategies to make our program optimally relevant and accessible.

Other Questions: Mini houses, pond cabins or storage sheds

The SCT program does not build and sell mini houses, pond cabins or storage sheds. Being a government agency our only mechanism to get rid of property is through a surplus process, which is not revenue generating.

The Mendocino College Foundation could support this type of program through a foundation affiliate group. The organization, planning, and logistics is outside the purview of the district. Post pandemic with cohorts of on-ground students, the student club or affiliate could work with the foundation on such a project.

Student Services Update

Bi-Weekly Student Communications

This spring semester, Mendocino College has begun sending students informational emails every other week that consolidates information from different areas. Instead of sending students multiple emails letting them know of a support service or event, multiple departments have collaborated to develop a bi-weekly email to students that is also shared on social media and through text. These emails include important dates & deadlines, upcoming workshops, campus/center hours, highlights of different departments and information on how to get help. As of now, three emails have been sent to students. The first email was opened by over 60% of the recipients, which is a great rate for informational emails.

Finish Line Scholars Program

In the December 2020 President and Administration Report, we included information regarding the Finish Line Scholars Program. In the time since that report, Mendocino College has received an increase of \$3,000 in these funds. Now totaling \$128,000 to be used in the current fiscal year, the Finish Line Scholars Program funds will be provided to students as emergency financial aid. This is a significant increase to the amounts we can typically provide to students in emergency funding. Students need to submit an application to request the funds. Our turnaround time to provide them the funding is typically within a week. In the first round of awards, \$6,250 was disbursed to students. Awards averaged \$520 per recipient. These are welcomed funds from our students who are experiencing significant economic hardships as a result of the pandemic.

Mental Health Counseling

We understand that this pandemic has been difficult for many, which is why reminding all about mental health support is vital. The counseling office has increased their in-reach efforts to make the campus community aware of the mental health supports we have in place. In a communication to all faculty, Dean Antonio Lopez provided a reminder regarding the availability of our two Mental Health Counselors. Dean Lopez encouraged faculty to share our counselors direct contact information with all students. Additionally, the most recent bi-weekly email to all students from our College included information regarding our Mental Health Counseling availability. Lastly, our college has also made mental health workshops available, which are promoted to all students.

Phone Assistance for Students

At the start of the pandemic, multiple departments at Mendocino College collaborated to staff the main college phone line so that students could get through a person with their questions. While that system still continues and allows students to reach staff using the main college line Monday-Friday from 8am-5pm, we have now expanded phone assistance for students. Facilitated by of our IT Department, multiple offices, including Admissions & Records, Financial Aid, Counseling, EOPS and others, staff are now able to answer their office lines from home.

Pomo Pathway Welcome Event

During the first week of classes, Pomo Pathway students received information on available resources at Mendocino College in order to connect them with a solid support system to begin the semester. At the conclusion of the first week, over 10 faculty, staff and managers met with Pomo Pathway students to welcome them to the semester. All spoke about the importance of the program and shared information about how to seek help to be successful.

FYI Fall to Spring Retention

The First Year Institute (FYI) led a successful spring registration campaign for current cohort students. Out of 126 students in the cohort, 113 are enrolled for the spring semester. This was done through persistent phone calls, emails and messages to remind students about registering for the spring semester. The 89% retention rate from fall to spring semester for the program is largely due to the work of FYI staff and faculty.

Additional Emergency Financial Aid

Senate Bill 116 has made funds available to provide disaster relief emergency student financial aid to California community college students. Mendocino College has been allocated \$30,210 from this program to be awarded to our students. To be eligible to receive aid, the students must demonstrate

financial need, be exempt from paying nonresident tuition under Section 68130.5 (AB540), and have completed the California Dream Act Application or California College Promise Grant (CCPG) application. The Financial Aid Office has communicated with students who meet these criteria and are currently disbursing these funds.

.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Gowan	Monica	Program Specialist	ML ACE	2/11/2021	5/10/2021
Whipple	Monica	Administrative Assistant 1	ML ACE	2/11/2021	6/20/2021
Whittaker	Aura	Administrative Assistant 1	Physical Therapy Assistant	2/11/2021	6/20/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Ardolino	Mila	Student Tutor	Learning Center	2/11/2021	5/21/2021

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
Gallegos Ruiz	Miriam	Tutor	HEP	1/4/2021	6/20/2021
Hernandez	Fatima	Tutor	HEP	1/4/2021	6/20/2021
Rodriguez	Teresa	Tutor	HEP	1/4/2021	6/20/2021
Vivas - Navarro	Monica	Tutor	HEP	1/4/2021	6/20/2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

EMPLOYMENT – PART-TIME FACULTY SPRING 2021 SEMESTER		
Name	Position	Location
Avina Patino, Maria	Counselor	Online
Fields, Shelley	Culinary Arts Mgmt - Culinary Instructor	Ukiah/Online
Halper, Pauline	Art Instructor	Online
Bayer, Lucille	English Instructor	Online
Clark, Jennifer	English Instructor	Online
Davis, Scott	Fire Science Instructor	Willits
O'Mara, Steve	Business Instructor	Online
Stump, Samuel	Dual Enrollment - Career and College Success Instructor	Online/Fort Bragg
Tindall, Robert	English Instructor - Dual Enrollment	Online/Fort Bragg
Turner, Lisa	English Instructor	Online

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

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Pham, Nhung	Conduct scholarship application workshops with fellow students.	2/11/2021-3/15/2021

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a CalWORKs Specialist

RECOMMENDATION:

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

ANALYSIS:

Rochelle Fink
CalWORKs Specialist
Range 25/Step 1

Effective: February 16, 2021
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Rochelle Fink, effective February 16, 2021; pending receipt of all necessary employment eligibility requirements.

SUBJECT: RESIGNATION– FACULTY

SYNOPSIS:

Resignation – Faculty

RECOMMENDATION:

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

ANALYSIS:

James Xerogeanes
Full Time Instructor – Agriculture
Effective: May 31, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation James Xerogeanes, Instructor – Agriculture, effective May 31, 2021.

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Joseph Atherton (Director of Fiscal Services)

Additional Duties of: Temporary oversight of Foundation Classified employee and general program oversight

Due to the Vacancy of: Executive Director of Foundation

Period: 4/1/2021-Position is Filled

Compensation: 5% increase

Eliza Fields (Administrative Assistant II – Foundation)

Due to the Vacancy of: The Executive Director of the Foundation

Period: 2/11/2021-Position is Filled

Compensation: 5% increase

Janet Jones (Human Resources Specialist)

Due to the Leave of: Human Resources Technician

Period: 2/1/2021-2/28/2021

Compensation: 5% increase

Amy Nelson (Curriculum Technician)

Due to the Leave of: Articulation Officer

Period: 3/1/2021-5/31/2021

Compensation: 7% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working out of Class of: Joseph Atherton, Eliza Fields, Janet Jones, and Amy Nelson.

SUBJECT: FACULTY CONTRACTS

SYNOPSIS:

Contract status for tenure-track (probationary) faculty

RECOMMENDATION:

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

ANALYSIS:

The four-year faculty tenure process provides for two one-year contracts followed by one two-year contract. On or before March 15th of the fourth year, the Governing Board must employ the faculty member as a tenured employee or not.

Before making a decision related to the continued employment of a contract (probationary) faculty member, the Governing Board must consider the recommendations of the Superintendent/President in a lawful meeting of the Board.

The Superintendent/President recommends the following:

Grant Tenure

Neeka Aguirre, History
Chantal Cimmiyotti, Mathematics
Heidi Crean, Nursing
Emily Hashemian, EOPS Counselor
John Rall, English

Employ Faculty Under Third Contract

Second Year of a Two-year Contract – 2021-22

Gregory Allen, Chemistry
Fernando Calderon, EOPS Counselor
Jason Davis, English
Phillip Lenberg, Music
Vincent Poturica, English
Nicholas Wright, DSPS Counselor

First Year of a Two-year Contract – 2021-22

Valentina Velazquez-Zvierkova, Spanish

Employ Faculty Under Second (One-Year) Contract – 2021-22

Robert Parmenter, Head Librarian

Employee Faculty Under First Full Year (of a 3-Semester) Contract – 2021-22

Melissa Nole, Child Development

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the above listed contracts for tenure-track faculty.

SUBJECT: RENEW CONTRACTS FOR CATEGORICALLY FUNDED FACULTY

SYNOPSIS:

Approval of renewal of categorically funded faculty contracts.

RECOMMENDATION:

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

ANALYSIS:

Categorically funded faculty are reemployed on an annual basis based on continued funding.

The following full-time, categorically funded faculty are recommended to be reemployed from 8/13/2021-5/17/2022

Sara Bogner, Director of Physical Therapist Assistant Program

Joseph Munoz, Director of Clinical Education, Physical Therapist Assistant Program

Noel Woodhouse, Instructor, Sustainable Construction and Technology

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the one-year categorically funded faculty contracts as presented.

SUBJECT: CLASSIFIED ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of classified administrator contracts.

RECOMMENDATION:

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

ANALYSIS:

Section 72411(a) of the Education Code states that educational administrators shall be employed and classified administrators may be employed by the Board of Trustees by contract up to four years in duration. At this time, the following classified administrator contracts are recommended for approval.

Two Year Contracts

Joe Atherton, Director of Fiscal Services
Classified Administrator Contract, 7/1/21 – 6/30/2023

Minerva Flores, Director of Institutional Effectiveness, Research and Grants
Classified Administrator Contract, 7/1/21 – 6/30/2023

David Johnson, Director of Information Technology
Classified Administrator Contract, 7/1/21 – 6/30/2023

MacAdam Lojowsky, Director of Facilities
Classified Administrator Contract, 7/1/21 – 6/30/2023

Janelle Meyers Bird, Director of Community Relations and Communication
Classified Administrator Contract, 7/1/21 – 6/30/2023

Nicole Marin, Director of Human Resources
Classified Administrator Contract, 7/1/21 – 6/30/2023

Yuliana Sandoval, Director of Financial Aid & EOPS
Classified Administrator Contract, 7/1/21 – 6/30/2023

Anastasia Simpson-Logg, Director of Admissions & Records
Classified Administrator Contract, 7/1/21 – 6/30/2023

Janis Wood, Director of Child Development Center
Classified Administrator Contract, 7/1/21 – 6/30/2023

One Year Contract (Categorical):

Jackeline Gonzalez de Orozco, Program Manager, HEP (Categorical)
Classified Administrator Contract, 7/1/21-6/30/2022

Euline Olinger, Program Manager, ML ACE (Categorical)
Classified Administrator Contract, 7/1/21-6/30/2022

MOTION/ACTION:

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

SUBJECT: EDUCATIONAL ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of educational administrator contracts.

RECOMMENDATION:

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

ANALYSIS:

Section 72411(a) of the Education Code states that educational administrators shall be employed and classified administrators may be employed by the Board of Trustees by contract up to four years in duration. At this time, the following educational administrator contracts are recommended for approval.

Three Year Contracts:

Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services
Educational Administrator Contract, 7/1/21 – 6/30/24

Debra Polak, Vice President of Academic Affairs
Educational Administrator Contract, 7/1/21 – 6/30/24

Ulises Velasco, Vice President of Student Services
Educational Administrator Contract, 7/1/21 – 6/30/24

Two Year Contracts:

Dennis Aseltyne, Dean of Career Education
Educational Administrator Contract, 7/1/21 – 6/30/23

Janet Daugherty, Director of Teaching and Learning Student Success
Educational Administrator Contract, 7/1/21 – 6/30/23

Matt Gordon, Director of Athletics
Educational Administrator Contract, 7/1/21 – 6/30/23

Antonio Lopez, Dean of Counseling and Student Programs
Educational Administrator Contract, 7/1/21 – 6/30/23

Rebecca Montes, Dean of Instruction
Educational Administrator Contract, 7/1/21 – 6/30/23

Amanda Xu, Dean of Centers
Educational Administrator Contract, 7/1/21– 6/30/23

MOTION/ACTION:

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

ITEM NO: 5.1
DATE: February 10, 2021

SUBJECT: FISCAL REPORT AS OF DECEMBER 31, 2020

SYNOPSIS:

A report on District fiscal data as of December 31, 2020

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of December 31, 2020 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

Mendocino-Lake Community College District
General Fund
2020/21 Fiscal Report as of December 31, 2020

		2020/21 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE					
	Beginning Fund Balance	\$6,742,255			
FEDERAL	Federal Forest Reserve	\$30,000	\$0	\$30,000	0%
	Federal Work Study	120,000	14,280	105,720	0%
	CAMP	547,391	176,919	370,472	32%
	PELL Grant Administration	7,500	675	6,825	9%
	HEP	398,348	84,580	313,768	21%
	HSI	541,215	126,806	414,409	23%
	CTEA	150,264	0	150,264	0%
	Other Federal Revenue	614,951	281,881	333,070	46%
	TOTAL FEDERAL SOURCES	\$2,409,669	\$685,141	\$1,724,528	28%
STATE	State General Apportionment	\$9,194,733	\$4,513,068	\$4,681,665	49%
	Education Protection Account	3,012,483	1,504,762	1,507,721	50%
	Board of Governors Grant	37,352	31,682	5,670	85%
	Student Equity and Achievement	1,964,366	688,095	1,276,271	35%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	92,537	16,561	85%
	Part-time Faculty Compensation	109,002	92,455	16,547	85%
	AEBG Adult Education Block Grant	2,060,787	1,275,713	785,074	62%
	CTE Strong Workforce Program	3,136,318	2,412,684	723,634	77%
	Other Categorical Apportionments	1,656,658	1,369,941	286,717	83%
	TANF	45,040	0	45,040	0%
	DSPS	421,734	336,096	85,638	80%
	CALWORKS	244,259	195,535	48,724	80%
	BFAP	166,279	141,039	25,240	85%
	EOPS	671,662	568,723	102,939	85%
	EOPS CARE	78,560	66,518	12,042	85%
	MESA	33,237	0	33,237	0%
	Other Categorical Program Allowances	346,102	340,557	5,545	98%
	State Subventions	211,829	71,809	140,020	34%
	Lottery	606,253	-18,542	624,795	-3%
	Mandated Cost Reimbursements	73,473	79,250	-5,777	108%
	Other State Revenue	292,052	266,717	25,335	91%
	TOTAL STATE SOURCES	\$24,480,277	\$14,028,639	\$10,451,638	57%
LOCAL	Property Taxes	\$10,386,326	\$3,956,122	\$6,430,204	38%
	Local Contributions/Grants/Donations	224,939	10,942	213,997	5%
	Contract Instructional Services	26,069	0	26,069	0%
	Rents/Leases (Facilities Use)	54,000	26,623	27,377	49%
	Interest	79,000	14,669	64,331	19%
	Community Extension	6,000	0	6,000	0%
	Student Fees	1,163,000	1,109,255	53,745	95%
	Other Local Revenue	328,095	275,213	52,882	84%
	TOTAL LOCAL SOURCES	\$12,267,429	\$5,392,824	\$6,874,605	44%
TOTAL REVENUES		\$39,157,375	\$20,106,604	\$19,050,771	51%
TOTAL RESOURCES AVAILABLE		\$45,899,630			
EXPENDITURES					
	Certificated Salaries	\$12,612,546	\$5,412,484	\$7,200,062	43%
	Classified Salaries	6,799,925	3,074,431	3,725,494	45%
	Benefits	8,131,941	3,695,627	4,436,314	45%
	Subtotal Personnel Costs	\$27,544,412	\$12,182,542	\$15,361,870	44%
	Supplies	\$1,879,370	\$340,158	\$1,539,212	18%
	Services	6,420,851	1,724,999	4,695,852	27%
	Capital Outlay	956,128	114,936	841,192	12%
	Transfers/Other Outgo	2,260,534	740,379	1,520,155	33%
TOTAL EXPENDITURES		\$39,061,295	\$15,103,014	\$23,958,281	39%
	Ending Fund Balance	\$6,838,335			
TOTAL EXPENDITURES/CONTINGENCY		\$45,899,630			

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2010 Toyota Prius donated by Euline Olinger

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

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

A thank you letter will be sent to the donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

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

ITEM NO: 5.3
DATE: February 10, 2021

SUBJECT: QUARTERLY FISCAL STATUS REPORT – AB 2910

SYNOPSIS:

A report on the District fiscal status as of December 31, 2020.

RECOMMENDATION:

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

ANALYSIS:

This quarterly fiscal report for the second quarter of the 2020/21 fiscal year reflecting data as of December 31, 2020 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: 2020-2021

District: (140) MENDOCINO-LAKE

Quarter Ended: (Q2) Dec 31, 2020

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-2021

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	24,632,885	26,128,614	26,366,339	25,393,720
A.2	Other Financing Sources (Object 8900)	0	0	34,338	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	24,632,885	26,128,614	26,400,677	25,393,720
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	23,322,260	25,431,473	26,173,832	24,792,353
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	500,793	502,361	515,566	544,687
B.3	Total Unrestricted Expenditures (B.1 + B.2)	23,823,053	25,933,834	26,689,398	25,337,040
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	809,832	194,780	-288,721	56,680
D.	Fund Balance, Beginning	5,749,761	6,559,593	6,754,373	6,465,652
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,749,761	6,559,593	6,754,373	6,465,652
E.	Fund Balance, Ending (C. + D.2)	6,559,593	6,754,373	6,465,652	6,522,332
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	27.5%	26%	24.2%	25.7%

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			
		2017-18	2018-19	2019-20	2020-2021
H.1	Cash, excluding borrowed funds		8,472,465	8,688,629	10,058,393
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	3,434,020	8,472,465	8,688,629	10,058,393

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)	25,382,951	25,393,720	11,715,831	46.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	25,382,951	25,393,720	11,715,831	46.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	24,839,289	24,792,353	11,206,012	45.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	544,687	544,687	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	25,383,976	25,337,040	11,206,012	44.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,025	56,680	509,819	
L	Adjusted Fund Balance, Beginning	6,465,652	6,465,652	6,465,652	
L.1	Fund Balance, Ending (C. + L.2)	6,464,627	6,522,332	6,975,471	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	25.5%	25.7%		

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

NO

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?

NO

Next year?

NO

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

SUBJECT: PROPOSED 2021/2022 NONRESIDENT TUITION FEE

SYNOPSIS:

Board of Trustees adoption of a nonresident tuition fee for fiscal year 2021/2022 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt a 2021/2022 nonresident tuition fee of \$270.

In accordance with Education Code Section 76140, the Board of Trustees is required to establish a nonresident tuition fee for the 2021/2022 fiscal year by March 1, 2021. The fee was discussed at the Planning and Budget Committee (PBC) and the committee recommends setting the fee at \$270 per semester unit.

The 2020/2021 nonresident tuition fee was set at \$280 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. \$340

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. \$307

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. \$307

Option C - Contiguous District: An amount not to exceed the fee established by the governing board of any contiguous district. \$270

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. \$307 and \$340

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. \$365

Reference:

Board Policy 5030, Fees and Refunds

Board Policy 6300, Fiscal Management

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2021/2022 nonresident tuition fee at \$270 based on Option C above.

2021-22 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	\$	30,904,548
B. District Annual Total FTES		3,190
C. Average Expense of Education per FTES (A/B)	\$	9,688
D. U.S. Consumer Price Index Compound Factor		1.0540
E. Average Cost per FTES for Tuition Year (C x D)		10,211
F. Nonresident Tuition Fee per Semester Unit (E/30)		340

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

Noncredit FTES percent of Total		3.4%
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		1.0540
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		9,928,787,084
B. Statewide Annual Total FTES		1,135,429
C. Average Expense of Education per FTES (A/B)	\$	8,745
D. U.S. Consumer Price Index Compound Factor		1.0540
E. Average Cost per FTES for Tuition Year (C x D)		9,217
F. Nonresident Tuition Fee per Semester Unit (E/30)	\$	307

B.2 Highest Statewide Average Cost

Highest year of the succeeding, current, and 4 prior years.		2021-22
Nonresident Tuition Fee per Semester Unit	\$	307

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 Average Expense of Education

Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$	307
Maximum (Option A.1 - District Average Cost) per Unit	\$	340
Nonresident Tuition Fee per Semester Unit		

E Comparable States Average

Nonresident Tuition Fee per Semester Unit	\$	365
---	----	-----

Nonresident Capital Outlay Fee

A. Capital Outlay expense - prior year		
B. FTES total from prior year		3,190
C. Capital outlay expense per FTES (A/B)	\$	-
D. Capital Outlay Fee per Semester Unit (C/30)	\$	-
E. Adopted Nonresident Tuition Fee	\$	-
F. 50% of Adopted Nonresident Tuition Fee	\$	-
G. Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	-

**California Community Colleges
2021-22 Nonresident Tuition and Capital Outlay Fee
Mendocino-Lake Community College District**

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

Adoption Date: February 10, 2021

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.2 - Highest Statewide Average Cost | |
| <input checked="" type="checkbox"/> | C - Contiguous District | \$270 |
| <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

☐ Nonresident Capital Outlay Fee

Contact Information

Signature:

Name: Eileen Cichocki

Title: Assistant Superintendent/Vice President of Administrative Services

Phone: (707) 468-3068

Email: ecichocki@mendocino.edu

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Board Policy 5120 – Transfer Center – This new legally required board policy has been created under the direction of the Vice President of Student Services using the League template as a guide and 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 20, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on December 11, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 5130 – Financial Aid – This legally required board policy is presented for review by the Vice President of Student Services and is now brought forward for review with no new changes deemed as necessary. The policy was first reviewed by the President's Policy Advisory Committee on November 20, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on December 11, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy #7211 – Minimum Qualifications - Faculty–This policy was last updated in January 2015 and has been revised under the direction of the Director of Human Resources in coordination with the Academic Senate President. 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 20, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on December 11, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy #7251 – Emeritus Status- This legally required board policy was last reviewed in September 2014 and 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 20, 2020; was shared with constituents for comments or suggestions and finalized by

the committee at their meeting on December 11, 2020. 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 5120, Board Policy 5130, Board Policy 7211 and Board Policy 7251 as presented.

**NEW****TRANSFER CENTER**

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Education Code Section 66720 – 66744;
Title 5 Section 51027



ADMINISTRATIVE PROCEDURES

No. 5120.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRANSFER CENTER

The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students. Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Center Plan will be developed, maintained and updated as necessary by the Dean of Counseling & Student Programs.

References: Education Code Section 66720 – 66744;
Title 5 Section 51027



BOARD POLICY

No. 5130

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FINANCIAL AID

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate Federal, State, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and ensure corrective action is taken where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

References: Education Code Sections 66021.6, 76300;
20 U.S. Code Sections 1070 et seq;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of
Federal Student Financial Aid Programs under Title IV of the
Higher Education Act of 1965, as amended
ACCJC Accreditation Standard III.D.15

Adopted: December 19, 1978

Revised: July 21, 1982

May 1, 2002

May 7, 2008

May 13, 2015

Reviewed: November, 2020

Page 1 of 1



ADMINISTRATIVE PROCEDURES

No. 5130.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FINANCIAL AID

Mendocino College's Financial Aid office administers financial aid according to local, state, and federal regulations. The Director of Financial Aid & EOPS is Mendocino College's coordinating official for the administration of state and federal student aid programs. Policies and procedures specific to Mendocino College will be maintained in the Financial Aid Policies & Procedures Manual, which will serve as a guide for internal training, ongoing compliance review, and annual audits.

At a minimum, the Financial Aid Policies & Procedures Manual will contain the following:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 subdivision (c).

References: Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15



BOARD POLICY

No. 7211

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS - FACULTY

~~As a condition of employment with the Mendocino Lake Community College District, faculty are required to meet State mandated minimum qualification or the equivalent. A person holding a credential authorizing service in a California Community College meets minimum qualifications in the discipline authorized by that credential and the person will retain the right to serve under that credential as provided by state law until it expires. Any person granted or previously granted equivalency for teaching in a given discipline by the Mendocino Lake Community College District Board of Trustees pursuant to state laws and regulations will be deemed to have met the minimum requirements in that discipline and will retain the right to teach in that discipline pursuant to state law and regulations.~~

~~Faculty in this District include those persons defined as faculty under Education Code, section 87003(a) and include, but are not limited to full time and part time instructors, counselors, librarians, community college health services professionals, disabled student programs and services professionals, extended opportunity programs and services professionals and work experience coordinators. Individuals not meeting the State mandated minimum qualifications may qualify for employment under the following District equivalency provision which was developed in consultation with the Academic Senate. This Board policy is intended to ensure a fair and objective process for determining when an applicant has qualifications that are at least equivalent to State mandated minimum qualifications. It is not intended to grant waivers for lack of the required State mandated minimum qualifications. A representative of the District Governing Board shall work with the Academic Senate to develop an equivalency process, including criteria and standards, for faculty employment and shall submit that process to the Board for approval.~~

EQUIVALENCY FOR MINIMUM QUALIFICATIONS FOR FACULTY

~~The equivalency process shall address equivalencies for disciplines requiring the master's degree, disciplines in which the master's degree is not generally expected or available (and which do not require a specific bachelor's or associate's degree), and disciplines in which the master's degree is not generally expected or available (but which require a specific bachelor's or associate's degree). The process shall clarify the criteria that are used for equivalency determinations and the documentation required to support equivalency determinations. Any equivalency determination and/or employment decision that is based on false or misleading documentation provided by an applicant may be revoked upon discovery of the improper documentation.~~

Adopted: July 1, 1990
Revised: October 3, 1990 (retroactive to 7/1/90)
July 3, 1991 (retroactive to 7/1/90)
February 5, 1992 (retroactive to 1/23/92)
January 9, 2002
Reviewed: August 18, 2010
Revised: January 14, 2015
November 2020

BP 7211
Page 1 of 5

~~The process shall ensure that representatives of the Academic Senate are available to assess equivalency claims during faculty selection processes and that evidence of the bases for finding equivalency is clear and recorded.~~

~~A candidate seeking an equivalency determination must provide, at a minimum, evidence that the candidate has the equivalent not only of subject matter expertise in a particular discipline, but also documentation as to how general education requirements necessary for an associate or bachelor's degree are met.~~

~~The Board will permit a determination of "eminence" as equivalent to State-mandated minimum qualifications for faculty under limited circumstances. Eminence is defined as documented superior knowledge and skill in a discipline. Superior knowledge and skill must be determined in comparison with the generally accepted standard of achievement in the discipline, such that an applicant, if measured by recognized authorities in his/her subject field, would be judged superior. Local renown or recognition alone is insufficient for a finding of eminence.~~

~~All evidence of equivalent preparation, including the basis for an eminence determination, must relate to the discipline at issue and must be of a type that is as reliable and objective as a college transcript. For an equivalency determination, each candidate must be found to be qualified to teach the full range of courses in the discipline under review.~~

~~The standards may provide that an individual employed to teach in a vocational discipline must show a demonstrated competency in the current technology of that discipline. "Reasonably related discipline" in any equivalency determination refers to disciplines referenced in the latest version of the Minimum Qualifications for Faculty and Administrators in the California Community Colleges, published by the State Chancellor's Office~~

Board Action On Equivalencies

~~The Board of Trustees shall not hire a faculty member unless the individual meets State-mandated minimum qualifications or the equivalent. The Board shall determine whether an individual possesses qualifications that are at least equivalent to the state-mandated minimum qualifications. If a proposed faculty member is being hired based on equivalencies, the criteria used by the Board in making the determination shall be reflected in the Board's action employing the individual.~~

~~The Board will rely primarily on the advice and judgment of the Academic Senate in determining whether a proposed faculty member holds qualifications that are at least equal to state-mandated minimum qualifications. The Board will provide the Academic Senate with an opportunity to present its views regarding equivalencies before the Board makes a determination regarding equivalencies and the written record of the Board's decision, including the views of the Academic Senate, shall be available for review.~~

Adopted: July 1, 1990

Revised: October 3, 1990 (retroactive to 7/1/90)

July 3, 1991 (retroactive to 7/1/90)

February 5, 1992 (retroactive to 1/23/92)

January 9, 2002

Reviewed: August 18, 2010

Revised: January 14, 2015

November 2020

BP 7211

Page 2 of 5

As a condition of employment with the Mendocino-Lake Community College District, faculty are required to meet State mandated minimum qualifications or the equivalent as defined by the *Minimum Qualifications for Faculty and Administrators in California Community College Handbook*. A person holding a credential authorizing service in a California Community College meets minimum qualifications in the discipline authorized by that credential and the person will retain the right to serve under that credential as provided by state law until it expires. Any person granted or previously granted equivalency for teaching in a given discipline by Mendocino-Lake Community College District Board of Trustees pursuant to state laws and regulations will be deemed to have met the minimum requirements in that discipline and will retain the right to teach in that discipline pursuant to state laws and regulations.

Faculty in this District include those persons defined as faculty under Education Code, section 87003(a) and include, but are not limited to full-time and part-time instructors, counselors, librarians, community college health services professionals, disabled student programs and services professionals, extended opportunity programs and services professionals and work experience coordinators. Individuals not meeting the State-mandated minimum qualifications may qualify for employment under District equivalency provisions which was developed in consultation with the Academic Senate. This Board Policy is intended to ensure a fair and objective process for determining when an applicant has qualifications that are at least equivalent to State-mandated minimum qualifications. Should revisions of the policy or application form be necessary a representative of the Board of Trustees, or designee, shall work with the Academic Senate to do so. The equivalency process, including criteria and standards, for faculty employment and shall submit that process to the Board for approval.

The Board of Trustees shall not hire a faculty member unless the individual meets State mandated minimum qualifications or the equivalent per the *Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook*. The Board shall determine whether an individual possesses qualifications that are at least equivalent to the State mandated minimum qualifications based on the recommendations of the Academic Senate. If a proposed faculty member is being hired based on equivalencies, the criteria used by the Board in making the determination shall be reflected in the Board's action employing the individual.

The Board will rely primarily on the advice and judgment of the Academic Senate in determining whether a proposed faculty member holds qualifications that are at least equal to State-mandated minimum qualifications. The Board will provide the Academic Senate with an opportunity to present its opinion regarding equivalencies if it differs from the Academic Senate's recommendation before an applicant is denied or granted equivalency. The Board will provide its written objection to the Academic Senate's recommendation and allow for the Academic Senate to submit a rebuttal prior to Board action. All documentation shall be available in public records to review.

The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

Adopted: July 1, 1990
Revised: October 3, 1990 (retroactive to 7/1/90)
July 3, 1991 (retroactive to 7/1/90)
February 5, 1992 (retroactive to 1/23/92)
January 9, 2002
Reviewed: August 18, 2010
Revised: January 14, 2015
November 2020

BP 7211
Page 3 of 5

- All position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.
- District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.
- All units and degrees earned shall be from accredited institutions per Education Codes: 70901(b)(1)(B) and 87356.

An applicant for a faculty position, although lacking the exact degree or experience in the discipline, nonetheless possess qualifications equivalent to those as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential shall follow the Minimum Qualification Equivalency Procedure.

Minimum Qualifications Equivalency

The equivalency process shall include provisions for all disciplines, including those:

- that require a Master's Degree,
- that require a Bachelor's or Associate Degree and professional experience,
- in which the Master's Degree is not generally expected or available (and do not require a specific Bachelor's or Associate Degree)

The process shall ensure that representatives of the Academic Senate are available to assess equivalency claims during all faculty selection processes and that evidence of the basis for finding equivalency is clear and recorded.

A candidate seeking an equivalency determination must provide, at a minimum, evidence that they have the equivalent not only in the subject matter expertise in a particular discipline, but also documentation as to how general education requirements necessary for an Associate or Bachelor's Degree are met.

All evidence of equivalent preparation, including the basis for an eminence determination, must relate to the discipline at issue and must be of a type that is as reliable and objective as a college transcript. For an equivalency determination, each candidate must be found to be qualified to teach the full range of courses in the discipline under review.

Adopted: July 1, 1990
Revised: October 3, 1990 (retroactive to 7/1/90)
July 3, 1991 (retroactive to 7/1/90)
February 5, 1992 (retroactive to 1/23/92)
January 9, 2002
Reviewed: August 18, 2010
Revised: January 14, 2015
November 2020

BP 7211
Page 4 of 5

The standards may provide that an individual employed to teach in a vocational discipline must show a demonstrated competency in the current technology of that discipline. “Reasonably related discipline” in any equivalency determination refers to disciplines referenced in the latest version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges Handbook*, published by the California Community Colleges Chancellor’s Office.

References: California Code of Regulations 53400-53430
Education Code sections 70901(b)(1)(B); 87003(a); 87356 and 87359;
Title 5

Adopted: July 1, 1990
Revised: October 3, 1990 (retroactive to 7/1/90)
July 3, 1991 (retroactive to 7/1/90)
February 5, 1992 (retroactive to 1/23/92)
January 9, 2002
Reviewed: August 18, 2010
Revised: January 14, 2015
November 2020

BP 7211
Page 5 of 5



ADMINISTRATIVE PROCEDURES

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

No. 7211.1

MINIMUM QUALIFICATIONS FOR FACULTY

The following procedures shall be used to determine if an applicant for a faculty position meets the minimum qualifications for the discipline according to the requirements outlined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential. The procedure is intended to ensure a fair and objective process for determining when an applicant meets the required qualifications. It is not intended to grant waivers for lack of the required qualifications.

- All position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.
- District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.
- All units and degrees earned shall be from accredited institutions per Education Codes: 70901(b)(1)(B) and 87356.

Determining Minimum Qualifications

The Human Resources Department will review all application materials submitted, including transcripts to determine if the stated degree(s) earned match that stated in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential.

When the degree(s) earned as noted in the transcript are the same as those listed in the *Handbook*, the applicant will be considered as meeting the minimum qualifications. If Human Resources is not sure, they will consult the Academic Senate president who will determine if an equivalency process is required.

All applicants must demonstrate they meet the minimum qualifications as outlined in the *Handbook* by submitting appropriate verification, such as transcripts indicating the degree earned, the specific discipline and courses successfully completed.

When the discipline requires an Associate or Bachelor's Degree and professional experience, written confirmation is required of the relevant experience from a person authorized to provide such confirmation. This written documentation must state the specific nature of the work performed and the duration of the employment in full-time years or the equivalent in part-time experience.

If the degree(s) listed are not the same as those listed in the *Handbook* and an Equivalency Application has not already been submitted by the applicant, Human Resources will inform the applicant that it is necessary. If an Equivalency Application has been submitted, Human Resources will contact the Academic Senate President requesting an Equivalency Committee review the application.

Determining Minimum Qualification Equivalency

When an applicant for a faculty position does not meet the required minimum qualifications specifically as stated in the *Handbook* the Academic Senate is responsible for determining equivalency according to the requirements of Education Code Section 87539, which states that the equivalency process “Shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications.”

The Academic Senate in consultation with Human Resources shall establish reasonable deadlines for convening equivalency committees in order to allow consideration of equivalency applications in a timely manner. Equivalency applications submitted after the established deadlines may not be considered until the following cycle. For part-time faculty the review cycle is typically two weeks before the following semester schedule if finalized. For full-time faculty positions an equivalency committee shall be set up and scheduled to review any equivalency applications that are submitted between the application deadline and the hiring committee’s initial “paper screening”.

The Academic Senate Equivalency Committee shall:

- Include two full-time faculty members in the discipline (selected by the Academic Senate President in consultation with full-time faculty in the discipline where possible), the appropriate instructional Dean, and the Academic Senate President or Vice-President. A part-time faculty member in discipline may also be appointed to the committee as needed and as appropriate. Either the Academic Senate President or Vice-President shall serve as the committee chair. In disciplines with fewer than two full-time faculty, faculty members in a related discipline will be selected by the Academic Senate President, in consultation with the full-time faculty in the discipline, (if any exist) to serve on the committee.
- Review each equivalency application, transcripts, and other materials submitted by candidates to determine whether the candidate meets the minimum qualifications as defined in the most recent *Minimum Qualifications for Faculty and Administrators in California Community College Handbook*.
- Grant or deny equivalency based on majority opinion of the Equivalency Committee. In the event of a split decision, the Academic Senate President or Vice-President (whichever is not already on the committee) shall cast the deciding vote.
- Provide a statement describing the reasons for granting or denying the equivalency and forward to the Director of Human Resources who will communicate the decision to the Superintendent/President or designee (as designee of the Board of Trustees).

The Superintendent/President shall:

- Rely primarily upon the Academic Senate’s recommendation for their action. The Superintendent/President will return the signed equivalency application to Human resources within 14 days, who will notify the Academic Senate President.

The Human Resources Department shall:

- Notify the applicant of the final decision to grant or deny equivalency within 14 days of the completed review.
- Include a notation indicating if the candidate has met the minimum qualifications through an equivalency application for the initial and all subsequent contracts for all faculty forwarded to the Board of Trustees for hiring approval.

Acceptable Evidence of Minimum Qualifications Equivalency

If an individual does not meet the minimum qualifications specified in the current version of the Disciplines List, the applicant must submit a [Minimum Qualification Equivalency Application Submission Form](#) and accompanying evidence to be used in establishing an equivalency. The documentation submitted by the applicant as evidence of equivalency must be as reliable and objective as a transcript, and provide conclusive evidence in the determination of the equivalency.

Reference: Title 5, Sections: 53404, 53410-20, 53430
Education Codes: 70901, 87350, 87355-87360, 87539



BOARD POLICY

No. 7251

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EMERITUS STATUS

Faculty who have served the Mendocino-Lake Community College District as follows, shall qualify for emeritus status:

Permanent faculty upon retirement or resignation after 10 years of service.

Part-time faculty upon retirement or resignation after 20 semesters of service.

Official recognition of emeritus status shall be given by the Superintendent/President ~~during an appropriate ceremony~~ close to the time of the ~~qualifying event~~ **retirement or resignation**.



ADMINISTRATIVE PROCEDURES

No. 7251.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FACULTY EMERITUS STATUS

Recognition of emeritus faculty shall include, but not necessarily be limited to, the following privileges, benefits, and courtesies:

- An official document which certifies emeritus status of the respective faculty member endorsed by the President of the Governing Board, the Superintendent/President, and the Academic Senate President;
- Listing in all appropriate college publications;
- May request an identification card which indicates emeritus status at Mendocino College;
- Participation, by choice of the individual, and invitation of the district, in the college's public ceremonies;
- The opportunity to make periodic visits to classes subject to the availability of space and the consent of the class instructor;
- Library and Learning Center privileges comparable to those of the current faculty subject to District policy and administrative regulations;
- Eligibility to serve in an advisory capacity to Senate or District committees at the invitation of the appropriate committee chair;
- Eligibility to participate in campus-based professional development activities;

ITEM NO: 8.1
DATE February 10, 2021

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

An oral report may be presented at the meeting.

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:

As we move into the second month of 2021 the faculty are focused on continuing to answer the Chancellor's Call to Action. This is now a "standing item" on the Academic Senate agenda and we continue to engage in dialog and planning to ensure we are doing our best to answer the Call. February is Black History Month, the first week of which is Black Lives Matter at School Week. This provided an opportunity for us to address how we are incorporating the Call to Action in our classes. During the Faculty Meeting scheduled February 4, faculty members will share information about class presentations (lesson, project, reading, assignment, discussion, etc.) related to equity, inclusion, and the perpetuated structural racism that our society endures.

January 14 and 15 faculty participated in two days of In Service. The presentations and workshops were well attended by full- and part-time faculty. I continue to be heartened by the enthusiastic engagement of so many part-time faculty. I would like to thank and recognize all the faculty who gave presentations and/or participated both days and at the Part-Time Faculty Orientation:

- | | |
|--------------------|--------------------|
| • Neeka Aguirre | • Tascha Whetzel |
| • Ginny Buccelli | • John Rall |
| • Julie Finnegan | • Heidi Crean |
| • Taylor Cannon | • Suzanne Hewitt |
| • Vincent Poturica | • Robert Parmenter |
| • Greg Allen | • Jason Edington |
| • Jaime Cechin | • Brianna Zuber |

I understand the difficulty College leaders have had communicating with the County concerning the District's interest to partner with them to secure vaccinations for employees who desire them. Since then, as we know, we have had the opportunity to participate in two vaccination clinics. The faculty who received the vaccine appreciate the efforts taken to arrange these clinics. Special thanks are extended to Vice Presidents Eileen Cichocki and Ulises Velasco; Director of Human Services Nicole Marin; Director of Facilities Mac Lojowski; and Administrative Assistants Kris Bartolomei and Cindy Chapman for working evenings and weekends to coordinate communication and contact employees that were eligible to attend the clinics.

Classified Senate:

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

After our very successful presentation about MendoCares during the recent in-service, we received numerous encouraging messages from many employees across all areas of the college. We appreciate everyone's kind words and expressions of support.

We are currently working on getting our MendoCares group together so we can start our quarterly MendoCares newsletter. It is our hope to keep everyone apprised of our progress and successes through these quarterly newsletters.

Management/Supervisory/Confidential:

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

The Management Team continues the implementation of a Big Picture item at our monthly meetings. Next month will feature an update from the Learning Center to hear about how COVID has impacted tutoring and the services we provide students through this important campus department. We are also looking forward to collaborating with the Re-opening Group as we begin to look forward to more "normal" times.

We are also very excited about the newly developed digital timesheet which was rolled out in January and would like to thank Dave Johnston in Information Technology and Nicole Marin in Human Resources for their work in making this change happen. This change will provide a much smoother process for managers who check numerous timesheets each month as well as for our Payroll Technician who processes all of the timesheets each month.

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

ITEM NO: 9.1
DATE: February 10, 2021

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

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