# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AGENDA - REGULAR MEETING March 11, 2020 – 4:00 PM

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

## **CALL TO ORDER /PLEDGE OF ALLEGIANCE**

# 1. <u>APPROVAL OF AGENDA AND MINUTES</u>

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on February 5, 2020.

#### PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

#### 2. <u>CLOSED SESSION</u>

- 2.1 Collective Bargaining/Meet and Confer Pursuant to Government Code section 54957.6
  - Designated Representatives: Cichocki, Polak, Velasco and Marin Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 2.2 Conference with Legal Counsel Anticipated Litigation Pursuant to Government Code section 54956.9(d) 1 case

Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations

- 2.3 Public Employee Discipline/Dismissal/Release Pursuant to Government Code section 54957
  - Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.4 Public Employment Pursuant to Government Code section 54957 Title: Superintendent/President

#### **RETURN TO OPEN SESSION**

# **REPORT OF ACTION TAKEN IN CLOSED SESSION**

#### **PUBLIC COMMENTS**

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

#### 3. <u>PRESIDENT AND ADMINISTRATION REPORT</u>

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

#### **CONSENT AGENDA**

- 4. <u>Personnel</u>
  - 4.1 Consideration to Approve Personnel List Short-Term Non-Continuing Employees

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

4.2 Consideration to approve Personnel List – Part-Time Faculty Recommendation to approve the list of part-time faculty as presented

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4.3	Consideration to Approve List of Volunteers Recommendation to approve the list of volunteers as presented
4.4	
4.4	Consideration to Approve Transfer - Classified
4 7	Recommendation to approve the transfer as presented
4.5	Consideration to Approve Promotional Transfer - Classified
	Recommendation to ratify the promotional transfer as presented
4.6	Consideration to Approve Transfer - Faculty
	Recommendation to approve the transfer as presented
4.7	Consideration to Ratify Resignation - Classified
	Recommendation to ratify the resignation as presented
4.8	Consideration to Ratify Retirement/Resignation – Faculty
	Recommendation to ratify the retirement/resignation as presented
4.9	Consideration to Approve Educational Administrator Contract
-	Recommendation to approve the Educational Administrator contract as presented
4.10	Consideration to Approve Classified Administrator Contract
	Recommendation to approve the Classified Administrator contract as presented
4.11	Consideration to Approve Tenure-Track Faculty Contracts
	Recommendation to approve the contracts for the tenure-track faculty as presented
4.12	Consideration to Approve Categorically Funded Faculty Contracts
	Recommendation to approve the categorically funded faculty contracts as presented
4.13	Mendocino-Lake Community College District Classified Bargaining Unit/SEIU
	(MLCCCBU) Local 1021, 2019-2020 Tentative Agreement
	Recommendation to ratify the tentative agreement between the Mendocino-Lake Community College
	District and the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCB)
	Local 1021
4.14	Consideration to Approve Professional Development Leave
	Recommendation to approve the professional development leave as presented

#### 5. <u>Other Items</u>

5.1 Fiscal Report as of January 31, 2020

Recommendation to accept the report as presented

5.2 Donations Recommendation to accept the donated items as presented

# 6. **INFORMATION/ACTION ITEM**

6.1 Superintendent/President Search

To be determined at the meeting

# 7. <u>ACTION ITEMS</u>

7.1 2020 California Community College Trustees (CCCT) Ballot for Board of Directors

Recommendation to be determined at the meeting

7.2 Benefit Contracts

Recommendation to approve the benefit contracts change as presented

- 7.3 Benefit Contracts Termination
  - Recommendation to approve the benefit contracts termination as presented
- 7.4 Notification of Classified Layoff Resolution #03-20-01 Recommendation to adopt Resolution #03-20-01 as presented
- 7.5 Board Policy Revisions

Recommendation to approve the board policy revisions as presented

7.6 Board Policies and Revisions – Second Reading Recommendation to approve the board policies as presented

# 8. <u>BIG PICTURE</u>

Extended Opportunity Programs and Services (EOPS)

An update presentation by Yuliana Sandoval, Director of Financial Aid and EOPS

# 9. INFORMATIONAL ITEMS AND REPORTS

- 9.1 Mendocino College Foundation, Inc.
  - 9.1.A Mendocino College Foundation informational report
  - 9.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate
- 9.2 Constituent Group Reports Reports from constituent groups are presented as information
- 9.3 Board Policy Additions and Revisions First Reading Revisions and additions to Board policies are presented for information and review
- 9.4 Board Policy Deletions First Reading
  - Board policy deletions are presented for information and review

# 10. TRUSTEE COMMUNICATIONS

10.1 Trustee Reports

Written and oral reports from Trustees are presented as information

10.2 Future Agenda Items Board discussion about topics to be included on future agendas

# 11. <u>ADJOURNMENT</u>

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

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

#### Future Board Meetings:

• Regular Meeting – Wednesday, April 15, 2020, 4:00 PM, Mendocino College North County Center, 372 E. Commercial Street, Willits, CA 95490

## **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, February 5, 2020 at the Mendocino College, 1000 Hensley Creek Road, Ukiah, CA

# **GENERAL MATTERS**

<i>Call to Order &amp;</i> <i>Pledge of Allegiance</i>	Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee Martinez.				
Board Members	President Vice President Clerk Trustee Trustee Trustee Trustee Student Trustee	Marie L Ed Nick Xochilt John To TeMash Noel O'	terman Martinez omkins io Anderson Neill	present present present present present present absent	
Secretary	Eileen Cichocki	, Interim Su	perintendent/Presid	dent	
Support Staff	Mary Lamb, Ex	ecutive Ass	istant to the Superin	ntendent/President	
Staff Representatives Constituent	Ulises Velasco, Nicole Marin, D Academic Senar	Polak, Vice President of Academic Affairs (present) Velasco, Vice President of Student Services (present) Marin, Director of Human Resources (present) Catherine Indermill, President (present)			
Representatives	Classified Senat Management Te	I / / /			
Agenda Approval	M/S (Myers/Nickerman) to approve the agenda as presented. The matter was approved via the following vote:				
	Ayes Noes Abstentions Absent	Pinoli, My O'Neill None None None	ers, Tomkins, Ande	erson, Martinez, Nickerman and	
Approval of Minutes	M/S (O'Neill/Anderson) to approve the minutes of the regular board meeting held on December 11, 2019 as presented. The matter was approved with the following vote:				
	Ayes	Pinoli, My	ers, O'Neill, Tomb	kins, Martinez, Anderson and	

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Public Comments on • T Closed Session Items

on • There were no comments from members of the public at this time.

**CLOSED SESSION** 

The Board adjourned to Closed Session at 4:09 PM with Board President Pinoli stating items 2.1, 2.2, 2.3 and 2.4 would be discussed in closed session.

#### **OPEN SESSION**

Report of Action Taken in Closed Session The Board returned to open session at 5:06 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments* • There were no comments from members of the public at this time.

## PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Interim Superintendent/President Cichocki who stated she had nothing to add at this time.

#### CONSENT AGENDA

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

AyesTomkins, Pinoli, Nickerman, O'Neill, Martinez and MyersNoesNoneAbstentionsNoneAbsentAnderson

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

#### **Personnel**

Consideration to approve the personnel list – Short-Term Non Continuing (STNC) Employees \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term noncontinuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Part Time Faculty \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

Consideration to \*RESOLVED, That the Mendocino-Lake Community College District Board

approve the list of Volunteers

Consideration to approve the personnel list – Classified

Consideration to approve the Lateral Transfer - Classified

Consideration to approve the personnel list – Educational Administrator

*Consideration to* 

Mendocino Part-

*Consideration to* 

Mendocino-Lake

Community College

Contract Reopeners to the Mendocino Part-Time Faculty

(*MPFA/CCA/CTA/N EA*) 2019/2020

District Successor

(MPFA/CCA/CTA/N EA) 2019/2020 Successor Contract

receive the

*Time Faculty* 

Association

Reopener

present the

Association

of Trustees does hereby approve the list of volunteers as presented.

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

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

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Peggy Goebel as the Interim Executive Dean of Nursing, with a corrected contract period of 12 months/year effective 01/17/2020 through 01/18/2022 pending receipt of all necessary employment eligibility requirements.

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

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

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Fiscal Report as of December 31, 2019	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of December 31, 2019 as presented.
Donations	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Wayne Deprue and Eric Hoefler as presented.
Quarterly Fiscal Status Report – AB	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.

Superintendent/Presi dent Search Job Announcement	<u>ACTION ITEMS</u> Board President Pinoli introduced Dr. Joan Smith from Community College Search Services (CCSS) who then outlined the process thus far and the proposed Superintendent/President job announcement.				
	Requests from the board for changes to the proposed document included the addition of Athletics in a separate sentence as part of the second paragraph under the College and Community. There was also a request to include something about someone who is aware that dual enrollment is key for our institution under desirable qualifications.				
	After reviewing following action	the information presented and discussion, the board took the			
	District Board o	n/Martinez) that the Mendocino-Lake Community College f Trustees does hereby approve the job announcement for the President position as amended.			
	Ayes	Tomkins, Myers, Pinoli, Anderson, O'Neill, Martinez, and Nickerman			
	Noes Abstentions Absent	None None None			
Board of Trustees Budget Parameters for District 2020/21	After reviewing the information presented and discussion, the board took the following action:				
Budgets	District Board o	n/Tomkins) that the Mendocino-Lake Community College f Trustees does hereby adopt the 2020/2021 Budget Parameters h the following vote:			
	Ayes	Tomkins, Myers, Pinoli, Anderson, Martinez, O'Neill and Nickerman			
	Noes	None			
	Abstentions	None			
	Absent	None			
Contracts and Agreements – Quarterly	After reviewing following action	the information presented and discussion, the board took the			
Ratification	M/S (Tomkins/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:				
	Ayes	Tomkins, Myers, Pinoli, Anderson, O'Neill, Martinez, and Nickerman			
	Noes	None			
	Abstentions	None			
	Absent	None			

2020/2021 Nonresident Tuition Fee	After reviewing the information presented and discussion, the board took the following action:			
T'ee	District Board of	n/Tomkinis) that the Mendocino-Lake Community College f Trustees does hereby adopt the 2020/2021 nonresident tuition d on Option C as presented with the following vote:		
	Ayes	Tomkins, Myers, Pinoli, Anderson, O'Neill, Martinez, and Nickerman		
	Noes Abstentions Absent	None None		
Board Policy Revision	After reviewing board took the fe	the information presented and subsequent discussion, the ollowing action:		
		Nickerman) that the Mendocino-Lake Community College f Trustees hereby adopt the additions and/or revisions to Board presented.		
	Ayes Noes Abstentions Absent	Tomkins, Myers, Pinoli, Martinez, O'Neill and Nickerman None None Anderson		
Board Policies and Revisions – Second Paading	After reviewing the information presented and discussion, the board took the following action:			
Reading	District Board o Board Policy 34	ekerman) that the Mendocino-Lake Community College f Trustees hereby adopts the additions and/or revisions to 10, Board Policy 3430, Board Policy 3820, Board Policy 6250, 20 and Board Policy 6550 as presented with the following		
	Ayes Noes Abstentions Absent	Tomkins, Myers, Pinoli, O'Neill, Martinez and Nickerman None None Anderson		
Services Provided to Native American Students	Vice President of Student Services Ulises Velasco presented information on the various services currently available to Native American students enrolled at Mendocino College.			
	Included in his presentation was information about Mendocino College having the third largest enrolled Native American population in the California Community College System. Currently, 4.73% of our enrolled students are Native American with the overall population of the area currently sitting at 4%.			

There are twenty-six different Pomo tribes in our region with ten in Mendocino County and another seven in Lake County.

Also outlined in his presentation was information about our collaboration with Coyote Valley Band of Pomo Indians and the Pomo Pathway program.

Vice President Velasco also outlined the many levels of support services that are currently in place for Native American students.

## **INFORMATIONAL REPORTS**

Health Benefits An informational update on the college Health Benefits account was presented Report as of as information. December 31, 2019 Mendocino College A written informational report was submitted by Katie Fairbairn, Executive Foundation, Inc. Director of the Mendocino College Foundation who stated she had nothing to add. Board President Pinoli also introduced and acknowledged Tom Dow who has recently taken over the duties of Foundation Board President. Constituents Group Academic Senate A written report was submitted by Academic Senate President Catherine Reports Indermill who added information about the afternoon sessions that took place during inservice on January 17<sup>th</sup>. **Classified Senate** A written report was submitted by Classified Senate President Jeana Thompson. Management Team A written report was submitted by Management Team President Janelle Bird who stated she had nothing to add. Board Policy Board policy 6200 – Budget Preparation, Board policy 6330 – Purchasing, Additions and Board policy 6340 – Bids and Contracts, Board policy 6400 – Financial Audits **Revisions** - First and Board policy 6500- Property Management were presented as information for review. Discussion and/or adoption of these policies will take place at the Reading March 2020 board meeting. **TRUSTEE COMMUNICATION** Trustee Reports Trustees commented orally on their recent college-related activities. Trustee Anderson stated the recent trustee conference was very informative for him. Trustee Nickerman stated that currently only 2% of students from high schools in our District attend Mendocino College and this is something we need to

change.

Trustee Myers added she feels that the College board members need to have at least two meetings a year with the board members from the various school districts in our region. She also added that the EOPS growth that has taken place is amazing.

Trustee Martinez commented that her favorite breakout session from the recent trustee conference was regarding minorities.

Trustee Tomkins added that he attended a breakout session where the discussion topic was about what we are doing to get students to attend our institutions.

Trustee O'Neill felt the recent conference was a great initiation about what it means to be a trustee and how they can support their CEO. It was also a wonderful opportunity to meet with other trustees and hear how things are going at their respective colleges. He was happy to hear the Community College League of California has many opportunities available to learn more about the college system as a whole.

Trustee Pinoli expressed his thanks to all the board members for their attendance at the conference. He found the Board Chair workshop to be very enlightening and helpful.

Trustee Pinoli informed the board members that we are looking to hold a board workshop/study session on the budget. Interim Superintendent/President Cichocki will work on a list of some potential dates and will send them out to the board for their input. Mid-March is potentially looking like a good time to hold the workshop.

Trustee Pinoli reminded the members of the board that when they last met with the Foundation Board, there was a commitment to continue to meet together briefly in the fall and spring of each year. He will work with the Foundation Board President and Executive Director Fairbairn to identify potential dates.

Trustee Pinoli took the opportunity to thank everyone who helped to support the theatre students in their endeavor to take their play *Wildfire* to the Kennedy Center American College Theatre Festival in Fort Collins, Colorado. As a result of their successful fundraising efforts, they will be participating in the festival later this month.

Future Agenda Items	There were several new future agenda items discussed and approved by the
	board members. Those discussed and approved include the following:

A presentation on the EOPS program Essential needs for Trustee onboarding Outreach to the community and the various tribes What are the plans for the Fire Recovery and Construction Program grant? There will be a big picture presentation about the DSPS program and services at the next board meeting.

*Adjournment* With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:14 PM.

Submitted by: Eileen Cichocki, Interim Superintendent/President Secretary, Board of Trustees

# ITEM NO: 3.1 DATE: March 11, 2020

## SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

Much has happened at the college in the last month, but the week of February 24 in particular was a momentous week for Mendocino College! We had an incredibly positive visit with the peer review team regarding accreditation, all employee groups voted to move to a fully insured health benefits plan in order to stabilize our health benefit costs, and our men's basketball team won its first playoff game!

The **accreditation** peer review team was on campus February 24 to 26. Based upon the comprehensive review of our Institutional Self Evaluation Report (ISER), reviewing evidence we provided, and through on site interviews, the team will communicate to the Accreditation Commission of Community and Junior Colleges (ACCJC) that the college meets all standards of accreditation!

The peer review team will include one commendation and two recommendations for improvement in their report. While the exact wording of these will be presented in their written report, this is their preliminary feedback:

- Commendation: The team commended the college for aligning its programs and services with its mission that guides the development of exemplary programs to support the Native American population of students contributing to the social and cultural dimensions of the educational experience of its students.
- Recommendation: In order to improve, the team recommends that the college look at our institutional learning outcomes and develop a more effective practice to make sure that we are using those results for improvement for the institution.
- Recommendation: In order to improve, the college should document and then widely communicate when funding decisions are made as part of the program review process. That way everyone will know the meaningfulness and purpose of program review as a whole.

Mendocino College will be receiving the written peer review report in the coming weeks. Then, the process will be turned over to ACCJC who will review the team report and determine appropriate action for the reaffirmation of our accreditation. We will hear the official results from the commission after its meeting in June 2020.

I am extremely pleased with the opinion of the team and look forward to the determination of the commission. The visiting team commented often on the beauty of our campus and centers. They appreciated our hospitality, responsiveness to their requests, and our collegiality, both among ourselves and with the visiting team members. I would like to thank everyone who has been involved over the past two years in writing of the ISER, reviewing the ISER, gathering of evidence and the team visit. It has definitely been a team effort! To name a few, our Accreditation Steering Committee comprised of: Debra Polak, Catherine Indermill, Ulises Velasco, Rebecca Montes, Dennis Aseltyne, Nicole Marin, Vivian Varela, Nicholas Petti, Minerva Flores, Tony Novelli, and Chris Olson. Cindy Chapman and Kris Bartolomei also did an incredible amount of work making sure the evidence was gathered and addressing the logistics of team visit. Catherine Indermill's leadership ensured strong input from the faculty and Academic Senate.

My gratitude and appreciation goes to our amazing Accreditation Liaison Officer and Vice President of Academic Affairs, Debra Polak. Her knowledge and leadership in this process led us to this wonderful outcome.

The college has been self-insured for **health benefits** since the early 1980's. The college benefit plan covers approximately 400 lives. This is a very small pool and has resulted in extreme volatility in actual claim costs year to year. Through a participatory process, the college has found an alternative to self-funding our health benefits that will greatly stabilize our rates and make our annual budget predictable. Items 7.2 and 7.3 contain more details on the process and the proposal.

The college is pursuing a grant program that would provide battery storage to our current solar array. The **Self-Generation Incentive Program (SGIP)** program is an outgrowth of the California Solar Initiative (CSI), a ratepayer funded rebate program that was established in 2016 and is overseen by the California Public Utilities Commission to support new and existing distributed energy sources. The SGIP Equity Budget portion of this program is for governmental, educational, and non-profit customers located in disadvantaged communities, providing rebate amounts up to \$850/kWh intended to cover the full cost of battery storage systems. Total funds available in this program are \$63 million and the application window opens April 1, 2020. The program is expected to be oversubscribed, but customers with existing solar electrical systems will get priority in a lottery drawing.

The batteries in this program are not intended to power the campus in the event of an electrical outage, but rather to store excess electricity and then reduce or "shave" peak demand, thus reducing overall electrical bills. Mendocino College has partnered with SunPower for preliminary design and application submittal for the Equity Budget. We are applying for grant funding for \$2.5 million for a 741 kW/2,965 kWh energy storage system for our Ukiah Campus, which is estimated to save the college between \$900K- \$1.2M over the next ten years. The project would be paid for with grant funds and save the college around \$120,000 per year in utility costs. If the college is awarded this grant funding we will have six months to award the installation contract and a total of 18 months to install the system.

At a future Board meeting, the college plans to bring forward the findings necessary to support Government Code Sections 4217.10-4217.18, substantiating this project's savings for an Energy Services Contract.

College administration is closely monitoring updates on the **COVID-19 novel Coronavirus**. The college receives updates from the Chancellor's Office, School and College Legal Services of California, and the Mendocino County Health and Human Services Agency. Public health officials continue to classify the threat posed by COVID-19 as low, however the college will continue to monitor the situation and have plans in place should Mendocino County or Mendocino College become affected. Communications have been sent to students and employees as updates are received from the Chancellor's Office and Public Health.

In response to the community identified urgent need of **Paramedics**, Mendocino College is exploring partnerships with other community colleges to provide a Paramedics program locally. Developing a program that would be offered by Mendocino College would be a 2-3 year process because it includes both local, regional, and statewide approvals as well as accreditation by an outside agency. The labor market is uncertain for the long term and it is unclear if the need would sustain a local program once the current need is met. A partnership would allow another college to offer the program in our District with support from our college. We have our first meeting to explore this option with Napa Valley

College who runs an exemplary Paramedics program on March 18. We also have made connections with two other community colleges which we will pursue if needed.

The **Coast Center** is expanding offerings. In an attempt to reach community needs, we have increased our number of courses offered this semester by 12 compared to last fall, allowing for 20 more FTEs and over 100 more students enrolled compared to last fall. Among these offerings we are Biology 200 for the first time at the Coast Center. As the beginning course to a pre-health pathway, we are looking forward to further developing our pre-health offerings and offering anatomy and physiology at the Coast Center next academic year.

Through the **North County Center** we continue to partner with six local high schools. With meetings planned with high school administration and counselors at each site this March, we plan to expand our dual enrollment offerings while structuring these offerings into pathways, so that dual enrollment students understand their potential pathways from their freshman year and beyond. We are particularly looking to expand offerings at Willis High School where we are excited to be adding seven new dual enrollment courses over the next academic year.

Orchestrated through the Lake Center, on March 3, a team of Mendocino College staff conducted a two hour orientation for our third course offering at the Lake County Jail. The team included representation from counseling, financial aid, the course instructor, outreach and administration. This course is offered in a condensed format to allow more student inmates to participate during the time of their stay. This semester we are excited to be offering a college and career success class that should be a great way to kick off a supported college experience for our 11 enrolled students. Of these 11 enrolled students, a majority are taking their first ever college course, for which this course is specifically designed to support. We are excited to see the success of the Corrections to College program in Lake County and the academic and career opportunities these courses provide for this demographic of students.

The Equity and Foundation Skills subcommittees of the Guided Pathways Leadership Team hosted a **Gender Spectrum Training** workshop for the campus community on February 21. Joel Baum, Education Director from the organization Gender Spectrum, presented multiple workshops on Dimension of Gender. The training focused on helping staff to better understand gender with a goal of improving our service to students and respect for one another. Approximately 100 Mendocino College faculty, staff, and managers participated in the training either in person or through Zoom. A follow-up training specific to classroom instruction is scheduled for March 20.

The **13**<sup>th</sup> **Annual Teachers on Teaching Conference** is scheduled for March 7. This conference brings K-12 teachers together with our community college faculty to discuss shared pedagogical ideas. This year's theme is Pathways and the conference includes sessions on connected Career Education pathways from high school through college; common strategies for teaching writing; and ways to engage students in the classroom. This year's keynote speaker is Kita Grinberg who teaches for the Ukiah Adult School in the Mendocino County Jail. She will present on Healing Practices for the Classroom.

A team of faculty, staff, and managers from the Guided Pathways Leadership Team is participating in this year's **Leading from the Middle Training (LFM)** provided by the RP Group. LFM is a leadership development program focused on equipping "middle" leaders with skills and strategies to advance reform efforts at their colleges. Rebecca Montes, Minerva Flores, Ginny Buccelli, Lauren Simmonds, Apryl Guisasola, and Brianna Zuber attended the first of three trainings at Cal Poly Pomona in February. This team's project is focused on adjusting the student onboarding process to

reduce the number of "lost" students and ensure that students are entering their first semester with all the resources at their disposal.

In addition to attending this year's LFM training, Director Minerva Flores and Dean Rebecca Montes began the fourth cohort of the Faculty Equity Project. Director Flores also participated in EPIC grant readings for NCO (Grants for disaster preparedness in Mendocino County) and will be presenting college, county, region and state demographics at a Mendocino County Board of Supervisors Hispanic Workshop (under John Haschak) on March 23.

Using funds provided by the Foundation, the English Department is sponsoring its second annual **Literary Contest**. All Mendocino College students are invited to submit their original works of poetry, short fiction, personal narratives, and academic essays. Winners will be published on the English department webpage. On the evening of March 4, the department hosted a reception for a public reading by the winners of the 2019 Literary Contest.

The **Mendocino College Art Gallery** kicked off its newest exhibit, "Everyday People" with a Gala opening on February 13. "Everyday People" is an art show curated by Sacramento based Artist Manuel Fernando Rios. According to Rios, "Everyday People" takes the time to show and appreciate people living their lives during the "in between times" when they are not rapidly posting or viewing the most exciting times in life through social media. The exhibit will be on display until March 15. Rios will also host an artist talk and gallery tour on March 12 from 2:30 - 4:30 pm.

The North Far North Strong Workforce Consortium recently notified us of several awards. We have worked with our K-12 Strong Workforce program partners in the Ukiah Unified School district on 3 separate proposals submitted last December. Ukiah Unified School District (UUSD) will be funded 1) Health Science and Medical Technology award of \$228, 795; 2) Construction Trades award of \$175,835; and 3) Design, Visual & Media Arts award of \$329,445. Total awarded is \$734,075. These awards will be disbursed this school year. We will continue to partner with UUSD and other k-12 partners in our District to strengthen our Career Pathways for seamless transitions from High School students to our Career Education courses using dual enrollment, outreach presentations, and our Career Hub information events.

The North Far North SWP Consortium has funded the following proposals submitted by Mendocino College Career Education programs: 1) \$30,000 for Health Careers; 2) \$20,000 for Marketing in 2020; 3) \$20,000 for Marketing in 2021; and 4) \$10,000 for Professional Development in Career Education.

On Friday, February 28, Mendocino College hosted the **9th Annual Parent Leadership Institute.** This event is the result of collaboration between the First Year Institute, High School Equivalency Program, and Migrant Education. The purpose of the Parent Leadership Institute is to provide Spanish speaking parents of English learners and migrant students in Lake and Mendocino Counties with training in student advocacy. Close to 40 parents participated in workshops covering topics such as: developing healthy relationships; college going resources; student advocacy at the K-12 level; healthy dental habits and internet safety. This year the keynote speaker was Antonio López, Dean of Counseling and Student Programs at Mendocino College. Parents also participated in workshops by Project Sanctuary, Migrant Education, and Xochitl Morales de Martinez, Nurse Practitioner for Mendocino County Health Centers and Mendocino College Board Member. Mendocino College also facilitated college tours and a workshop during which parents heard about the many resources they and their college aged children can seek while at our institution. The **College Assistance Migrant Program (CAMP)** hosted the first workshop of the semester on February 4 titled "Get that Money: Writing a winning essay". This was scheduled to encourage students to complete their scholarship applications on time.

CAMP Program Manager Mariana Martinez was part of the presenters leading a workshop on Community Cultural Wealth and Student Engagement at the California HEP/CAMP Staff Professional Development event at Fresno State University February 5-7. This annual event allows HEP/CAMP staff to collaborate with other programs in the state and share best practices.

22 CAMP scholars participated in the first program field trip of the semester to UC Berkeley. Students enjoyed a tour of campus, a student panel, and information on the programs offered at the university. After the tour, students enjoyed a performance at the Berkeley Rep Theater of "Still in America" by Culture Clash. CAMP Scholars had the opportunity to meet the cast after the show.

Antonio Lopez, Dean of Counseling and Student Programs, and Katherine Escobedo, Health Awareness and Student Activities Specialist, attended the **CalFresh Outreach CA Higher Ed Summit 2020** in Costa Mesa on February 5. Mendocino College has partnered with the Center for Healthy Communities (CHS) at California State University, Chico to increase awareness of the program within our student population. Our college has expanded outreach and support for students to utilize CalFresh services to meet their needs.

Health Awareness and Student Activities Specialist Katherine Escobedo will be hosting **campus visits/tours** for all the 5th graders from Fort Bragg Unified School District. She is partnering with the First Year Institute and our Marketing Department to ensure students have a great experience on campus. The Mendocino College Foundation has provided funding to ensure we execute the event successfully. Additionally, we are working with Ukiah Unified School District (UUSD) to also have all their 5th graders come to our campus to learn what our college has to offer. In coordination with many departments on campus, these events help promote a college-going culture in our community.

Our **outreach** staff has maintained a presence at our partnering high school and tribal learning centers. The staff have initiated the In-Person Orientations (Step 3 in the matriculation process). They are scheduled to be at most of our district high schools doing in-person orientations through the end of March. We have included our Career Hub Specialist Lauren Simmonds to participate in the orientations, adding a career exploration component to the presentations. The staff is providing information and access to information to complete Step 4 (Placement) before they meet with counselors to start their Education Plan (Step 5).

Admissions and Records (A&R) staff are taking advantage of professional development opportunities both locally and out of the area. Director Simpson-Logg, supported by District professional development funds, participated in and completed the NAFSA Academy for International Education. This year long program pairs individuals with a coach and cohort and provides extensive networking and training opportunities within international studies. Additionally, classified staff in the department completed an Implicit Bias training, and A&R Technician Beronica Leon and Director Simpson-Logg attended an evaluator training – both were offered by the Chancellor's Office. This is the first evaluator training in several years and focused on the evaluation of coursework as it applied to transfer degrees and the upcoming changes in Credit for Prior Learning.

As we approach the deadline to apply for spring graduation, Admissions & Records Technician Beronica Leon is reviewing the 246 applications which have been received to date. 73 students have applied to a CSU for the fall and identified they are completing a transfer degree at Mendocino College. Staff are working to verify these pending or completed degrees in advance of the March 17 deadline.

Admissions and Records staff have been working with Parchment, an online credential processing partner. Effective March 3, students are now able to order official transcripts online through this secure service in addition to being able to place requests through each college location in person. The Parchment service provides a secure site for students to request their official transcripts, which can then be delivered electronically or printed and mailed to the party the student identifies. As with transcripts ordered directly through the college, students pay the associated fees which remain very reasonable. Parchment increases the network for online transcript delivery (previously confined to only participating schools in California) and provides a trackable service which allows the student to view online the progress of their request. This service will remain under the purview of the Admissions and Records Office, as staff monitor requests, but will alleviate some of the workload related to transcript requests and will allow students to request and receive transcripts during weekends and holidays.

The Veterans Resource Center (VRC) continues to maintain regular hours, with the help of three VA work study students, and is used regularly by both Veterans and dependents. Early in the year, the center obtained another Chancellor's Office recommendation for the space by installing a new ADA compliant door. This has added accessibility to the space in addition to meeting a goal set out in the grant proposal for this space. In addition to improving the VRC space, a VA compliance survey (audit) was completed in February with no discrepancies found.

The **High School Equivalency Program (HEP)** funding will be fully expended by April 30, 2020 in accordance with our no-cost extension to serve existing students through the Spring semester. To date, 61 students graduated from the 2010 cohort, which equates to an effectiveness rate of 86%. The national rate is 69%. Also, 54 students have registered for Mendocino College classes or upgraded their job opportunities out of this cohort. HEP Program Manager Jackeline Orozco has been working with the Mendocino Lake Adult Career Education (ML ACE) consortium to find ways to continue high school equivalency services to students moving forward. Through this collaboration, recruiting has taken place in Ukiah and Fort Bragg to connect students with basic skills courses. To date, we have 59 students registered in these three classes. This cohort of High School Equivalency (HSE) students have a passing rate of 80%. Among the services provided to students through this partnership are academic preparation, books, tutoring and HiSET testing vouchers. The only requirement to qualify for the HSE program is not to have a high school diploma in the US.

Our **Men's Basketball Team** finished their regular season schedule on a five game winning streak and earned the #7 seed in the North of the California Community College Athletic Association (CCCAA) state playoff bracket. Mendocino College has been competing in basketball since 1973 and has had many outstanding student-athletes, exceptional coaches, and several successful and playoff bound teams. However, this years' team with the #7 seed is believed to be the highest seed our team has ever had. On February 28, we hosted the first home men's basketball playoff game in the history of our campus, and we were victorious over Foothill College. The team will now advance in the tournament with a game at Fresno City College on March 7. A huge congratulations to our studentathletes and coaches on a fine season! In support and honoring the success of our Men's Basketball Team securing a home playoff game, our Athletics Department hosted a campus wide BBQ on February 27. The event was supported by many faculty and staff and was well attended by students. Thanks to Dean Lopez for running the BBQ as usual! The great community turnout at Friday's game with a win was an excellent way to close out the month of February. Go Eagles!

## <u>SUBJECT</u>: EMPLOYMENT – SHORT-TERM NON-CONTINUING (STNC) EMPLOYEES

#### SYNOPSIS:

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

#### **RECOMMENDATION:**

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

#### ANALYSIS:

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

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

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

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

#### MOTION/ACTION:

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

# Short Term Non Continuing (STNC) Employees

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

	First			Start	
Last Name	Name	Position	Department	Date	End Date
Galvez Valencia	Vanesa	Library Specialist (Substitute)	Library	2/12/2020	5/22/2020
Garcia	Jesse	Center Assistant (Substitute)	Lake Center	2/4/2020	6/17/2020
Garcia	Jesse	Center Assistant	North County Center	1/21/2020	6/30/2020
Hernandez	Taylor	Student Support Specialist	Student Services	1/21/2020	6/30/2020
Humphrey	Alex	Security/Utility Worker	Facilities	2/9/2020	6/19/2020
Montelongo	Jennifer	Assistant Teacher	Child Development Ctr.	03/12/2020	06/19/2020
Montelongo	Jennifer	Cook (Substitute)	Child Development Ctr.	03/12/2020	06/19/2020
Muniz Madrigal	Esmeralda	Library Specialist (Substitute)	Library	2/12/2020	5/22/2020
Oberg	Adrianna	Life Drawing Model	Art	2/6/2020	5/22/2020
Ortiz	Xavier	Bilingual Lab II	Automotive	2/6/2020	5/22/2020
Ruiz	Gubed	Bilingual Lab I	Automotive	1/14/2020	6/19/2020

# **Student Employees**

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

	First			Start	
Last Name	Name	Position	Department	Date	End Date
Altamirano	Ricardo	Tutor	Learning Center	1/21/2020	5/13/2020
Bray	Leland	Tutor	Learning Center	1/21/2020	5/13/2020
Calbert	Alexis	Tutor	Learning Center	1/21/2020	5/13/2020
Carroll	Jerry	Tutor	Learning Center	1/21/2020	5/13/2020
James	Emerald	Student Mentor/Tutor	Student Equity	1/21/2020	5/22/2020
Joseph	Gray	Tutor	Learning Center	1/21/2020	5/13/2020
Nguyen	Quy	Tutor	Learning Center	1/21/2020	5/13/2020
Renick (Barrios)	Charo	Student Mentor/Tutor	Student Equity	1/13/2020	5/22/2020
Rosiles	Lorena	Tutor	Learning Center	1/21/2020	5/13/2020
Vasquez	Iris	Tutor	HEP Program	2/19/2020	4/30/2020
Whiterock	Kyle	Student Mentor/Tutor	Student Equity	1/21/2020	5/22/2020

# **Professional Experts**

	First		I · · ···	Start	
Last Name	Name	Position	Department	Date	End Date
Gory	Melissa	Psychology Content Expert	Nursing	03/12/2020	05/22/2020

# **Non-Student Tutors**

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

Hasan	Friggle	Tutor	Learning Center	01/21/2020	05/13/2020
Holden	Robyn	Tutor	Learning Center	01/21/2020	05/13/2020
Lazaro	Caitlin	Tutor	Veteran Resource Ctr.	02/19/2020	06/19/2020
Morgan	Scott	Tutor	Learning Center	01/21/2020	05/13/2020
Parsons	Sofia	Tutor	Learning Center	01/21/2020	05/13/2020
Rystad	Connie	Tutor	Learning Center	01/21/2020	05/13/2020
Thomson	Jobe	Tutor	Learning Center	01/21/2020	05/13/2020

# <u>SUBJECT</u>: EMPLOYMENT – PART-TIME FACULTY

## SYNOPSIS:

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

#### **RECOMMENDATION:**

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

## ANALYSIS:

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

#### Reference Board Policy 7120, Recruitment and Hiring

#### MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for Spring 2020 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER			
Name	Position	Location	
Moore, Jazzminh Ortiz, Xavier*	Art Instructor (Substitute) Automotive (Substitute)	North County Center Ukiah	

\*Met minimum qualifications thru equivalency process.

## **<u>SUBJECT</u>**: VOLUNTEERS

#### SYNOPSIS:

Approval of volunteers

## **RECOMMENDATION:**

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

#### ANALYSIS:

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

Name	Assignment	Assignment Dates
Kuehne, Mahala	Guest lectures in CCS and/or PSY classes	03/16/2020 - 06/30/2020
Lawler, Richard	Help teach skills, co-teach parts of lectures	01/22/2020 - 5/20/2020
Sainsbury, Joseph	Vitals, demonstrating and assisting with skills	01/22/2020 - 05/20/2020

#### Reference Board Policy 702, Volunteers

#### MOTION/ACTION:

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

ITEM NO: 4.4 DATE: March 11, 2020

## **<u>SUBJECT</u>**: TRANSFER - CLASSIFIED

#### SYNOPSIS:

Transfer to Administrative Assistant I (Student Services/Counseling Department)

#### **RECOMMENDATION:**

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

#### ANALYSIS:

Cathleen Kucz, currently an Accounting Specialist for the District, applied for a transfer to the vacant Administrative Assistant I in the Student Services/Counseling Department.

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

Reference Board Policy 7120, Recruitment and Hiring

#### MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Cathleen Kucz, Administrative Assistant I, effective July 1, 2020.

# <u>SUBJECT</u>: PROMOTIONAL TRANSFER - CLASSIFIED

## SYNOPSIS:

Promotional Transfer to Programmer/Analyst Sr.

#### **<u>RECOMMENDATION</u>**:

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

## ANALYSIS:

David Bushway, currently an Instructional Technology Specialist for the District, applied for a promotional transfer to Programmer/Analyst Sr.

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

Reference Board Policy 7120, Recruitment and Hiring

# MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the promotional transfer of David Bushway, Programmer/Analyst Sr., effective March 12, 2020.

## SUBJECT: FACULTY TRANSFER

#### SYNOPSIS:

Promotional Transfer from FYI Counselor to CAMP Counselor

#### **RECOMMENDATION:**

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

#### ANALYSIS:

Maria Avina, currently the First year Institute (FYI) Counselor submitted an interest form to transfer to the vacant CAMP Counselor position.

Consideration for the request was followed and Ms. Avina was determined to meet the minimum qualifications and hold the experience required for the position.

Consideration of her 2020/21 contract can be found on item #4.12.

Reference Board Policy 7120, Recruitment and Hiring

#### MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Maria Avina, CAMP Counselor, effective July 1, 2020.

# **<u>SUBJECT</u>**: RESIGNATION - CLASSIFIED

## SYNOPSIS:

Resignation – Classified

#### **RECOMMENDATION:**

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

ANALYSIS:

Karen Todd Library Assistant Effective: February 7, 2020

Reference Board Policy 7350, Resignations

## MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Karen Todd, Library Assistant effective February 7, 2020.

## <u>SUBJECT</u>: RETIREMENT/RESIGNATION - FACULTY

#### SYNOPSIS:

Retirement – Faculty

#### **RECOMMENDATION:**

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

#### ANALYSIS:

Roger Hock Instructor, Psychology Effective: June 30, 2020

Doug Boswell Instructor, Automotive Technology Effective: June 30, 2020

Reference Board Policy 7350, Resignations

#### MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Roger Hock (Instructor of Psychology) effective June 30, 2020 and Doug Boswell (Instructor of Automotive Technology) effective June 30, 2020.

# SUBJECT: EDUCATIONAL ADMINISTRATOR CONTRACT

## SYNOPSIS:

Approval of Educational Administrator contract

#### **<u>RECOMMENDATION</u>**:

The Interim 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.

## **One Year Contract:**

Janet Daugherty, Director of Teaching and Learning Student Success Educational Administrator Contract, 4/1/2020-6/30/2021

## MOTION/ACTION:

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

# <u>SUBJECT</u>: CLASSIFIED ADMINISTRATOR CONTRACT

#### SYNOPSIS:

Approval of Classified Administrator contract

#### **<u>RECOMMENDATION</u>**:

The Interim 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 contract is recommended for approval.

#### **One Year Contract:**

Nicole Marin, Director of Human Resources Classified Administrator Contract, 4/1/2020-6/30/2021

#### MOTION/ACTION:

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

## SUBJECT: FACULTY CONTRACTS

#### SYNOPSIS:

Contract status for tenure-track (probationary) faculty

#### **RECOMMENDATION:**

The Interim Superintendent/President recommends that this 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 15<sup>th</sup> 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 (Interim) Superintendent/President in a lawful meeting of the Board.

The Interim Superintendent/President recommends the following:

#### **Grant Tenure**

Steve Decker, Theatre Stage Craft Brianna Zuber, Biology

#### **Employ Faculty Under Third Contract**

<u>Second Year of a Two-year Contract – 2020-21</u> Neeka Aguirre, History Chantal Cimmiyotti, Mathematics Heidi Crean, Nursing Emily Hashemian, EOPS Counselor John Rall, English Kimberly Swift, Nursing

<u>First Year of a Two-year Contract – 2020-21</u> Gregory Allen, Chemistry Fernando Calderon, EOPS Counselor Jason Davis, English Phillip Lenberg, Music Vincent Poturica, English Nicholas Wright, DSPS Counselor

**Employ Faculty Under Second (One-Year) Contract – 2020-21** 

Valentina Velazquez-Zvierkova, Spanish

# MOTION/ACTION:

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

## <u>SUBJECT</u>: RENEW CONTRACTS FOR CATEGORICALLY FUNDED FACULTY

#### SYNOPSIS:

Approval of renewal of categorically funded faculty contracts.

#### **<u>RECOMMENDATION</u>**:

The Interim 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 8/17/2020-5/21/2021

Shanti Adhikari, Temporary, Nursing Faculty

Sara Bogner, Director of Physical Therapist Assistant Program

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

# The following full-time, categorically funded faculty are recommended to be reemployed from 7/1/2020-6/30/2021

Maria Avina, CAMP Counselor

Apryl Guisasola, Equity Counselor

#### MOTION/ACTION:

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

#### <u>SUBJECT</u>: MENDOCINO-LAKE COMMUNITY COLLEGE CLASSIFIED BARGAINING UNIT/SEIU (MLCCCBU) LOCAL 1021, 2019/20 AND 2020/21 TENTATIVE AGREEMENT

#### SYNOPSIS:

The 2019/20 & 2020/21 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021.

#### RECOMMENDATION:

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

#### ANALYSIS:

District and SEIU representatives recently reached a Tentative Agreement (TA) regarding 2019/20 & 2020/21 contract revisions. A copy of the TA is attached.

#### MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2019/20 and 2020/21 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021.

# **Tentative Agreement** between Mendocino-Lake Community College District

#### and

#### Service Employees International Union, Local 1021-Classified and STNC Bargaining Unit

#### 2019-2020 Reopener

This agreement incorporates all tentative agreements signed off on by the parties during the course of negotiations. Signed TAs include Articles 2, 7, 20, 27. In addition, the parties agree to the following as part of a comprehensive settlement of the 2019-2020 reopener negotiations:

#### **ARTICLE 6- SALARY**

#### **Classified:**

- 1.79% on schedule pay increase effective 7/1/2019 for current permanent Classified classifications. Retroactive wages will be paid the month following approval of the settlement by the Board of Trustees.
- All current permanent Classified employees will receive a one-time off schedule \$500 bonus payment in April 2020. Employees hired after 7/1/19 will be paid on a prorated basis for months of service scheduled in 2019/20. Employees less than 1 FTE will receive a prorated portion of the \$500.
- 2% on schedule pay increase effective 7/1/2020 for Classified classifications.

#### STNC (Short Term Non-Continuing):

- 1.79% on schedule pay increase effective 3/20/2020 for STNC positions (except STNC ٠ Custodian, STNC Security/Utility Worker and STNC Groundskeeper, that will receive the increases as outlined in 18/19 agreement).
- STNC's currently paid Step 1 on the Classified schedule will receive the 1.79% pay increase effective 3/20/20.
- 2% on schedule pay increase effective 6/20/2020 for STNC positions (except STNC) Custodian, STNC Security/Utility Worker and STNC Groundskeeper, that will receive the increases as outlined in 18/19 agreement).

Incorporate changes agreed to regarding 6.9 and 6.11 per union counter proposal dated 10/16/19.

#### **ARTICLE 7- HEALTH AND WELFARE BENEFITS**

In addition to the previously signed TA, there will be no employee cost sharing for Health plan monthly premiums for 2020-2021.

n. Tholzozo

mitugetan 2/10/20 0 2/10/2020

#### **ARTICLE 15- LEAVES**

Incorporate changes, including renumbering, agreed to regarding 15.4.2, 15.4.4, 15.7, 15.8.3, 15.9.1, 15.10.2, and 15.10.12 per union counter proposal dated 10/16/19.

Incorporate changes to 15.10.4 and 15.10.6 presented by District on 12/18/19.

#### **15.8 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

Revert to current contract language.

#### ARTICLE 23 – CLASSIFICATION

Incorporate changes agreed to regarding 23.2.2, 23.2.4, 23.2.5, 23.2.6, 23.2.9a per union counter proposal dated 10/16/19.

#### **ARTICLE 27- DURATION**

In addition to the previously signed TA, the parties agree not to reopen the Contract on any articles for 2020-2021 except by mutual agreement.

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EXHIBIT E – REQUEST FOR RECLASSIFICATION

Form is attached.

#### FOR THE DISTRICT:

2/10/2020

Nicole Marin, HR Director, Mendocino-Lake Community College District

Ulises Velasco, Vice President, Student Services, Mendocino-Lake Community College District

2/10/202C

MacAdam Lojowsky, Facilities Director, Mendocino-Lake Community College District

2/11/20

Eileen Cichocki, Interim Superintendent /President, Mendocino-Lake Community College District

FOR THE UNION:

2/10 2020 Toni Fort, President, SEIU Local 1021, MLCCD Chapter 2 10 ngliton le Mary Houghton, Negotiating Committee Member, SEIU Local 1021, MLCCD Chapter 2/10/2020 Patrick Hickey, Field Representative, SEIU Local 1021
#### <u>SUBJECT</u>: PROFESSIONAL DEVELOPMENT LEAVE

#### SYNOPSIS:

Professional Development Leave requested for Spring 2021.

#### **RECOMMENDATION:**

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

#### ANALYSIS:

Rhea Hollis, CalWorks Counselor, has requested a Professional Development Leave from her Spring 2021 counseling assignment as follows:

Purpose of Leave:

Study abroad in a Spanish-speaking country to increase fluency in speaking, listening, reading, and writing

Objective of Leave:

Improve Spanish language acquisition to better serve a broader range of students and community members

This leave was approved by the Interim Superintendent/President pursuant to District requirements.

#### MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies a Spring 2021 Professional Development Leave for Rhea Hollis.

#### ITEM NO: 5.1 DATE: March 11, 2020

#### <u>SUBJECT</u>: FISCAL REPORT AS OF JANUARY 31, 2020

#### SYNOPSIS:

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

#### **<u>RECOMMENDATION</u>**:

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

#### ANALYSIS:

The fiscal report as of January 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 accept the fiscal report as presented.

#### Mendocino-Lake Community College District General Fund 2019/20 Fiscal Report as of January 31, 2020

		2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE	-	Working Budget	Actuals	Dalance	Rec/Exp
REVENCE	Beginning Fund Balance	\$7,000,260			
FEDERAL	Federal Forest Reserve	\$30,000	\$13,774	\$16,226	46%
	Federal Work Study	63,022	38,594	24,428	61%
	CAMP	484,762	149,036	335,726	31%
	PELL Grant Administration	7,500	750	6,750	10%
	HEP	264,658	152,289	112,369	58%
	HSI	596,131	203,435	392,696	34%
	CTEA	184,364	0	184,364	0%
	Other Federal Revenue	26,662	7,908	18,754	0%
	TOTAL FEDERAL SOURCES	\$1,657,099	\$565,786	\$1,091,313	34%
STATE	State General Apportionment	\$9,500,321	\$5,700,193	\$3,800,128	60%
	Education Protection Account	2,823,818	1,411,909	1,411,909	50%
	Board of Governors Grant	38,099	22,859	15,240	60%
	Student Equity and Achievement	2,071,328	1,496,508	574,820	72%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	65,459	43,639	60%
	Part-time Faculty Compensation	111,516	66,910	44,606	60%
	AEBG Adult Education Block Grant	2,049,971	1,395,742	654,229	68%
	CTE Strong Workforce Program	1,930,645	1,571,077	359,568	81%
	Other Categorical Apportionments	1,133,138	1,150,390	-17,252	102%
	TANF	45,040	12,611	32,429	28%
	DSPS	396,115	237,669	158,446	60%
	CALWORKS	243,390	143,590	99,800	59%
	BFAP	165,325	99,195	66,130	60%
	EOPS	634,375	328,471	305,904	52%
	EOPS CARE	71,283	42,770	28,513	60%
	MESA	94,438	0	94,438	0%
	Other Categorical Program Allowances	438,991	298,868	140,123	68%
	State Subventions	211,829	76,695	135,134	36%
	Lottery	575,503	238,852	336,651	42%
	Mandated Cost Reimbursements	73,473	84,352	-10,879	115%
	Other State Revenue	394,935	389,934	5,001	99%
	TOTAL STATE SOURCES	\$23,121,631	\$14,834,054	\$8,287,577	64%
LOCAL	Property Taxes	\$10,570,456	\$5,419,332	\$5,151,124	51%
LUCAL	Local Contributions/Grants/Donations			128,268	22%
	Contract Instructional Services	163,998	35,730		
		19,000	0	19,000	0%
	Rents/Leases (Facilities Use)	66,000	32,700	33,300	50%
		104,000	57,011	46,989	55%
	Community Extension	7,738	1,829	5,909	24%
	Student Fees	1,135,880	1,256,628	-120,748	111%
	Bookstore Commission	30,000	16,394	13,606	55%
	Other Local Revenue	387,411	327,860	59,551	85%
TOTAL REVEN	TOTAL LOCAL SOURCES	\$12,484,483 \$37,263,213	\$7,147,484 \$22,547,324	\$5,336,999 \$14,715,889	57% 61%
			<i><i><i>q</i></i></i>	<i> </i>	
TOTAL RESOURCES /	AVAILABLE	\$44,263,473			
EXPENDITURES					
	Certificated Salaries	\$12,385,231	\$6,756,456	\$5,628,775	55%
	Classified Salaries	6,714,265	3,730,260	2,984,005	56%
	Benefits	7,994,502	4,316,167	3,678,335	54%
	Subtotal Personnel Costs	\$27,093,998	\$14,802,883	\$12,291,115	55%
	Supplies	\$1,493,862	\$532,346	\$961,516	36%
	Services	6,491,070	2,190,934	4,300,136	34%
	Capital Outlay	820,479	303,075	517,404	37%
	Transfers/Other Outgo	2,030,858	796,410	1,234,448	39%
TOTAL EXPEN		\$37,930,267	\$18,625,648	\$19,304,619	49%
	Ending Fund Balance	\$6,333,206			
TOTAL EXPENDITURE	ES/CONTINGENCY	\$44,263,473			
		, .,>,•			

#### **<u>SUBJECT</u>**: DONATIONS

#### SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2000 Saturn donated by Bill Churchill 1993 Honda donated by Arthur Simmonds

#### **RECOMMENDATION:**

The Interim Superintendent/President recommends acceptance of the donations.

#### ANALYSIS:

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

A thank you letter will be sent to each donor.

Reference Board Policy 609, Donations and Gifts

#### MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donations to Mendocino College by Bill Churchill and Arthur Simmonds.

#### <u>SUBJECT</u>: SUPERINTENDENT/PRESIDENT SEARCH

#### SYNOPSIS:

An update report will be shared.

#### **RECOMMENDATION:**

To be determined at the meeting.

#### ANALYSIS:

At the Board meeting held on October 9, 2019, Trustees Pinoli, Martinez and Tomkins along with one of the Vice Presidents, the Director of Human Resources, and one member from each of the constituent groups were appointed to participate as part of an ad-hoc committee which will assist in the search for the next Superintendent/President.

#### MOTION/ACTION:

To be determined at the meeting.

#### <u>SUBJECT</u>: 2020 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BALLOT FOR BOARD OF DIRECTORS

#### SYNOPSIS:

District Trustees have the opportunity to vote for each vacancy on the CCCT Board of Directors.

Board members can refer to the enclosed packet for more information on the nominated candidates.

#### **<u>RECOMMENDATION</u>**:

Using the ballot provided by the Community College League of California, it is recommended that Trustees cast their vote for CCCT Board candidates.

#### ANALYSIS:

The California Community College Trustees Board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

The election of members of the CCCT board will take place between March 10 and April 25, 2020. This year, there are nine (9) seats up for re-election on the board, with six incumbents running and three vacancies due to the three-term limit.

Each member community college district board of the League shall have one vote for each of the nine vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term.

Reference Board Policy 2200 – Board Duties and Responsibility

#### MOTION/ACTION:

To be determined at the meeting.



### 2020 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF JANUARY 23, 2020

- 1. Adrienne Grey, West Valley-Mission CCD\*
- 2. Andra Hoffman, Los Angeles CCD\*
- 3. Pam Haynes, Los Rios CCD\*
- 4. Barbara Dunsheath, North Orange County CCD
- 5. Suzanne Lee Chan, Ohlone CCD
- 6. Barbara Jean Calhoun, Compton CCD
- 7. Cindi Reiss, Peralta CCD
- 8. Thomas J. Prendergast, III, South Orange County CCD
- 9. Marisa Perez, Cerritos CCD\*
- 10. Larry Kennedy, Ventura County CCD\*
- 11. Barry Snell, Santa Monica CCD
- 12. Loren Steck, Monterey Peninsula CCD\*

\* Incumbent



Form: <u>CCCT Board Nomination Form</u> Thu, 02/06/2020 - 12:30

District Name West Valley-Mission Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Adrienne

Last Name Grey

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

BOARD CLERK WEST VALLEY- MISSION CCD



Form: CCCT Board Statement of Candidacy Thu, 02/13/2020 - 00:25

Candidate First Name Adrienne

Candidate Last Name Grey

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Coordinate strategic messaging to BOG, Legislature, and the public in a way that conveys our combined institutional strength and critical importance to California's economy.

Powerfully advocate for CCLC's Policy Agenda to increase per-student funding, reform financial aid to reflect total cost of attendance, fund maintenance and pensions, and the rest.

### How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I am a pragmatic optimist who works collaboratively to understand issues and develop solutions. My deep gratitude for opportunities afforded me by community colleges -- opportunities that transform our students' lives -- makes me an effective advocate and cheerleader for our CC system to legislators, business, and community leaders.



Form: <u>CCCT Board Biographic Sketch</u> Thu, 02/13/2020 - 00:39

First Name Adrienne

Last Name Grey

Address 216 N 1st Street

City and Zip Code Campbell, 95008

**Phone Number** (408) 219-4896

Email Address Adrienne4WVMCCD@comcast.net

#### **EDUCATION**

**Certificates/Degrees** B.S. Management - Golden Gate University / Certified in Integrated Resources Management - APICS: Association for Operations Mgmt

#### **PROFESSIONAL EXPERIENCE**

Present Occupation Community Volunteer

**Other** 25 years in bio-tech/high-tech management of Finance, IS, Manufacturing Ops, and Materials; 10 years Supply Chain Consulting

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District West Valley-Mission Community College District

Years of Service on Local Board 11 years

#### Offices and Committee Memberships on Local Board

Board President: 2012, 2016, 2017; Board Vice President: 2011, 2015; Mission-West Valley Land Corporation President: 2010, 2020; Land Corp Investment Committee: 2017-present; Policy Committee: 2019-present; Audit and Budget Oversight Committee: 2010, 2012, 2014, 2015; Legislative Committee Chair: 2011, 2013 ; Data Dashboard Committee Member/Chair: 2011/2012 ; District Goal Alignment Committee: 2009.

2012 Campaign Chair for Measure C, a \$350M Facilities Bond passed June 2012 2018 Campaign Chair for Measure W, a \$698M Facilities Bond passed November 2018

#### **STATE ACTIVITES**

### CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

League Board of Directors: 2017/18-present CCCT Executive Committee: 2017/18-present Affordability, Food and Housing Access Task Force: 2018-present IEPI Partnership Resource Team (PRT) Member - three site visits 2016/2017 CCCT Board: 2014-present

#### **NATIONAL ACTIVITES**

#### ACCT and other organizations, boards, committees, etc.

#### **CIVIC AND COMMUNITY ACTIVITIES**

#### **Civic engagement and community service related volunteer work**

2019-present Campaign Manager, Anne Kepner for Assembly 2020
2016-2020 Santa Clara County Democratic Central Committee (Elected)
2015-2020 CA State Democratic Party Delegate
2014 Graduate, Values-Based Leadership (Working Partnerships USA)
2013-2018 Member Rotary Club of Campbell
2013 Graduate Leadership Campbell
2011 Campbell Woman of Distinction Awardee - City of Campbell & Santa Clara County Office of
Women's Policy
2005-2010: 3-Term CA State Democratic Party Delegate and 2-Term Executive Board Representative
2007-2008 Director of Voter Registration and Community Services - Santa Clara County Democratic Party
E-Board
2007 Madge Overhouse Awardee, Volunteer of the Year - Santa Clara County Democratic Party
2005-2006 Voter Registration Program Coordinator - Santa Clara County Democratic Party

#### **OTHER**

Enter any remaining activities or information here.

# CCCT BOARD NOMINATION FORM 2020

Must be **emailed to agnes@ccleague.org no later than February 15, 2020**, along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this **link**.

The governing board of the Los Angeles Community College District nominates Andra Hoffman to be a candidate for the CCCT Board.

This nominee is a member of the Los Angeles Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

2020 CCCT Board Candidacy Materials

### CCCT BOARD

#### STATEMENT OF CANDIDACY

Must be emailed to agnes @ccleague.org no later than February 15, 2020, along with the nomination and biographic sketch form. These forms may also be completed on the League website by following this link.

#### CANDIDATE'S NAME: ANDRA HOFFMAN

DATE: January 9, 2020

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

Addressing Student Basic Needs around hunger and housing will be critical advocacy work for the CCCT board. Evaluating the new SCFF, Student Equity, Bachelor's Degree programs, CTE and workforce programs, Dual Enrollment & Adult Ed, as well as AB 705 are also key.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I am passionate about closing the equity gap and solving issues around food and housing insecurity. I have 25 years of experience working at a community college and have built a strong network of support from educatoradvocates in California to benefit our students and our institutions.

### CCCT BOARD

#### **BIOGRAPHIC SKETCH FORM**

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and nomination form. These forms may also be completed on the League website by following this link.

PERSONAL

NAME: ANDRA HOFFMAN	DATE: January 9, 2020	
ADDRESS: 4557 Haskell Avenue, #305	CITY & ZIP CODE: CA 91436	
PHONE: 828.726.0859	EMAIL: ahoffman@email.laccd.edu	

#### EDUCATION

CERTIFICATES/DEGREES: Bachelor's Degree, Liberal Studies-Antioch University; Master's Degree Public Administration-California State University, Northridge

#### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Director, Career/Job Placement Center – Glendale Community College; Adjunct Faculty Member, Political Science – Glendale Community College

OTHER: Former Director, Community Outreach, San Fernando Valley Girl Scout Council

#### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Los Angeles Community College District (LACCD)-Board President

YEARS OF SERVICE ON LOCAL BOARD: July 1, 2015

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President of the Board; Chair, Budget & Finance Committee; Chair, Legislative & Public Affairs Committee; Vice Chair, Student Institutional Effectiveness Committee

#### STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board Member; Member of the League's Food Insecurity and Housing Affordability Task Force; Member of the League's Financial Aid Committee, Former Member; Advisory Committee on Legislation, CCLC (4 years); Workshop Presenter numerous times since 1997 with CCLC, Chancellor's Office, FACCC, on topics such as legislative advocacy, leadership, student success, faculty and staff development, and community engagement. Organized a state-wide conference on Teacher Training, recruitment and preparation in 2001.

#### NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

LACCD is a lead district in the American's College Promise campaign and is now focused on developing.

#### CIVIC AND COMMUNITY ACTIVITIES

Past Member of the Board, YWCA Glendale; Past Member of the Board, American Youth Soccer Organization; Former Director, AmeriCorps – Welfare to Work Program

#### OTHER

Member, California Placement Association Member, National Student Employment Association Member, CIWEA (California Internship and Work Experience Association) Member, National Association of Colleges and Employers President, National Women's Political Caucus, San Fernando Valley Former Member, School Site Council, Sherman Oaks Elementary School



Form: <u>CCCT Board Nomination Form</u> Thu, 02/13/2020 - 13:57

District Name Los Rios Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Pam

Last Name Haynes

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Pelucchi



Form: CCCT Board Statement of Candidacy

Thu, 02/13/2020 - 14:01

Candidate First Name Pam

Candidate Last Name Haynes

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The true cost of college attendance; Food and housing insecurity, textbooks, transportation and mental health services; Implementation of AB705; Credit for prior learning; Job skill attainment for 21st Century jobs through career education; Expanding educational and career opportunities for incarcerated and formerly incarcerated; Embedding equity wherever there is student interaction.

### How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a Trustee, CCCT Member, BOG's Vice President, I can: Advocate with intentionality on behalf of all our students; Empower students to use their voices to inform decision-makers; Articulate a more accurate student/adult learner profile: 61% attend part-time; Average age 20-28; Lives independently; 30% are parents; Support you.



Form: <u>CCCT Board Biographic Sketch</u> Thu, 02/13/2020 - 14:08

First Name Pam

Last Name Haynes

Address 1169 Brownwyk Drive

City and Zip Code Sacramento, CA 95822

**Phone Number** 916-752-5860

Email Address pamhaynes@sbcglobal.net

**EDUCATION** 

Certificates/Degrees AA, Santa Monica City College; BA, UCLA; MPA, Harvard University

**PROFESSIONAL EXPERIENCE** 

Present Occupation Retired

Other Deputy Director, Speaker's Floor Analysis and Research, California State Assembly

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District Los Rios Community College District

Years of Service on Local Board 21

**Offices and Committee Memberships on Local Board** Board President, Board Vice President, Foundation Board

#### **STATE ACTIVITES**

### CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Vice President, California Community Colleges Board of Governors Vice President, Calbright College Member, California Community College Trustees, CCLC Member, African American/Black Career Education Advisory Panel Presenter, AB 705 Implementation Presenter, The Roles of Trustee and CEO Presenter, Calbright College

#### **NATIONAL ACTIVITES**

**ACCT and other organizations, boards, committees, etc.** Member, Association of Community College Trustees

#### **CIVIC AND COMMUNITY ACTIVITIES**

#### Civic engagement and community service related volunteer work

Member, Leadership California Senior Fellow, American Leadership Forum, Sacramento Valley Chapter Member, NAACP, Sacramento Chapter Member, Greater Sacramento Urban League

#### **OTHER**

#### Enter any remaining activities or information here.



Form: <u>CCCT Board Nomination Form</u> Mon, 02/06/2020 - 16:31

District Name North Orange County Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Barbara

Last Name Dunsheath

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Jaqueline Locarte



Form: CCCT Board Statement of Candidacy

Tue, 01/21/2020 - 13:57

Candidate First Name Barbara

Candidate Last Name Dunsheath

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

1. Obtain a fair, equitable, and reliable funding formula. Community Colleges are the lowest funded Higher Education institutions in California. The SSFF: Needs to protect the 27 districts currently in "hold harmless".

- 2. Secure Basic Needs for students. Homeless/Hungry Students struggle to succeed.
- 3. Full implementation of Guided Pathways.

### How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Community Colleges are a beacon of hope for our students/communities. I will contribute by cultivating partnerships with constituents (faculty groups, foundations, community partnerships etc.) to educate them about these issues and formulate sustainable solutions. "If you want to go fast, go alone. If you want to go far, go together."



Form: <u>CCCT Board Biographic Sketch</u> Tue, 01/21/2020 - 13:55

First Name Barbara

Last Name Dunsheath

Address 4193 Paseo de Plata

City and Zip Code Cypress, CA 90630

**Phone Number** 714-745-2623

Email Address bdunsheath@nocccd.edu

#### **EDUCATION**

**Certificates/Degrees** BA History Bradley University, IL; MA California State University Long Beach; EdD California State University Long Beach

#### **PROFESSIONAL EXPERIENCE**

Present Occupation Professor, East Los Angles Community College

Other none

**COMMUNITY COLLEGE ACTIVITIES** 

Your Community College District North Orange County CCD

Years of Service on Local Board 15

#### Offices and Committee Memberships on Local Board

President, 2011, 2016; Vice President, 2010, 2015, 2020; Secretary, 2009, 2019 Board Representative to the Cypress College Foundation Board Representative to Strategic Conversation Committee Board Self Evaluation Committee

#### **STATE ACTIVITES**

### CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCLC Advisory Council on Educational Services (Aces) Co-Chair 2018-19. Commissioner, Accreditation Commission for Community and Junior Colleges (ACCJC) since 2017. Faculty Association California Community College - Communications committee, author numerous articles FACCCT. John McFarland Award, 2015. Commission on the Future, Co-Chair.

Frequent presenter at CCLC's Effective Trustee, Student Trustee, and Annual Trustees Conferences including topics such as Accreditation, Enrollment Management, Legacy Programs for the Foundation, Title IX.

California Leadership Alliance for Student Success. Vision for Student Success 2020- Subcommittee on Professional Development.

#### NATIONAL ACTIVITES

**ACCT and other organizations, boards, committees, etc.** National Women's History Alliance Presenter, ACCT Annual Conference.

#### **CIVIC AND COMMUNITY ACTIVITIES**

**Civic engagement and community service related volunteer work** League of Women Voters: Higher Education Study Committee, 2016. California Historical Association American Association of University Women

**OTHER** 

#### Enter any remaining activities or information here.

Presenter California State University Long Beach and Fullerton doctoral students - "CC Board Responsibilities".

Presenter 2020 Academic Senate CCC Accreditation Institute (Anticipated) "Alignment between Accreditation, Guided Pathways and Equity."

Presenter Student Success Conference.

Presenter on Women's History: Monterey Park Public Library; LWV; Rancho Los Alamitos Historic Park. Presenter Assessment Conference: Student Learning Outcomes.



Form: <u>CCCT Board Nomination Form</u> Thu, 02/13/2020 - 14:48

District Name Ohlone Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Suzanne Lee

Last Name Chan

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy Thu, 02/13/2020 - 14:54

Candidate First Name Suzanne Lee

Candidate Last Name Chan

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Student Centered Funding Formula; Fiscal Climate that impact our Budgets, Student Success; Closing the Achievement Gap; Legislative Advocacy; Commitment to Diversity, Equity, and Inclusion for our Students, Faculty/Staff, and Administration; Housing and Food Insecurities; Veterans and Incarcerated Students; Geographic Representation/Equity on CCCT Board of Trustees; Professional Development; Ethical Leadership

### How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Decades of legislative lobbying & extensive network to advocate for students and colleges. As Vice Mayor/Councilmember, served on League of CA Cities Board of Directors - understand protocol, process & duties.

As an Asian female, seasoned elected official, my experience, connections, & dedication would be an asset to the Board.



Form: <u>CCCT Board Biographic Sketch</u> Thu, 02/13/2020 - 14:57

First Name Suzanne Lee

Last Name Chan

Address 43600 Mission Blvd.

City and Zip Code Fremont, 94539

**Phone Number** 510-659-6200

Email Address suechan4ohlone@gmail.com

**EDUCATION** 

Certificates/Degrees B.S - Biology, University of Illinois; M.S. - Cal State Los Angeles

#### **PROFESSIONAL EXPERIENCE**

Present Occupation Retired

**Other** Co-Founder - Cal State University East Bay Asian Pacific Islander Leadership, Education, Action and Development (API LEAD) Class

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District Ohlone Community College District

Years of Service on Local Board 2

Offices and Committee Memberships on Local Board Audit Committee

#### **STATE ACTIVITES**

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

APITA Treasurer Member Joint Caucuses Attendee CCCT Conferences, Annual Convention and Legislative Day Excellence in Trusteeship Program Applicant

#### **NATIONAL ACTIVITES**

#### ACCT and other organizations, boards, committees, etc.

ACCT Leadership Conference ACCT Voting Delegate Asian Pacific Islander, and Native American Trustees Member

#### **CIVIC AND COMMUNITY ACTIVITIES**

#### Civic engagement and community service related volunteer work

- ABODE Services ending Homelessness in the TriCities
- SAVE Shelter for Abused and Battered
- Drivers for Survivors providing rides for cancer patients to their chemotherapy treatments
- South Bay Chinese Club
- Citizens for Better Community
- Friends of Children with Special Needs
- Martin C. Kaufman One Hunded Club of Alameda County
- Fremont Education Foundation
- Indo American Community Federation
- Federation of Indo Americans of Northern California
- TriCity Democratic Forum

#### **OTHER**

#### Enter any remaining activities or information here.

Suzanne "Sue" Lee Chan, daughter of immigrant parents from the Toisan region of China, was born and raised in Peoria, Illinois, at a time when ethnic diversity was essentially non-existent. Working in the family owned Chinese restaurant, she learned first-hand the importance of hard work, which instilled a lifelong strong work ethic that has been a guiding principle and motivator.

Sue earned a Bachelor of Science in Microbiology from the University of Illinois and a Master of Science in Immunology with Honors at Cal State Los Angeles. She has been a clinical bacteriologist, researcher at the National Institute of Health and adjunct professor at number of Bay Area Colleges.

A long time community activist and leader, Sue was elected to the Fremont City Council in 2008 and served as Vice Mayor in 2011 and 2015. Fremont is the fourth largest city in the San Francisco Bay area with a population that s majority-minority with over 50% of its residents identifying as being Asian.

Sue proudly represents her Asian Pacific Islander community with passion and heart that has led to leadership positions on local, county, state, and national levels. Sue has been actively involved on local, state, and national levels with the Asian Pacific American experience. Having served as President of the League of CA Cities Asian Pacific Islander Caucus and National League of Cities Asian Pacific American Municipal Officers Association, Sue is representative of the growing number of Asian Americans being elected to public office.

Sue is currently an Ohlone Community College Board Trustee.

Sue is Co-Founder of an Asian Pacific Islander Leadership course at Cal State East Bay – in a continuing effort to inspire, encourage, and mentor the next generation as they become leaders in their own right.

She also serves on a number of Regional Boards and is active in many non-profit groups. Most recently she has been very active in the effort to have Congress recognize Chinese American World War II Veterans with the Congressional Gold Medal for their service to our country – these veterans served with honor and

bravery when the Chinese Exclusion Act was still enforced.

A strong advocate for ethnic diversity, education, affordable housing, access to health, senior services, and veterans affairs, Sue continues to fight for those less fortunate and in need. Her efforts have been recognized with a number of awards:

- 2017 Assembly Member Bill Quirk's Woman of the Year for Social Justice
- 2916 Silicon Valley Business Journal Women of Influence
- 2015 APAPA Judge Stuart Hing's Mentor of the Year
- 2014 Powerful Women of the Bay Area Recipient
- Citizens for Better Community Citizen of the Year
- Senate Majority Leader Ellen Corbett's 2013 Woman of the Year Trailblazer



Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this link.

The govern	ing board of the	Compton		Community College District
nominates	Barbara Jean Ca	lhoun	to be a	candidate for the CCCT Board.

This nominee is a member of the	Compton	Community College District
governing board, which is a mem	per in good standing of the Community Coll	ege League of California. The
nominee has been contacted and h	as given permission to be placed into nomin	nation. Enclosed are the
Statement of Candidacy and the C	CCT Biographical Sketch Form for our non	ninee.

Signature of Clerk or Secretary of Governing Board

#### CCCTBoard Statement of Candidacy

Barbara Calhoun January 21, 2020

### What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less)

The CCCT and League should focus on addressing and finding solutions for the growing number of community college students facing housing and food insecurity, as well as expanded support and resources for the approximately 89,000 Veterans, active duty service members and dependents enrolled at a California community college each year.

#### What do you feel you can contribute in these areas? (50 words or less)

I have extensive experience in Civil Service and Community/Social impact. As founder/Coordinator of the Annual Compton Homeless Veteran Standdown, I understand the needs of Veterans looking to transition into civilian life. I served two terms on the Compton City Council and one on the Compton School Board.

#### **CCCT Board Biographic Sketch Form**

Barbara Calhoun 1403 W. 133<sup>rd</sup> Street, Compton, CA 90222 310-918-6667 <u>bcalhoun@compton.edu</u>

#### **Education:**

#### Certificates/Degrees:

- High School Diploma from John C. Fremont High School, Gompers Jr. High School
- Studied Labor Law at Trade Technical College in South Los Angeles
- Completed the U.S. Department of Justice FBI Community Relations Executive Seminar (2015)
- Emergency Management Institute Integrated Emergency Management Course (2012)
- National League of Cities Leadership Training Institute various courses (2006-2010)

#### **Professional Experience:**

**Present Occupation:** Retired **Other:** 34 years at the City of Los Angeles, traffic officer, clerk typist supervisor

#### **Community College Activities:**

**College District Where Board Member:** Compton Community College District **Years of Service on Local Board:** 1-1/2 years **Offices and Committee Membership Held on Local Board:** 

2018-2019 Board Member

2019-2020 Board Clerk

#### **State Activities**

(CCCT and other organizations, boards, committees, workshop presenter, Chancellor's Committee's etc.)

- Member of the African American California Community College Trustees (AACCCT)
- Annually attend the CCLC Legislative Conference.
- Elected member of the State Democratic County Committee
- Delegate to the 52<sup>nd</sup> Assembly District and representative to the Executive Board for the California Democratic Party
- Delegate to the 64<sup>th</sup> Assembly District and representative to the Executive Board for the California Democratic Party

#### **National Activities**

(ACCT and other organizations, boards, committee's etc.)

- Member of the African American California Community College Trustees (AACCCT)
- Annually attend the ACCT Community College Legislative Summit.

#### **Civic and Community Activities**

- City Council Member for the City of Compton (2003-2011)
- Compton Unified School District School Board Member (2001-2003)
- Member of the New Frontier Democratic Club and Martin Luther King, Jr. Democratic Club



Form: <u>CCCT Board Nomination Form</u> Mon, 02/10/2020 - 11:31

District Name Peralta Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Cindi

Last Name Reiss

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Bung



Form: CCCT Board Statement of Candidacy Mon, 02/03/2020 - 19:23

Candidate First Name Cindi

Candidate Last Name Reiss

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

1) Ensuring CCCs STAY RELEVANT by responding to our rapidly changing landscape

2) ADVOCATING for increased funding commensurate with our higher education partners

- 3) FISCAL accountability/sustainability
- 4) Need for synergistic CEO/ BOARD relationships

5) **Relentlessly educating** the public/legislators that CCCs are the great equalizer of society—*now more than ever* 

### How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

My 25-years as tenured faculty within the system, my active involvement on the Statewide Senate (ASCCC), and my experience as an ACCJC Commissioner allow me the keen, unique, and informed perspective that may be valuable to the CCCT as the System confronts critical issues in the years ahead.



Form: <u>CCCT Board Biographic Sketch</u> Mon, 02/03/2020 - 17:55

First Name Cindi

Last Name Reiss

Address 1693 trestle glen

City and Zip Code Oakland, 94610

**Phone Number** 4156404902

Email Address cinapoli@aol.com

#### **EDUCATION**

**Certificates/Degrees** PhD, Art History; Certificate Educational Leadership, Harvard Graduate School Education; MA, Art History; BA, Comp Lit; BA, Hist

#### **PROFESSIONAL EXPERIENCE**

Present Occupation Art History Professor, West Valley College

Other Commissioner, ACCJC

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District Peralta Community College District

Years of Service on Local Board 1

Offices and Committee Memberships on Local Board Vice-President

#### **STATE ACTIVITES**

### CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCCT Executive Board Nomination Committee;

ASCCC (Statewide Academic Faculty Senate) Legislation and Advocacy Committee; ASCCC Educational Policies Committee; ASCCC Curriculum Committee; ASCCC Governance and Internal Policies Committee;

#### CCLC Presentations:

May 2019, "New Directions for ACCJC and Accreditation," CCLC Annual Trustees Conference (May, 2019); November 2017 " Affirming the Mission of Democracy's Colleges: CCC Work to Create Change through Civic Engagement

January, 2017 " Global Citizenship Initiative in CCCs"

#### ASCCC Presentations

" From Punitive to Instructive: Changing the Conversation on Academic Integrity"

"Civil Discourse: Why Us? Why Now?"

"Using Design Standards in Online Education to Address Equity Gaps, "

"Truths, Myths, and Assumptions: AB1725, Title 5, and Faculty Roles in Shared Governance Past and Present."

"Panel Discussion: Civic Engagement and Global Citizenship in Higher Education: The Role of the Community College,"

"Distance Education IS Different: Issues with Academic Integrity in Distance Education (DE) Modalities," "Civic Engagement Across Curriculum: Protecting the Learning Environment,"

" Legislative Issues and Curriculum,"

"Institutionalization: Changing the Conversation on Academic Integrity,"

" What Might a Faculty-led Global Citizenship Initiative Look Like?"

"Egregious Cheating, If not now, When? "

ASCCC Papers authored:

Kim Harrell and Cynthia Napoli-Abella Reiss, "Beyond the Classroom: Fostering Local and Statewide Engagement in Our Faculty," Rostrum (June 2013); 1-3

Cynthia Napoli-Abella Reiss, "Civic Engagement and Civil Discourse: If not now, when?" published September, 2017

Carolyn Holcroft and Cynthia Napoli-Abella Reiss, "Sound Principles for Faculty Evaluation," published Spring, 2013

#### NATIONAL ACTIVITES

#### ACCT and other organizations, boards, committees, etc.

Commissioner, Accrediting Commission for Community and Junior Colleges

#### **CIVIC AND COMMUNITY ACTIVITIES**

#### Civic engagement and community service related volunteer work

Board Member, Oakland Leaf; East Bay Women's Alliance; APALA; Asian Pacific American Democratic Caucus; League of Women Voters; The Renaissance School Parent Teacher's Association;

#### **OTHER**

Enter any remaining activities or information here.



Must be **emailed to agnes@ccleague.org no later than February 15, 2020,** along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this **link**.

The governing board of the South Orange County Community College District nominates T. homas J. Prendergust, III. to be a candidate for the CCCT Board.

This nominee is a member of the South Orange County College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board
# CCCT BOARD STATEMENT OF CANDIDACY

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the nomination and biographic sketch form. These forms may also be completed on the League website by following this link.

CANDIDATE'S NAME:

DATE:

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and nomination form. These forms may also be completed on the League website by following this link.

#### PERSONAL

NAME:	DATE:
Address:	CITY & ZIP CODE:
PHONE:	Email:

	EDUCATION
CERTIFICATES/DEGREES:	

#### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION:

OTHER:

#### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER:

YEARS OF SERVICE ON LOCAL BOARD:

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

#### STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

#### NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

#### CIVIC AND COMMUNITY ACTIVITIES

# OTHER



Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this link.

The govern	ing board of the Cerritos	Community College District
nominates	Marisa Perez	to be a candidate for the CCCT Board.

This nominee is a member of the Cerritos	Community College District
governing board, which is a member in good standing of the Community Co	llege League of California. The
nominee has been contacted and has given permission to be placed into nom	ination. Enclosed are the
Statement of Candidacy and the CCCT Biographical Sketch Form for our no	ominee.

James Cody Birkey Digitally signed by James Cody Birkey Date: 2020.02.12 16:24:31 -08'00'

Signature of Clerk or Secretary of Governing Board



Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the nomination and biographic sketch form. These forms may also be completed on the League website by following this link.

CANDIDATE'S NAME:	
Marisa Perez	
DATE:	
February 12, 2020	

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.) Meeting students' basic needs, including housing, transportation, and food insecurity. Distribution of equitable dollars is critical to educational access, particularly for underserved students. The League should focus on increasing per-student funding, investment in equity programs that close achievement gaps, and adequate allocation of CalGrant resources and financial aid to students.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I have a proven record of over 17 years' experience improving legislative/organizational changes, and establishing strategic relations with key policymakers, and industry and trade associations, state and nationwide. I bring to the CCCT board the experience necessary to enable true reform in education.

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and nomination form. These forms may also be completed on the League website by following this link.

#### PERSONAL

NAME: Marisa Perez	DATE: February 12, 2020
Address: 5921 Allington Street	CITY & ZIP CODE: Lakewood, CA 90713
PHONE: 323-359-6839	EMAIL: marisaforlakewood@gmail.com

#### EDUCATION

CERTIFICATES/DEGREES: Master of Public Policy, University of Southern California (1998), B.S., Bioengineering, Texas A&M University (1996)

#### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Board Consultant for Judith Mitchell, South Coast Air Quality Management District, Diamond Bar, CA

OTHER: Executive Director - Office of the Superintendent President, Long Beach Community College, CA (2004 to 2005)

#### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Cerritos Community College District

YEARS OF SERVICE ON LOCAL BOARD: 8 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Cerritos Community College District Board President, 2012-13 Board Clerk, 2013-15 Board Vice President, 2015-16 Board Vice President, 2018-19 Board President, 2020-

Appointed by Board President to serve on the President/Superintendent Screening Committee, which concluded in the hiring of Dr. Jose Fierro. Appointed to the Bond Construction Advisory Committee to oversee the \$349 million Measure G bond for campus construction. Appointed to serve on the Board Advisory Committee on Accreditation.

#### STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Elected to the CCCT board, 2017-2020 Appointed to represent Cerritos College on the Los Angeles County School Trustees Association (2014-15). Selected to represent the CCCT Board on the Chancellor's EEO & Diversity Advisory

Committee (2018-current) Selected to represent the CCCT Board on the Chancellor's Vision for Success Diversity

Taskforce (2019-current)

# NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Associate Director for Domestic Policy, The White House - Executive Office of the President, Washington DC – 1 Year Associate Director for Transportation – Mayor Antonio Villaraigosa, City of Los Angeles, CA - 2005 to 2009

Selected to attend the National Association of Latino Elected Officials Annual National Summit on the State of Latino Education

# CIVIC AND COMMUNITY ACTIVITIES

Former School Site Committee Member, Esther Lindstrom Elementary School Executive Board, PTA, Esther Lindstrom Elementary School Board Member, Lakewood Little League Graduate, Hispanas Organized for Political Equality Leadership Institute Former Council Member, MTA Gateway Cities Service Sector Former Member, Bellflower Unified School District Citizens Task Force

#### OTHER

Received the 2018 Student Equity Award from Campaign for College Opportunity and the National Organization of Latino Elected and Appointed Officials (NALEO)



Form: <u>CCCT Board Nomination Form</u> Wed, 02/12/2020 - 16:36

District Name Ventura County CCD

The above named district nominates the following candidate for the CCCT Board:

First Name Larry

Last Name Kennedy

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy Wed, 02/12/2020 - 16:04

Candidate First Name Larry

Candidate Last Name Kennedy

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Yearly increasing tax returns that fund colleges lag behind expectations as we strive to meet needs of a diverse student population challenged with homelessness, food insecurity, federal immigration policies, and student success outcomes. We must partner with local communities and state government to solve issues our students face. Think big!

# How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I have served more than seven years as a Trustee, Vice Chair, and Chair for Ventura County CCD, a multicollege district. CCCT Board and ACES positions, founder of the Veterans Caucus, and former business professor allow me to advocate for statewide solutions to issues on our campuses.



Form: <u>CCCT Board Biographic Sketch</u> Wed, 02/12/2020 - 16:34

First Name Larry

Last Name Kennedy

Address 2043 Klamath Drive

City and Zip Code Camarillo 93010

**Phone Number** 805-479-0289

Email Address larryvcccd@gmail.com

#### **EDUCATION**

**Certificates/Degrees** MBA, California Lutheran University; BA University of California Santa Barbara; lifetime Community College Instructor Credential

#### **PROFESSIONAL EXPERIENCE**

Present Occupation Residential Property Management

**Other** Owner and principal of Kennedy Consulting Services specializing in workforce and organizational development

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District Ventura County CCD (Moorpark, Oxnard, and Ventura colleges)

Years of Service on Local Board 7

#### **Offices and Committee Memberships on Local Board**

Board Chair; Board Vice Chair; Policy, Planning, and Student Committee Chair; Administrative Services Committee Chair.

#### **STATE ACTIVITES**

CCCT Board; CCLC ACES Committee; CCLC Veterans Caucus Presenter; California Workforce Association (CWA) Board.

#### **NATIONAL ACTIVITES**

#### ACCT and other organizations, boards, committees, etc.

ACCT Presenter 2012 National Conference; ACCT National Legislative lobbying for Veterans 2016-2019.

#### **CIVIC AND COMMUNITY ACTIVITIES**

#### Civic engagement and community service related volunteer work

Board of Director: American Red Cross; County of Ventura Economic Development (CEDS); Workforce Investment Board (WIB); Rotary International; County of Ventura Management Council; Oxnard College Academic Senate; Employers Advisory Council; Chambers of Commerce; California Workforce Association; Oxnard College Foundation.

#### **OTHER**

#### Enter any remaining activities or information here.

High School Teacher (1 year); Community College Professor (33 years); Community College Job and Career Center Director (13 years); Testified to California State Senate on Welfare Reform (2 years).



Form: <u>CCCT Board Nomination Form</u> Thu, 02/06/2020 - 07:51

District Name Santa Monica Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Barry

Last Name Snell

**Nomination Agreement:** This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee have also been completed and submitted.

 $\boxtimes$  Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Kathryver Jeffery



Form: CCCT Board Statement of Candidacy

Thu, 02/06/2020 - 08:24

Candidate First Name Barry

Candidate Last Name Snell

# What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The major issues that should be considered by CCCT and CCLC in the next two years are: (1) the ramifications of the Student-Centered Funding Formula on the ability for community colleges to meet the goals established by the State Chancellor's Office, and (2) meeting students' basic needs regarding food and housing security.

# How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a CPA, my background working with various public governmental organizations will allow me to help craft policies that will enhance educational outcomes for our students. I will bring to the CCCT Board experience with working with school and city budgets and a knowledge of housing and development.



Form: <u>CCCT Board Biographic Sketch</u> Thu, 02/06/2020 - 07:58

First Name Barry

Last Name Snell

Address 2020 Delaware Avenue Unit 2

City and Zip Code Santa Monica 90404

**Phone Number** 310-410-0119

Email Address SNELL\_BARRY@smc.edu

**EDUCATION** 

Certificates/Degrees (1) BA in Accounting (2) MS in Taxation (3) CPA

**PROFESSIONAL EXPERIENCE** 

Present Occupation Certified Public Accountant

Other N/A

#### **COMMUNITY COLLEGE ACTIVITIES**

Your Community College District Santa Monica

Years of Service on Local Board 6 years

#### **Offices and Committee Memberships on Local Board**

Los Angeles County Committee on School Districts, Board Member Century Community Charter School (Grades 6-8), Board Member Santa Monica-Malibu Unified School District, Former Board Member

#### **STATE ACTIVITES**

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.  $N\!/\!A$ 

#### **NATIONAL ACTIVITES**

ACCT and other organizations, boards, committees, etc. N/A

#### **CIVIC AND COMMUNITY ACTIVITIES**

**Civic engagement and community service related volunteer work** Downtown Santa Monica, Board Member Santa Monica Education Foundation, Finance Committee Member Santa Monica Education Foundation, Audit Committee Member

#### **OTHER**

**Enter any remaining activities or information here.** Los Angeles County School Trustees Association (LACSTA), Member Designate

# CCCT BOARD Nomination Form 2020

Must be **emailed to agnes@ccleague.org no later than February 15, 2020**, along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this **link**.

The governing board of the Monterey PeninsulaCommunity College DistrictnominatesTrustee Dr. Loren Steckto be a candidate for the CCCT Board.

This nominee is a member of the Monterey Peninsula Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

# CCCT BOARD STATEMENT OF CANDIDACY

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the nomination and biographic sketch form. These forms may also be completed on the League website by following this link.

CANDIDATE'S NAME: Loren Steck	
DATE: 02/02/2020	

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

The most significant issue facing districts in hold harmless is the fiscal cliff at its end. Other aspects of SCFF also present great difficulties for all districts. Another issue demanding our attention is the inequity our students face in obtaining financial aid, compared to those at UC and CSU.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I am heavily involved in solving the problems inherent in SCFF, both as an individual trustee and as a member of the CEO Taskforce. I also serve on the CCLC Financial Aid Taskforce. Its focus has been streamlining the financial aid process, but equity advocacy is also in our purview.

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and nomination form. These forms may also be completed on the League website by following this link.

#### PERSONAL

NAME:Loren Steck	Date:02/02/2020
ADDRESS:27205 Meadows Road	CITY & ZIP CODE: Carmel, 93923
PHONE:(831) 626-3620	EMAIL:lorensteck@gmail.com

EDUCATION	
CERTIFICATES/DEGREES:PhD, UCLA (1982); MA, UCLA (	(1976); BA, UC Santa Cruz (1973)

#### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Psychologist (mostly retired), winery and vineyard owner OTHER:

#### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Monterey Peninsula College

YEARS OF SERVICE ON LOCAL BOARD:16

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Board Chair, Board Vice Chair, Presidential Search Committee Chair, member of Board Policy Committee, Liaison to MPC Foundation, Liaison to Community Human Services (local JPA)

#### STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Community College System (current): CCCT Board; CEO Student Centered Funding Formula Taskforce; CCCT Financial Aid Taskforce; CCCCO Equity, Diversity and Inclusion Taskforce; CCCT Higher Education Master Plan Review Committee

Community College System (past): Chancellor's Scorecard Technical Advisory Committee; CCLC Advisory Committee on Educational Services (ACES); continued under "other" below

#### NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

# CIVIC AND COMMUNITY ACTIVITIES

Community Human Services JPA: Board Vice Chair; Strategic Planning Committee Chair; Facilities Committee Chair; Bylaws Committee Chair

Carmel Valley Association: Director, Secretary

Carmel Valley Forum: Director, Vice Chair

Community Foundation for Monterey County: Director

#### OTHER

University of California: Office of the President Chancellor's Search Committee; Office of the President Speaker's Bureau; Office of the Treasurer Investment Forum Presenter; Alumni Associations of the University of California board member; Annual Legislative Conference Organizing Committee.

UC Santa Cruz: Faculty member and Fellow, Porter College; President, UC Santa Cruz Alumni Association; UCSC Foundation Trustee and Chair, Investment and Finance Committee

+

#### SUBJECT: BENEFIT CONTRACTS

#### SYNOPSIS:

Contract status health and welfare benefits

#### **RECOMMENDATION:**

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

#### ANALYSIS:

For the first seven months of fiscal year 2019/20, 7/1/19 - 02/29/20, the average health benefit cost per participant was \$1,947.17 per month, while the budgeted rate is \$1,700.00 per participant.

Should this trend continue through the end of the fiscal year, expenditures would exceed the budget by approximately \$650,000 and use nearly the entire reserve in the Health Benefits Fund.

The health and welfare benefit provided to full time Mendocino College employees has been funded on a "self-funded" basis since 1982.

For the 2019-2020 fiscal year, the Health Benefits Committee convened to review current health plan design, utilization, and costs. Based on the plan's self-funded status, budget predictability has posed challenges and uncertainty.

As such, the Committee agreed to secure the services of The California Education Coalition for Health Care Reform (CECHCR) Project; a neutral non-profit initiative of the Center for Collaborative Solutions. CECHCR works with both Management and Labor to review cost containment measures and provide education to all parties on how to be informed health care purchasers. Cindy Young, CECHCR's Project Director was assigned to work with committee.

Upon consensus of the committee, a 24-month agreement with CECHCR was initiated on October 9, 2019. The purpose of the contract was for CECHCR to gather and summarize data for RFPs with large purchasing pools, serve as an expert advisor on evaluation and presentation of the responses, assist with developing a Wellness Program, act as employer/employee advocate; and provide benefit related administrative support. CECHCR additionally determined the actuarial value of the Districts current (19-20) plan as 93.67. CECHCR recommends that benefit cost containment and rate stability be achieved through joining a large pool.

On February 3, 2020; Ms. Young presented the results for the RFP from 4 large purchasers; Self Insured Schools of California (SISC), California Schools VEBA, California's Valued Trust (CVT), and CalPERS. Upon review of the actuarial plan value and premium costs; the Health Benefits Committee narrowed its constituent proposal to CVT PPO-4C (with an

actuarial value of 94.58). CVT also provide a 15-month rate guarantee so the rates offered are good through September 30, 2021.

CVT is a jointly managed trust, which has a board comprised of management and labor representatives. CVT have over 150,000 lives in its purchasing pool with over 253 participating school districts and community colleges. Since CVT is jointly managed, it requires Union authorization prior to contract initiation.

On February 7, 2020; Ms. Young came to campus to hold an informational session on the proposed plan design, followed by constituent specific meetings held on February 11, 2020.

After consideration and voting by each represented group, the change to CVT was approved by all three groups.

The District proposes to purchase its health and welfare benefits through CVT effective July 1, 2020, maintaining a no share of cost to full-time employees and their eligible dependents for 2020/2021.

# MOTION/ACTION:

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

# SUBJECT: BENEFIT CONTRACTS TERMINATION

# SYNOPSIS:

Contract status health and welfare benefits

# ANALYSIS:

Board Item #7.2 documents the process and consideration for health plan changes effective July 1, 2020 with CVT.

Based on that upcoming plan transition, the District looks to terminate contract agreement with Benefit Risk Management Services (BRMS) effective June 30, 2020 at 11:59 pm. The District has utilized self-funded claims administration and case management with BRMS since July 1, 2010.

This would encompass terminating vendor relationships with BRMS, Swiss-Re (stop-loss vendor), Anthem Blue Cross Network, Anthem Blue Cross Life Insurance, and Magellan Pharmacy Benefits Manager.

Notice of termination is required 90 days prior to renewal date of 7/1/2020. The District proposes termination notification be issued by April 1, 2020.

### MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees hereby approves the contract termination as presented.

# SUBJECT: NOTIFICATION OF CLASSIFIED LAYOFF

# SYNOPSIS:

Adoption of Resolution #03-20-01, Notification of Classified Layoff

#### **RECOMMENDATION:**

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

# ANALYSIS:

The High School Equivalency Program (HEP) grant helps migratory and seasonal farmworkers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training.

The HEP Program funding was not renewed effective July 1, 2019. However; with run out from the remaining HEP budget and additional funding from Mendo-Lake Adult Continuing Education Program (MLACE) the close out period was extended through June 30, 2020.

The position of the Program Manager – HEP was converted to a .65 FTE effective January 1, 2020 to complete the program run out tasks.

All available funding sources will be exhausted effective June 30, 2020; consequently, eliminating the remaining categorically-funded position related to the projects. The ending of the grant has created the need to terminate the specific classified position, as reflected on Resolution #03-20-01 Notification of Classified Layoff. Layoff provisions are set forth in Education Code sections 88014, 88017, 88117, and 88127. The Classified employee must be given a 60-day written notice prior to any layoff action.

Adoption of this resolution authorizes administration to send the layoff notice. The required notice will be sent to the affected Classified employee, informing them of this action and any related rights in accordance with California Law.

# Reference Board Policy 7120, Recruitment and Hiring

# MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #03-20-01 and directs the Interim Superintendent/President to send the lay-off notice to the individual currently employed in the HEP categorically-funded position.

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

# **RESOLUTION 03-20-01**

# NOTIFICATION OF CLASSIFIED LAYOFF

**WHEREAS**, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of the Mendocino-Lake Community College District that certain services now being provided by the District be discontinued or reduced by the following extent.

Program Manager-HEP Eliminate (.65) position Effective June 30, 2020

**NOW, THEREFORE, BE IT RESOLVED** that the Program Manager – HEP position will be discontinued and/or reduced to the extent set forth above.

**BE IT FURTHER RESOLVED** that the administration hereby is authorized and directed to give notice of layoff to the affected classified employee of the District pursuant to the Education Code not later than 60 days prior to the effective date of layoff as set forth above.

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

PASSED AND ADOPTED THIS 11<sup>h</sup> day of March 2020, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

Eileen Cichocki, Secretary Board of Trustees Date

# SUBJECT: BOARD POLICY REVISIONS

### SYNOPSIS:

Revised board policies are presented for adoption.

### **RECOMMENDATION:**

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

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

Board Policy 2725 – Board Member Compensation – This legally required board policy has been revised to now include the required legal language and correct references.

Board Policy 2730 – Board Member Health Benefits – This legally required board policy has been revised to reflect the current change in trustee benefits and includes revised references.

Board Policy 2735 – Board Member Travel – This legally required board policy is presented for review. At this time, there are no suggested changes to the current policy.

These topics were all previously addressed as part of Board Policy 209 which was last revised in March 2011.

#### 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 2725, Board Policy 2730 and Board Policy 2735 as presented.



# Mendocino-Lake Community College District

#### TRUSTEE COMPENSATION AND BENEFITS BOARD MEMBER COMPENSATION

#### 1. <u>MEETING COMPENSATION</u>

<u>Members of the Board of Trustees including the student member</u> Compensation shall be \$100 per month for Trustees who attend all **board** meetings held by the Board in any month shall receive \$100 per month. Trustees <u>A member of the</u> Board who do<u>es</u> not attend all meetings held by the Board in any month shall receive, <u>as compensation</u>, an amount not greater than the a pro rata share for the \$100 compensation based on the number of meetings actually attended. [Education Code 72024 (a) (4), (b)]

A Trustee member of the Board may be paid for <u>a meeting when absent if the Board</u>, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board. an absence if performing other services for the District at the time of the meeting. This compensation will be paid only upon adoption of a resolution by the Board which is included in its minutes. [Education Code 72024 (d)]

The student trustee shall receive compensation equal to the stipend received by other trustees. No health benefits shall be provided to the student trustee.

#### 2. MILEAGE COMPENSATION

Trustees, including the Student Trustee, shall be reimbursed at the District mileage rate for travel from their place of residence to meetings of the Board and related committee meetings.

Travel expense reimbursement for other District-related business shall be consistent with the mileage and travel expense reimbursement policies for District employees. Travel expenses shall only be reimbursed when Trustees are performing services as directed by the Board at a regularly scheduled Board meeting. [Education Code 72423]

#### 3. <u>HEALTH BENEFITS</u>

In accordance with Government Code, Section 53201, the District will provide health benefits for trustees, except the student trustee, as follows:

<u>-3.1 Current Trustees</u>

3.1.1 While serving on the Board, Trustees first elected or appointed before September 9, 2009 may participate in the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.

Adopted: Revised:

February 3, 1988 April 7, 1993 June 7, 1995 May 1, 2007 September 9, 2009 February 2020

February 5, 1986

May 1, 1991 July 6, 1994 September 18, 2002 February 4, 2009 March 2, 2011 Page 1 of 2

3.1.2 While serving on the Board, Trustees first elected or appointed after September 9, 2009 may participate in the dental, vision, and/or prescription benefits portions of the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.

#### <u>3.2 Former Trustees</u>

- 3.2.1 Those first elected or appointed before May 1, 1991 who served 12 years or more may continue their health benefits at the District's expense. Benefits will be consistent with those available to active District employees. (This legal commitment was made by the Board of Trustees on February 5, 1986.)
- 3.2.2 Those first elected or appointed after May 1, 1991 may continue their health benefits at their own expense, as specified in COBRA provisions.

#### 4. <u>LIFE INSURANCE</u>

While serving on the Board, Trustees will receive life insurance, as provided to active District employees.

#### **<u>REFERENCE:</u>** Education Code Section 72024

Adopted: Revised: February 5, 1986 February 3, 1988 April 7, 1993 June 7, 1995 May 1, 2007 September 9, 2009 February 2020

May 1, 1991 July 6, 1994 September 18, 2002 February 4, 2009 March 2, 2011 Page 2 of 2



Mendocino-Lake Community College District

# TRUSTEE COMPENSATION AND BENEFITS BOARD MEMBER HEALTH BENEFITS

#### 1. <u>MEETING COMPENSATION</u>

**BOARD POLICY** 

Compensation shall be \$100 per month for Trustees who attend all meetings held by the Board in any month. Trustees who do not attend all meetings held by the Board in any month shall receive a pro rata share of the \$100 compensation based on the number of meetings actually attended. [Education Code 72024 (a) (4), (b)]

A Trustee may be paid for an absence if performing other services for the District at the time of the meeting. This compensation will be paid only upon adoption of a resolution by the Board which is included in its minutes. [Education Code 72024 (d)]

The student trustee shall receive compensation equal to the stipend received by other trustees. No health benefits shall be provided to the student trustee.

#### 2. MILEAGE COMPENSATION

Trustees, including the Student Trustee, shall be reimbursed at the District mileage rate for travel from their place of residence to meetings of the Board and related committee meetings.

Travel expense reimbursement for other District-related business shall be consistent with the mileage and travel expense reimbursement policies for District employees. Travel expenses shall only be reimbursed when Trustees are performing services as directed by the Board at a regularly scheduled Board meeting. [Education Code 72423]

#### 3. <u>HEALTH BENEFITS</u>

In accordance with Government Code, Section 53201, the District will provide health benefits for trustees, except the student trustee, as follows:

- 3.1 Current Trustees
  - 3.1.1 While serving on the Board, Trustees first elected or appointed before September 9, 2009 may participate in the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.
  - **3.1.2** While serving on the Board, Trustees first elected or appointed after September 9, 2009 may participate in the dental **and** vision and/or prescription benefits portions of the health benefit plan, as provided to active

Adopted: Revised: February 5, 1986 February 3, 1988 April 7, 1993 June 7, 1995 May 1, 2007 September 9, 2009 February 2020

March 1, 1991 July 6, 1994 September 18, 2002 February 4, 2009 March 2, 2011 Page 1 of 2

District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board. <u>No health benefits shall be provided to the student trustee.</u>

- 3.2 Former Trustees
  - 3.2.1 Those first elected or appointed before May 1, 1991 who served 12 years or more may continue their health benefits at the District's expense. Benefits will be consistent with those available to active District employees. (This legal commitment was made by the Board of Trustees on February 5, 1986.)
  - 3.2.2 Those first elected or appointed after May 1, 1991 may continue their health benefits at their own expense, as specified in COBRA provisions.

# 4. <u>LIFE INSURANCE</u>

While serving on the Board, Trustees will receive life insurance, as provided to active District employees.

# **<u>REFERENCE:</u>** Government Code Section 53201 and 53208.5

Adopted: Revised: February 5, 1986 February 3, 1988 April 7, 1993 June 7, 1995 May 1, 2007 September 9, 2009 February 2020

March 1, 1991 July 6, 1994 September 18, 2002 February 4, 2009 March 2, 2011 Page 2 of 2



# **BOARD MEMBER TRAVEL**

Members of the Board shall have travel expenses paid pursuant to the District Travel Handbook whenever they travel as representatives of and perform services directed by the Board.

Reference: Education Code Section 72423

# SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

#### SYNOPSIS:

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

#### **RECOMMENDATION:**

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

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

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

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

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

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

Board Policy 6500 – Property Management – This legally required board policy was last updated in August 2015. The only recommended change to the current version is the removal of the

reference to an administrative procedure that does not exist. The policy was first reviewed by the President's Policy Advisory Committee on November 15, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on December 13, 2019.

# 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 6200, Board Policy 6330, Board Policy 6340, Board Policy 6400, and Board Policy 6500 as presented.



# Mendocino-Lake Community College District

# **BUDGET PREPARATION**

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

Budget development shall meet the following criteria:

**BOARD POLICY** 

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

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



ADMINISTRATIVE PROCEDURES

No. 6200.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **BUDGET PREPARATION**

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

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

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

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

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

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



**BOARD POLICY** 

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# PURCHASING

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

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



**BOARD POLICY** 

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **BIDS AND CONTRACTS**

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

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

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

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

See Administrative Procedures 6340.1.

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

Adopted: Revised: March 3, 1982 June 4, 2008 August 12, 2015 November 2019 Board Policy 6340 Page 1 of 1


ADMINISTRATIVE PROCEDURES

No. 6340.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **BIDS AND CONTRACTS**

<u>Limits</u>

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

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

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

#### **Bid Specifications**

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

#### Notice Calling for Formal Advertised Bids

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

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

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

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

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

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

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

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

# Awarding of Bids and Contracts

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

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

may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

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

# Purchase without Advertising for Bids

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

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

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

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

### Duration of Continuing Contracts for Services and Supplies

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

### Emergency Repair Contracts without Bid

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

#### Unlawful to Split Bids

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

# Record Retention

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

# Kindergarten-University Public Education Bond Act Projects

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

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

References: Education Code Sections 81641 et seq.; Public Contract Code Sections 20103.7, <del>20111(a)</del>, 20112, 20650 et seq., and 22000 et seq.; Labor Code Sections 1770 et seq; Government Code Section 53060 ACCJC Accreditation Standard III.D.16 ; 2 Code of Federal Regulations Part 200.318



**BOARD POLICY** 

No. 6400

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# FINANCIAL AUDITS

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

See A.P. 6400.1

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



ADMINISTRATIVE PROCEDURES

No. 6400.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# FINANCIAL AUDITS

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

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

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

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

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



**BOARD POLICY** 

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

### PROPERTY MANAGEMENT

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

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

See Administrative Procedures AP 6500.1

References: Education Code Sections 81300 et seq.

Adopted: December 19, 1978 Revised: May 5, 1999 April 1, 2009 August 12, 2015 November 2019

#### ITEM NO: 9.1.A DATE March 11, 2020

## SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

#### SYNOPSIS:

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

#### ANALYSIS:

The Scholarship Application period closed on March 2. We had the largest number of applicants in our history- drum roll, 315 students completed the application!

Over the next few weeks, the Foundation Board of Directors will each read 20 applications (on average) and final congratulations letters will be mailed by mid-April. Over \$200,000 in scholarship funds will be provided for the Fall 2020 and Spring 2021 semesters.

Fungi Fest 2020 is the Foundation's fundraising event for 2020 and will be held in the college gymnasium on Saturday, November 14, 2020. Special thanks to our event sponsors to date (Selzer Realty & Associates Remax Gold; Main Street Research & Financial and SHN Consulting and Engineering.)

A fundraising campaign for the Nursing Program is underway. A flyer is being developed and will be sent out via email blasts to donors and program supporters to encourage gifts to fund each nursing students NCLEX (state board exam fee's) at a cost of \$350 each. Additionally, the Nurses Week (May 2020) flyer is in development so that we may celebrate Nurses Week.

On Monday, March 30, the Foundation will host a College Day for 5<sup>th</sup> grade students from Dana Gray Elementary (Fort Bragg) and Laytonville Elementary. Approximately 160 5<sup>th</sup> graders will be on the Ukiah campus to see what it's like to attend college. Campus tours, motivational speakers and a small career fair are planned as part of the activities.

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

Staff and the Finance Committee of the Foundation have begun building the budget for fiscal year 2020/21.

Upcoming events and activities include the Scholarship Ceremony in May; Adopt A Fifth Grader celebrations; Spring/Summer appeal letter, biennial report, and NCLEX campaign.

### ITEM NO: 9.1.B DATE March 11, 2020

# <u>SUBJECT</u>: FRIENDS OF THE MENDOCINO COLLEGE COASTAL FIELD STATION AND NATURAL SCIENCES AFFILIATE REPORT

# SYNOPSIS:

The following informational report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

### ANALYSIS:

### From the Field:

- Spring botany, geography, environmental science and marine biology classes are scheduled to visit the field station for hands-on field laboratory activities.
- The California Native Plant Society has hired an intern, Alexis La-Fever Jackson, to work along the Mendocino County coast this summer. Alexis will utilize the coastal field station as a base for much of their work, and CNPS will share any pertinent findings with college science faculty and students.
- Graduate student Ismael Chowdhury of Humboldt State University is developing a field plan for his intertidal bryozoan studies. The college field station will be one of the field sites utilized, and pertinent results will be shared with college science faculty and students.
- The non-profit Beach Watch of the Greater Farallones National Marine Sanctuary is planning their 2019 data review event for their North-coast volunteer network. They are considering utilizing the college field station facility for their small group presentations and pot-luck event in April.

# From the Faculty:

- Biology instructor Dr. Brianna Zuber will represent Mendocino College science faculty as an *invited* participant in a special session on Marine Laboratories and Field Stations and the opportunities they provide to researchers, educators and students at the annual meeting of the National Shellfisheries Association in Baltimore, Maryland.
- Under art instructor Lisa Rosenstreich's supervision, Mendocino College art student Salvador Perez-Andrade has created an amazing plan for a mural to be installed on the field station pump house. This semester work will begin with material purchases and initial college art class participation.
- We will once again host an Open House at the field station as part of the 2020 Discover the Coast event, in conjunction with our neighbors the Bureau of Land Management, the Point Arena Lighthouse, and the coastal communities of Manchester and Point Arena. The event this year will be on June 6.

# **From the Friends**

• We are in conversation with Hunter Noack, a classical pianist involved in an exciting project entitled *In a Landscape*. Now in its fifth year, Mr. Noack has used this project to bring his musical talents to communities via outdoor, open air concerts. He is looking into bringing his project to Northern CA this year, with a potential concert on the national public lands adjacent to the college field station property, as well as one planned for the Sea Ranch and one near

Fort Ross. We are working with him to include an outreach component with information about Mendocino College and the Coastal Field Station.

• Building on the Foundation's donation to our affiliate of \$25K from the Halliday Trust fund, our capital campaign is well underway! So far enough additional funds have been raised to bring us to over 20% toward our ambitious goal! Funds for necessary electrical upgrades approved by the college field station committee have been released for work this month, and we have also approved fund expenditure for the mural work and helping to pay for Dr. Zuber's professional development trip to the National Shellfisheries Association meeting. Please consider participating in this campaign with your own donation, and help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.



# SUBJECT: CONSTITUENT GROUP REPORTS

# SYNOPSIS:

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

# ANALYSIS:

### <u>Academic Senate:</u>

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

As with the rest of the campus community the Academic Senate and faculty have been focused on last minute preparations for our ACCJC Peer Review Team visit. We are pleased with the initial findings and look forward to reading the formal report when it becomes available.

My faculty highlight this month is Deborah White. Most of us know that Deborah is a diehard sports fan who attends almost every home game at the college, regardless of the sport. This report focuses on something related to her work as a math instructor. For the last few semesters she has been the math professor on wheels. She has taught classes in Ukiah and at each of the Centers. Last Spring (2019) she traveled two days a week to both the North County and Lake Centers. Last semester she taught at the Lake Center and this Spring she goes to the Coast Center on Tuesday/Thursday to teach Statistics. Deborah wrote the textbooks that the math department uses for business calculus and some of the sections of statistics. These textbooks are duplicated locally and available for students, *at cost*. This has saved students a considerable amount of money over the years. She also spends many hours in the Learning Center helping students with all of their math-related concerns. Deborah has been working to serve students for many years in her classes, as well as after they graduate and transfer. A few weeks ago, she attended a class taught by one of her former students at Anderson Valley High School.

# Classified Senate:

The following report was submitted by Classified Senate President Jeana Thompson and Vice President Mayra Sanchez:

It has been a busy few months for our classified professionals. With that in mind, we would like to take a moment to thank all the classified staff members who have or will be participating as members of the many important committees on campus.

In addition to their regular duties, we are also very excited and looking forward to having five of our classified employees attend the Classified Leadership Institute (CLI) which will be held in Riverside in June.

During our monthly meetings, the Classified Senate has been discussing various ideas for professional development that would benefit the group as a whole. In addition, we are hoping to create a Classified Senate professional development committee which would be tasked with identifying potential future opportunities for professional development. Once those opportunities are identified, the committee would bring the result of their work to the Senate as a whole for discussion and possible implementation.

# Management Team:

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

The month of February was extremely busy with accreditation, professional development, and other events for the Management Team.

In our regularly scheduled monthly meeting, our team unanimously voted in favor of the new health benefits package with California's Valued Trust (CVT) and are pleased to hear how this change will provide a more fiscally stable plan for our District going forward.

We are also delighted to announce the group will once again be giving out three \$1000 scholarships to Mendocino College students this semester, an activity the Management Team has participated in for many years.

We are also looking forward to an eventful second half of the spring 2020 semester!

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

#### ITEM NO: 9.3 DATE March 11, 2020

### <u>SUBJECT</u>: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

#### SYNOPSIS:

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

#### ANALYSIS:

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

Board Policy 3350 – Public Information – This legally required board policy was last reviewed in February 2015 with the only changes made being to the position title of the Public Information Officer. 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 December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 3720 – Computer and Network Use – This legally required board policy was last revised in 2007 and has been revised and updated under the direction of the Director of Information Technology. The policy was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

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



BOARD POLICY NO 3350 MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

### PUBLIC INFORMATION POLICY

The Board of Trustees authorizes the Superintendent/President and the Director of Community Relations and Communication Public Information Officer to issue official statements to the media on behalf of the District. This policy does not preclude any other person, including trustees, staff and students from speaking to the media; however, comments from sources other than the Superintendent/President or Director of Community Relations and Communication Public Information Officer may not be represented as official positions of the District.

All action taken by the Board of Trustees shall be considered public information and made available to the press, staff, students and the community. Also see Policy BP 3300 et. al Public Records.

All information released to the media in response to requests or for publicity purposes shall be approved by the Community Relations and Communication Office Public Information Officer, in accordance with established procedures.



ADMINISTRATIVE PROCEDURES

No. 3350.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **PUBLIC INFORMATION**

### 1. <u>Release of Information to the Public</u>

All employees benefit from a positive image of the District, consequently employees who are contacted by the media regarding District or College information are strongly urged to inform the Public Information Officer.

This is not intended to censor or control any employee's comments, or to restrain the bargaining units from carrying out protected union activities, but to ensure that both employees and the media are accurately informed. Employees are not required to respond to media inquiries and may choose to refer media representatives to the Public Information Officer.

Privacy rights of students are protected by the California Education Code and information in student records may only be released to the public in accordance with BP 5040 and AP 5040.1, the Family Educational Rights and Privacy Act of 1984, 20 U.S.C. 1232 (g) and Title 5 California Code of Regulations, Section 54600.

The District will adhere to the California Public Records Act in safeguarding employee privacy.

2. Publications

All publications produced for distribution to the general public, or to the student body at large, must comply with relevant laws and regulations and shall be reviewed for legal, grammatical and programmatic accuracy by the responsible administrator and Public Information Officer.

- 2.1 Publications subject to review include, but are not limited to, newsletters, recruitment/marketing materials, programs, flyers, announcements, social media posts and reports.
- 2.2 All publications must clearly identify the college, as well as the District, in compliance with adopted graphic standards.
- 2.3 In accordance with regulations of the Fair Political Practices Commission, publications that are distributed to the general public may not highlight board members, including photos, messages, names or signatures.

2.4 All publications containing information related to employee rights, responsibilities or other aspects of employment, must be authorized by the Human Resources office.

# 3. Advertising and Marketing

All advertising and marketing activities must be approved by the Public Information Officer as noted in 2.1, with the exception of personnel ads and legal notices.



MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# COMPUTER AND NETWORK USE FOR STAFF AND STUDENTS

The Mendocino-Lake Community College District provides computers, networks, and computerized records ("computing resources") to students and employees ("users") for the purposes of facilitating education and services. Commercial uses are specifically prohibited.

Computing resources shall be utilized responsibly and ethically while respecting the rights and privacy of others. As a condition of access, users agree to operate computer resources in compliance with related federal and state law, CENIC acceptable use policy, and District policies, and administrative regulations.

Students and employees who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Board of Trustees directs the Superintendent/President, or

designee, shall to establish procedures for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. and implement an administrative regulation regarding the use of computer resources. This policy and accompanying regulation will be posted on the college website. Copies will also be provided to students and employees who utilize computing resources.

References:Education Code Section 70902;<br/>Government Code Section 3543.1 subdivision (b);<br/>Penal Code Section 502;<br/>Cal. Const. Art. 1 Section 1;<br/>17 U.S. Code Sections 101 et. seq.



No. 3720.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **COMPUTER AND NETWORK USE**

The District computer and network systems are the sole property of Mendocino-Lake Community College District. They may not be used by any person without the proper authorization of the District. The computer and network systems are for District instructional and work related purposes only.

ADMINISTRATIVE

PROCEDURES

This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

#### **Conditions of Use**

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

#### Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

#### **Copyrights and Licenses**

Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

**Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

**Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of

Adopted: May 1, 2002 Revised: May 1, 2007 January 31, 2020 Admin Procedure 3720.1 Page 1 of 4 computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

# **Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

<u>Modification or Removal of Equipment</u> - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

<u>Unauthorized Use</u> - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

<u>Unauthorized Programs</u> - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

<u>Unauthorized Access</u> - Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

<u>Abuse of Computing Privileges</u> - Users of District information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

**<u>Reporting Problems</u>** - Any defects discovered in system accounting or system security must be reported promptly to the Information Technology Department so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the Information Technology Department.

<u>Usage</u> - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

Adopted: May 1, 2002 Revised: May 1, 2007 January 31, 2020 Admin Procedure 3720.1 Page 2 of 4 <u>Unlawful Messages</u> - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

<u>Commercial Usage</u> - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below).

<u>Information Belonging to Others</u> - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

<u>**Rights of Individuals**</u> - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

<u>User identification</u> - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

<u>Political, Personal, and Commercial Use</u> - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

<u>**Political Use**</u> - District information resources must not be used for partian political activities where prohibited by federal, state, or other applicable laws.

<u>**Personal Use**</u> - District information resources should not be used for personal activities not related to District functions, except in a purely incidental manner. If the District otherwise grants access to the District's email system for personal use, employees may use the District's email system to engage in protected concerted activity during non-work time.

<u>**Commercial Use</u>** - District information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.</u>

# **Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Mendocino-Lake Community College District network and computer resources which discriminates against any person as defined in BP 3410 (Non-Discrimination). No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

# **Disclosure**

<u>No Expectation of Privacy</u> - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The

Adopted: May 1, 2002 Revised: May 1, 2007 January 31, 2020 Admin Procedure 3720.1 Page 3 of 4 District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

<u>**Possibility of Disclosure</u>** - Users must be aware of the possibility of unintended disclosure of communications.</u>

**<u>Retrieval</u>** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

<u>**Public Records</u>** - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network or computers must be disclosed if requested by a member of the public.</u>

**<u>Litigation</u>** - Computer transmissions and electronically stored information may be discoverable in litigation.

# **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Students shall receive an email upon the creation of their district email stating that by utilizing their college email account, they are agreeing to abide by the District Computer and Network Use Policy and Procedures. The email shall contain links to the most recent version of the board policy and this procedure.

District employees shall sign and date an acknowledgment and waiver stating that they have read and understand this procedure, and will comply with it.

# **Computer and Network Use Agreement may include:**

I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, xxx, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State or Federal law.

References: 17 U.S. Code Section 101 et. seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Adopted: May 1, 2002 Revised: May 1, 2007 January 31, 2020 Admin Procedure 3720.1 Page 4 of 4

# **<u>SUBJECT</u>**: BOARD POLICY DELETIONS – FIRST READING

### SYNOPSIS:

Board policies are presented for review and possible deletion.

### ANALYSIS:

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

Board Policy 510 – Catalog Rights – The information included in this board policy has now been incorporated into Administrative Procedure 4100.2 – Catalog Rights and therefore the policy is recommended for deletion. The request for deletion was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 4108 – Community Advisory Committees – There is no legal requirement to have a board policy covering this topic and the information currently included is covered in other documents. With this information in mind, it is now recommended for deletion. The request for deletion was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020.

Board members will review the policies for deletion with discussion taking place at the April 2020 Board meeting.



BOARDPOLICY

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# CATALOG RIGHTS

The Board of Trustees of the Mendocino-Lake Community College District recognizes that the official Mendocino College catalog delineates the rights and responsibilities of enrolled students, including catalog rights of students transferring into the College from any other accredited institution of higher education.

- 1. Graduation requirements are determined according to the catalog in effect at the time of first enrollment. Each new catalog year begins with the fall semester. If a student enrolls in summer, he or she has rights under the catalog in effect for the previous year.
- 2. Enrollment must be in a credit course and must be continuous (at least one course is taken each academic year) for graduation requirements to be taken from the catalog in effect at the time of first enrollment.
- 3. Students transferring into Mendocino College from another accredited institution of higher education and meeting the above definition of continuous enrollment shall not lose their original catalog rights. In other words, they may follow the requirements in the Mendocino College catalog that were in effect at the time of their first enrollment in the other higher education institution.
- 4. When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment.
- 5. Students may choose to graduate under the Mendocino College catalog in effect for any year between the date of their first enrollment (or re-entry into continuous enrollment) and the date they petition to graduate.
- 6. Students may not complete general education requirements under one catalog and major requirements under another catalog.
- 7. Students may petition for an exception to this policy through the Office of Admission and Records, with final approval by the Vice President of Education and Student Services.

Reference: Title 5 55063 Legal Opinion 09-04



**BOARD POLICY** 

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

# **COMMUNITY ADVISORY COMMITTEES**

The Board of Trustees of Mendocino-Lake Community College District in order to ensure the relevance of College programs to local workforce and community needs and to promote effective communications with the community authorizes the Superintendent/President, as its agent, to appoint citizens of the community to serve as members of Community Advisory Committees.

The role of Community Advisory Committees shall be to offer expert and professional advice and make recommendations in the areas of the responsibilities to which they are assigned. The Superintendent/President shall appoint members to committees who represent as nearly as possible, consistent with the needs of the committee, all geographic areas of the District. The composition, size, and duration of service of members shall be determined by need.

As required by law, community members appointed to Community Advisory Committees for the Disabled Student Program and Services (DSPS) and the Extended Opportunity Programs and Services (EOPS) shall be approved by the Board of Trustees. The DSPS and EOPS Advisory Committees fall under the purview of the Brown Act and shall act accordingly.

The Superintendent/President will annually present a report to the Board of Trustees regarding the activities of all Community Advisory Committees.

ITEM NO: 10.1 DATE: March 11, 2020

# SUBJECT: TRUSTEE REPORTS

### SYNOPSIS:

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

### ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

# SUBJECT: FUTURE AGENDA ITEMS

### SYNOPSIS:

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

### ANALYSIS:

Items currently on the list include:

- A presentation on the EOPS program
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- What are the plans for the Fire Recovery and Construction Program grant?