

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

**October 9, 2019 – 4:00 PM**

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

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA AND MINUTES**

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on September 11, 2019 and the special meeting held on September 26, 2019.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

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

**2. CLOSED SESSION**

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

**RETURN TO OPEN SESSION**

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**PUBLIC COMMENTS**

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

**3. PRESIDENT AND ADMINISTRATION REPORT**

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

**CONSENT AGENDA**

**4. Personnel**

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

**5. Other Items**

- 5.1 Fiscal Report as of August 31, 2019  
Recommendation to accept the report as presented
- 5.2 Donations  
Recommendation to accept the donated items as presented
- 5.3 Sale of Surplus Property  
Recommendation to authorize the sale of surplus property as presented
- 5.4 Academic Calendar  
Recommendation to adopt the 2020/2021 academic calendar

**6. ACTION ITEMS**

- 6.1 Contracts and Agreements – Quarterly Ratification  
Recommendation to ratify the contracts and agreements as presented
- 6.2 Mendocino College Resolution in Support of California Community College Undocumented Student Action Week – Resolution 10-19-01  
Recommendation to adopt resolution 10-19-01 in support of California Community College Undocumented Student Week as presented
- 6.3 Board Policies and Revisions – Second Reading  
Recommendation to approve the board policy as presented

**7. PUBLIC HEARING – APPOINTMENT TO FILL TRUSTEE AREA #1 VACANCY – TIME CERTAIN – 5:15 PM**

Public Hearing to interview potential provisional board member candidate

**8. ACTION ITEM**

- 8.1 Selection of Provisional Board member for Trustee Area #1  
Board members vote on a provisional board member to represent Trustee area #1

**9. OATH OF OFFICE**

The Oath of Office is administered to the newly selected provisional board member for Trustee Area #1

**10. BIG PICTURE**

Accreditation Update

An update report on the progress and timeline for our upcoming accreditation visit is presented by Vice President of Academic Affairs Polak as information

**11. INFORMATIONAL ITEMS AND REPORTS**

- 11.1 Multi-Year Budget Projections  
An update of the out year projections for the general fund unrestricted revenue and expenditures through the year 2024/25 are presented as information
- 11.2 Superintendent/President Search  
A discussion regarding the search for the permanent Superintendent/President
- 11.3 Mendocino College Foundation, Inc.  
Mendocino College Foundation informational report
- 11.4 Constituent Group Reports  
Reports from constituent groups are presented as information
- 11.5 Board Policy Additions and Revisions – First Reading  
Revisions and additions to Board policies are presented for information and review

**12. TRUSTEE COMMUNICATIONS**

- 12.1 Board of Trustees Self-Evaluation  
Board will review the board and constituent responses to the evaluation survey and establish board goals for the upcoming year
- 12.2 Trustee Reports  
Written and oral reports from Trustees are presented as information

### 12.3 Future Agenda Items

Board discussion about topics to be included on future agendas

## 13. ADJOURNMENT

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

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

***Future Board Meetings:***

- *Regular Meeting – Wednesday, November 13, 2019, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, September 11, 2019 at the Mendocino College Coast Center, 1211 Del Mar Drive, Fort Bragg, CA.

**GENERAL MATTERS**

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

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	vacant	
	Trustee	vacant	
	Student Trustee	Aidan Lagorio	Arrived at 5:00 PM

*Secretary*      Eileen Cichocki, Interim Superintendent/President

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

*Staff Representatives*      Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (present)  
Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Jeana Thompson, President (present)
	Management/Supervisory/	Joe Atherton, representative (present)
	Confidential	

*Agenda Approval*      Item #4.6 was removed from the Consent Agenda and will be presented for consideration and further discussion under action items.

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

Ayes	Pinoli, Myers, Martinez, Tomkins, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Minutes Approval*      M/S (Tomkins/Martinez) to approve the minutes of the regular Board meeting held on August 14, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Tomkins and Myers
Noes	None
Abstentions	None
Absent	None

*Public Comments on Closed Session Items* • There were no comments from the public on the closed session items.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating items 2.1 and 2.3 would be discussed in closed session.

### **OPEN SESSION**

*Report of Action Taken in Closed Session* The Board returned to open session at 4:40 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments* • Toni Fort addressed the board as the Chapter President of Local SEIU 1031. She informed the board she felt a 5:00pm or 5:30pm start time of board meetings would be better for the employees and community members.

### **PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Interim Superintendent/President Cichocki.

Interim Superintendent/President Cichocki added the staff that participated in the recent chili cook-off had a great time at the popular community event. She also thanked the Vice Presidents for their input which is included in her written report. She added any suggestions for changes to the format or information included in her report would be welcomed.

### **CONSENT AGENDA**

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

Ayes	Tomkins, Pinoli, Martinez, Nickerman and Myers
Noes	None
Abstentions	None
Absent	None

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

### **Personnel**

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

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

*Consideration to approve the 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 approve the list of Volunteers*

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

*Consideration to approve the lateral transfer – Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the lateral transfer of Eliza Fields to Administrative Assistant II, effective September 16, 2019.

*Consideration to ratify the Mendocino College Federation of Teachers (MCFT) One-Time Agreement*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the One-Time Agreement dated August 22, 2019 between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

*Donations*

**Other Items**

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Ehlixterli Aguilar and Bill Tarver as presented.

*Public Hearing on the Proposed Adopted Budget*

Board President Pinoli opened the public hearing at 4:50 PM. With no comments from the public heard he then closed the public hearing at 4:51 PM.

*2019/2020 Adopted Budget*

**ACTION ITEMS**

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2019/20 Adopted Budgets as presented and shown on Attachments A through I with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*2019/2020 District Priorities*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby establish the 2019/2020 District Priorities as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

Discussion continued regarding the HEP program which we recently learned has not been refunded. Jackeline Orozco, HEP Director, addressed the board regarding the program and the services it provides to the community. She also requested the board take action to fund the program through the spring 2020 semester.

After discussion, it was decided that an update on the HEP program would be presented at the October 2019 board meeting.

*Consideration to ratify the Mendocino College Federation of Teachers (MCFT) Tentative Agreement, 2019/20*

After review and discussion, the board took the following action:

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019/20 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

Ayes	Tomkins, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Public Hearing – Appointment to Fill Trustee Area #7 Vacancy – Time Certain – 5:15 PM*

Board President Pinoli opened the public hearing at 5:15 PM for the purpose of interviewing the potential trustee candidates to fill Trustee Area #7. The Board interviewed the four candidates by asking a list of several questions that were asked of each candidate.

The Board took a 10-minute recess at the conclusion of the interviews at 6:15 PM. The board returned to open session at 6:29 PM. There were no comments from members of the public regarding the candidates interviewed. The public hearing was then closed at 6:39 PM.

*Selection of Provisional Board Member – Trustee Area #7*

Upon completion of the candidate interviews and reviewing the information presented and discussion, the board took the following action:

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby appoint TeMashio Anderson to fill the vacant position in Trustee Area #7 until the next election which will take place in November 2020.

Ayes	Tomkins, Martinez, Pinoli
Noes	Nickerman, Myers
Abstentions	None
Absent	None

The Board took a brief recess to confer with legal counsel at 6:55 PM. The

Board returned to open session at 7:02 PM.

*Oath of Office*

After conferring with legal counsel, the Board determined the Oath of Office will be administered at either the September 26, 2019 special meeting or the October 9, 2019 regular meeting.

**INFORMATIONAL REPORTS**

*Mendocino College  
Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation. She also distributed a flyer on behalf of Reid Edelman and Doug Browe for the Phoenix project. She added a flyer will be coming out in a week or so regarding a fund raising effort currently taking place to send students to the Kennedy Center awards.

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

A written informational report was submitted by Dr. Steve Cardimona.

*Constituents Group  
Reports*

**Academic Senate**

A written report was submitted by Academic Senate President Catherine Indermill. She also thanked the trustees for their earlier discussion regarding the High School Equivalency Program (HEP).

**Classified Senate**

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

**Management/Supervisory/Confidential**

A written report was submitted by Management/Supervisory/Confidential President Judy Kanavle. Representative Atherton stated he had nothing to add to the report.

*Board Policy  
Additions and  
Revisions - First  
Reading*

Board policy 5140 – Disabled Student Programs and Services was presented as information for review. Discussion and/or adoption of this policy will take place at the October 2019 board meeting.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Student Trustee Lagorio stated he attended the Student trustee conference recently held in San Diego and appreciated and enjoyed the opportunity to interact with other student trustees from across the state.

Trustee Tomkins added the sponsorships received from the Shakespeare on the Lake production were approximately \$13,000.

Trustee Martinez stated she appreciates the sharing of information.

Trustees Myers and Nickerman stated they attended the WOW event and what a wonderful event it was.

Trustee Pinoli attended the welcome back event at the college and thanked the staff members for all of their work and dedication to the institution.

*Trustee Appointment  
to Fill the Vacancy  
in Trustee Area #1*

Trustees discussed the upcoming process for appointing a provisional board member for Trustee Area #1.

Trustee Tomkins and Trustee Myers were appointed as the ad-hoc committee members who will review the applications received to fill the vacancy. The Board once again approved Board President Pinoli's request to include the President from each of the constituent groups to serve on the ad-hoc committee as well as the Trustees listed.

*Future Agenda Items*

Future agenda items discussed and approved by the board members are as follows:

- Tiny houses and construction technology programs at the high schools.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:17 PM.

Submitted by:

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

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

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Thursday, September 26, 2019 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call to Order & Pledge of Allegiance*      Trustee Pinoli, Board President, called the meeting to order at 4:01 PM which was followed by the Pledge of Allegiance led by Trustee Nickerman.

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

*Secretary*      Eileen Cichocki, Interim Superintendent/President

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

*Staff Representatives*      Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (present)  
Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Jeana Thompson, President (absent)
	Management/Supervisory/ Confidential	Judith Kanavle, President (absent)

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

Ayes	Pinoli, Myers, Tomkins, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Public Comments*

- Toni Fort addressed the board as the President of SEIU 1031 in support of the STNC (Short Term Non-Continuing) employees. She also talked about the start time of the board meetings going forward.
- Patrick Hickey – Field Representative for SEIU 1031 addressed the board regarding the high number of STNC employees at Mendocino College.
- Sandra Tassin addressed the board regarding the treatment of STNC employees.

### *Oath of Office*

The Oath of Office was administered to TeMashio Anderson. Trustee Anderson then took his place at the table and assumed his role as Trustee for area #7.

### **CONSENT AGENDA**

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

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

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

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

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

#### *Consideration to approve personnel list – Management/Supervisory/Confidential*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employs David Johnston, Director of Information Technology and Euline Olinger, Program Manager – ML ACE as of October 1, 2019 as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

#### *Consideration to renew contract – Categorically-Funded Management/Supervisory/Confidential*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the seven month categorically-funded management contract for Mariana Garcia-Martinez as presented.

#### *Consideration to approve the list of Volunteers*

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

#### *Sexual Harassment Prevention Training*

Monica D. Batanero, Sr. Associate Counsel with School and College Legal Services was introduced and led the Board through the two-hour state mandated Sexual Harassment Prevention Training.

At the conclusion of the training, the board took a 10-minute recess prior to beginning the diversity discussion. The board reconvened the meeting at 6:20 PM.

*Diversity Discussion* Director of Institutional Effectiveness, Research and Grants Flores facilitated the board discussion regarding diversity, equity and inclusion and the use and meaning of the terms used surrounding these issues.

**CLOSED SESSION**

Board President Pinoli announced there were no issues to be brought before the board in closed session. With this in mind, the board will not be adjourning into closed session.

**OPEN SESSION**

*Report of Action  
Taken in Closed  
Session*

With the Board not moving into closed session, there was nothing to report.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned 7:13 PM.

Submitted by:

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The college participated in a four-part professional learning experience, “**Hiring a Diverse Faculty**”, presented by the University of Southern California’s Race and Equity Center. The sessions covered: Innovative Recruitment Methods, Job Announcements, Implicit and Explicit Bias, and Job Interviews. Participants learned ideas for making our hiring process more inclusive with the intent to diversify our workforce. The concepts can also be applied to hiring staff and management. I would like to thank those who committed time from their busy schedules to focus on this very important topic. Recordings of the sessions are available by contacting HR Director Marin.

I was invited to attend the **Academic Senate** meeting on September 12. I appreciated the opportunity to have a conversation about my role as Interim Superintendent/President, accreditation, employee morale, and participatory governance. I was pleased to have a similar meeting with classified staff at a **Classified Senate** meeting earlier in the semester.

**Health Benefits** will be a major focus in 2019/20. Last year was a very bad year for the college in terms of health benefit claims. The college is self-insured for health benefits and budgeted \$1,400 per month per employee in 2018/19. Actual costs totaled \$1,698 per month, which resulted in expenditures exceeding the budget by \$626,000. The first two months of 2019/20 are off to a bad start. July and August have totaled \$1,826 per month which exceeds the \$1,700 per month budgeted this year. The Health Benefits Committee has started discussions to analyze our health benefits program, looking for alternative coverage and cost containment options.

The **Career Hub** will have a soft opening on Monday, October 21 from 10am-1pm. If you have not yet visited the Career Hub, it is located in MacMillan Hall- Room 1250. Please stop by to visit the space, learn about services provided, and enjoy some healthy snacks. The new Career Hub is fully staffed Monday-Friday and is now operational. Learning skills needed for success in any workplace are now delivered through web-based programs like “My Path” and “Career Coach” on new vertically adjustable computer tables for students and staff. The Career Hub is also available to employers in our area to make career path presentations and inform our students of current employment opportunities.

A **Corrections to College** initiative is moving forward to offer online college courses for credit at the Mendocino County jail to male and female inmates. Undersheriff Matthew Kendall has met with us frequently to develop a sustainable educational college program. ADJ Instructor Chris Dewey and Counselor Apryl Guisasola have developed deliverable educational services to inmates through funding supplied by Shasta College’s nationally acclaimed “Step Up Program.” William Feather, the Educational Coordinator at the Mendocino County Jail, has been a sustainable motivational force by identifying and serving the workforce development needs of the inmate population. Getting a job is a proven motivational factor in reducing correctional recidivism.

On Friday, September 27, twenty full-time and adjunct faculty members met with Gayle Zepeda, Human Services Instructor and Native Cultural Competency trainer for the second in this semester's series of **equity-minded professional development workshops**. Instructor Zepeda educated the faculty members about the past fifty years of local native history. Faculty members left with a greater understanding of how local, state, and national laws have shaped the lives of our native students. The next professional development opportunity is the Teacher Institute, on October 25, which will focus on the Reading Apprenticeship training.

The **Guided Pathways Implementation Team** appointed an ad-hoc AB705 implementation committee to assess the student experience of AB705 thus far and make recommendations for research, data analysis, and immediate and future interventions to better support students. The committee has met twice in September and includes instructional faculty, counselors, and managers. The committee will continue to study the placement of students, their current success levels, and make plans for future improvements.

With approval from Santa Rosa Junior College, the **Coast Center** will partner with Point Arena High School this coming Spring by offering dual enrollment courses.

The **North County Center** will have a booth at the upcoming Harvest Moon Festival on October 17 from 3-7 pm in downtown Willits where we will be showcasing the Spring Weekends to Success offerings. Weekends to Success aims to offer a set of high value hybrid courses at that North County Center on Saturdays, allowing students to simultaneously achieve full time college and work. Outreach in Covelo has supported targeted course offerings requested by the community, including introductory Spanish that will be taken by a cohort of Round Valley High School teachers in order to better serve their students.

The **Lake Center** is gearing up for three events. First, the Lake Center Theatre class will be performing “Chicago” at the Soper Reese Theatre in Lakeport on Oct. 25-27, Nov. 1-3, and Nov. 8-10. Friday and Saturday showtimes starting at 7 pm, Sundays at 2pm. Tickets are available at [www.laketheatre.org](http://www.laketheatre.org).

Second, Halloween at the Lake Center will take place on October 31 from 11:30am to 1:30pm. This event will include free pizza, sweet treats and cider, a costume contest, pumpkin carving contest and Halloween games and prizes. The theme of this year’s event is “Spirit of Halloween”, and for the first time this event is being organized by a Lake Center student employee - Alexis Calbert.

Third, the Mendocino College Lake Center in collaboration with the Lake County Office of Education (LCOE) will be hosting the Lake County College and Transfer Fair on November 4 from 3PM -6PM at the Lake Center. This is an LCOE event that is hosted in Lake County each year rotating between the Woodland Community College Lake County Campus and the Mendocino College Lake Center. Over twelve colleges and universities will be in attendance and high school students from throughout lake county will be bussed to the event. Please feel free to join us for these events!

Vice Presidents Polak and Velasco spoke to the Mendocino Lake Adult & Career Education (ML ACE) consortium at their September 13 meeting regarding the status of the **High School Equivalency Program (HEP)**. The consortium members were notified that the college did not receive a renewal of the grant to continue running the HEP program from the federal level. While the grant funding will be finalized through December 31, 2019, no new students are being admitted as part of the HEP program. Therefore, the HEP program is not able to provide new students with the services they would have been able to enjoy as part of the program. As a result of this limitation, HEP Program Manager Jackeline Gonzalez de Orozco presented the consortium with two funding requests related to needs of students not currently in the HEP program. One of the requests allows for the purchase of books necessary for participating in the courses associated with the preparation for the HiSET test. The other request will allow for HiSET vouchers to be provided to students currently being prepared for the test but are not in the HEP program. ML ACE approved both requests, which means that all students currently preparing to take the HiSET testing through Mendocino College will be able to do so without having to spend money on textbooks or testing fees, both of which were previously covered by HEP funding. Vice Presidents Polak and Velasco also shared information about ways in which the

consortium may be able to fill in some of the service gaps being left by the non-continuation of the HEP program. The consortium requested additional information regarding expenditures and services provided by HEP to better determine how they may be able to meet student needs. Additionally, the District will continue collaborating with ML ACE to find ways for our different regional partners to work together in meeting the needs of this historically underserved community.

The High School Equivalency Program will have a graduation ceremony on October 6th, 2019 at Barra Winery in Redwood Valley. 15 students who were not able to participate in the graduation ceremony over the summer will be recognized for their achievements at this gathering. This is an event where we recognize our students and their families for their success. It is amazing to see the families gathering together, encouraging and hearing emotional speeches from the students which inspire others to continue with their education.

On August 20, the Mendocino County Board of Supervisors passed a Proclamation declaring the second Monday in October as “**Indigenous Peoples’ Day**” in Mendocino County. Mendocino College received a copy of the proclamation from the Board of Supervisors. The Native American Student Resource Center (NASRC) is currently working on an event to commemorate the day and celebrate our Native American students. At the moment, the District has a non-holiday observance of Native American Day which is in accordance with the State of California. Several Mendocino College faculty, staff and students are currently organizing our Native American Heritage Celebration which is held in November. All these events, are part of Mendocino College’s commitment to honor our local tribal history and support our Native American students with a welcoming learning environment.

**CAMP** Program Manager, Mariana Martinez, attended the California CAMP Consortium meeting hosted by CSU Monterey Bay. Attendees received updates on the HEP/CAMP National Conference taking place in November as well as updates on the CAMP 2020 Statewide Leadership Conference to be hosted by Santiago Community College in March, 2020. The group also discussed the agenda for the next meeting and CAMP professional development opportunities to be hosted by CSU Fresno in February, 2020. At this meeting attendees had the opportunity to meet with Juan Gomez, Regional Director Central Coast/DOJ Partial Accredited Rep UFW, who guided them through the Public Charge legislation taking place Oct 15, 2019. This information session was to better understand the possible impact on CAMP scholars of mixed status families. The Consortium will be moving forward with a review and streamlining process of basic items like CAMP applications, support documentation to meet eligibility criteria for CAMP scholars, and dividing them between CSU and CCC systems to foster a collaborative approach between CAMP programs in the State.

The College Assistance Migrant Program (CAMP) and the First Year Institute (FYI) will be collaborating to deliver workshops in the month of October to help students develop skills that will help them be more successful. The first workshops center around the theme of “Loteria and Learn” that promotes networking and collaborating with peers to build greater support. Loteria is a well-known Mexican game similar to bingo that students will be able to play together while they enjoy a lunch and get the opportunity to network.

While Mendocino College is recruiting for a CAMP Counselor to serve students in the program, General Counselor Alicia Mendoza, former CAMP Counselor, has been meeting with students to complete comprehensive educational plans and to review and create action plans, if needed, for progress report #1. So far about 24 CAMP scholars have been able to meet with Alicia for the Progress Report review. Progress report #1 meetings will continue on to the first week of October.

On Sept. 17th, CAMP hosted 10 parents of current CAMP scholars to provide them an orientation. The orientation provided information on the services that CAMP provides throughout the academic year and the importance of parent support in the scholar's college experience. Every year the CAMP program makes an effort to inform parents of migrant students about how to provide a supportive family environment to supplement the efforts being done at the college to ensure that the student is supported.

With the **2020-21 Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (CADAA)** now available, the financial aid staff has begun their yearly outreach to all high schools in our district. Starting with Mendocino High School on October 1st, staff will visit our local high schools and provide students with assistance in submitting their FAFSA or Dream Act applications and financial aid and scholarships information. In total, financial aid staff will visit 18 schools and tribal education centers to provide vital assistance to future Mendocino College students.

Mendocino College will host the annual **College and University Transfer Day** event on Tuesday, October 8<sup>th</sup>. Invitations have gone out to our district K-12 partners, to date we have approximately 140 students from 5 local high schools planning to attend. Last year we had a little over 200 high school students attend our event, we anticipate exceeding that number this year. Eighteen college and universities have already committed to provide information about their institutions at our event. However, we often receive request by other colleges wanted to participate at our event. This event provides our current students and students in the K-12 system to consider transferring to 4-year institutions to continue their education.

**Ukiah High School (UHS)** will be hosting College and University Day and Senior Day events in October to provide their students with education opportunities. Our Outreach staff will be hosting an information table at both events to promote our educational programs and inform students about the support services available at Mendocino College. The Senior Day event in particular will also consist of various workshops such as career exploration, resume/interview skills, financial aid, scholarships, and the general college application process. Our Counseling, Outreach and Financial Aid offices will be hosting workshops at that event. Outreach Specialist, Chantell Martinez attended the Lake County Office of Education Counselor and Advisor Network (CAN) on September 25th. Along with extending the invitation to our October 8th event, she also shared a draft of the proposed Reg2Go schedule and other high school visits. The Outreach staff will be working with our K-12 partners to finalize the Reg2Go dates and scheduled visits to all our district high school and Tribal Learning Centers.

Outreach is now a defined workgroup under the Guided Pathways Leadership Team. The **Outreach Workgroup** has met once and some members of this workgroup also participate on the Marketing and Outreach Committee. Coordination, evaluation/monitoring, and communication regarding Outreach efforts and outcomes will be much improved.

**Native American Days** were celebrated on Friday through Sunday, September 27th-29th in Covelo. On Friday, a College representative from Financial Aid hosted an information table and on Saturday, the Dean of Counseling attended the event and met with the Parade Grand Marshall's Erne and Mary Merrifield.

Outreach Specialists Manuel Galacia and Chantell Martinez hosted a booth at this year's **Youth Action Party (YAP)** downtown Ukiah on September 21. The goal of the annual YAP event is to target all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices. YAP brings live art, a skate zone with a skate competition and

community resource booths which provide engaging activities to any youth and families who attend. We were thrilled to be part of this event as it provided an additional way for us to expand our outreach efforts to our community's youth. We will also be hosting booths at the upcoming Fry Bread Cookoff and Pumpkin Festival, both downtown Ukiah during the month of October.

**Cranium Café**, a tool that allows students to meet remotely with our faculty/staff via webcam, was introduced this semester. The Financial Aid Office was the first department to provide this service to our students. Now the EOPS Counselors are piloting counseling appointments using this platform, and the Counseling Department is exploring the possibility of using the platform for their October departmental meeting. As we continue through the year, our offerings of Cranium Café offerings for students will continue to expand.

A soft re-opening of the **Veterans Resource Center** was held September 18th. Students, staff, and faculty were invited to visit the space (MacMillan Hall, Room 124) and learn more about the services offered. Many signed up to receive the monthly newsletter sent out to Veterans and learned how they can support our Veteran student population. Plans are underway for the annual Veterans Day Event and Grand Re-Opening of the Veterans Resource Center. The event will be hosted November 13th and is open to the community.

### **Upcoming Events**

#### **Día de los Muertos**

Mendocino College is pleased and excited to invite the community to join the festivities as the college faculty, staff and students host the 7th annual Día de los Muertos celebration which will take place in Pomo Plaza at the Ukiah campus on Tuesday, October 29 from 4-8pm.

Everyone is welcome at this free event so bring your family and friends and join us for an entertaining evening which will include live music, traditional dancers, arts and crafts, food, altars and so much more!

#### **War of the Worlds**

Live from Mendocino College and broadcast on KZYX: Join a live studio audience at the college Center Theatre for a recreation of H.G. Wells' famous radio broadcast. KZYX and the Mendocino College Theatre Arts Department are seeking actors, technical personnel, and event staff for this live stage reading. Live deployment of the show will take place on Wednesday, October 30 at 8 pm.

#### **Athletics Tailgate BBQ**

As part of our efforts to increase engagement in Mendocino College athletic events, we are hosting a Tailgate BBQ outside of the gym prior to the Women's Volleyball game on Friday, October 11 from 4-6 pm.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

### **Short Term Non Continuing (STNC) Employees**

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Henderson	Jasper	Tutor	Learning Center	10/10/2019	12/13/2019
		Administrative	Human Resources		
Hoffman	Shaun	Assistant II	and Payroll	10/10/2019	06/19/2020

### **Student Employees**

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Pham	Nhung	Tutor	Learning Center	10/10/2019	12/13/2019
Renick (Barrios)	Charo	Student Mentor	Student Equity	08/21/2019	12/13/2019
Whiterock	Kyle	Student Mentor	Student Equity	08/21/2019	12/13/2019

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2019 semester.

RECOMMENDATION:

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

ANALYSIS:

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

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2019 semester as presented pending receipt of all necessary employment eligibility requirements.

<b>EMPLOYMENT – PART-TIME FACULTY FALL 2019 SEMESTER</b>		
<b>Name</b>	<b>Position</b>	<b>Location</b>
Henderson, Jasper	English – Substitute	North County Center

SUBJECT: RETIREMENT - CLASSIFIED

SYNOPSIS:

Retirement - Classified

RECOMMENDATION:

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

ANALYSIS:

Barbara Nobles  
Center Assistant  
Effective: October 31, 2019

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Barbara Nobles, Center Assistant effective October 31, 2019.

SUBJECT: FISCAL REPORT AS OF AUGUST 31, 2019

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of August 31, 2019 is submitted as information. The Board of Trustees is requested to accept the report.

*Reference Board Policy 6200, Budget Preparation*

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 August 31, 2019

		2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	7,001,287			
FEDERAL	Federal Forest Reserve	30,000	\$0	\$30,000	0%
	Federal Work Study	63,022	0	63,022	0%
	CAMP	484,762	0	484,762	0%
	PELL Grant Administration	7,500	0	7,500	0%
	HEP	264,658	0	264,658	0%
	HSI	596,131	0	596,131	0%
	CTEA	184,364	0	184,364	0%
	Other Federal Revenue	16,662	0	16,662	0%
	<b>TOTAL FEDERAL SOURCES</b>	<b>1,647,099</b>	<b>\$0</b>	<b>\$1,647,099</b>	<b>0%</b>
STATE	State General Apportionment	9,500,321	\$1,520,051	\$7,980,270	16%
	Education Protection Account	2,823,818	0	\$2,823,818	0%
	Board of Governors Grant	38,099	6,096	32,003	16%
	Student Equity and Achievement	1,962,650	399,189	1,563,461	20%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	17,456	91,642	16%
	Part-time Faculty Compensation	111,516	17,843	93,673	16%
	AEBG Adult Education Block Grant	2,049,971	741,513	1,308,458	36%
	CTE Strong Workforce Program	1,890,645	127,827	1,762,818	7%
	Other Categorical Apportionments	202,909	66,077	136,832	33%
	TANF	38,423	0	38,423	0%
	DSPS	396,115	63,378	332,737	16%
	CALWORKS	199,893	38,291	161,602	19%
	BFAP	165,325	26,452	138,873	16%
	EOPS	547,452	87,592	459,860	16%
	EOPS CARE	71,283	11,405	59,878	16%
	MESA	94,438	0	94,438	0%
	Other Categorical Program Allowances	438,991	188,607	250,384	43%
	State Subventions	211,829	0	211,829	0%
	Lottery	575,503	0	575,503	0%
	Mandated Cost Reimbursements	73,473	0	73,473	0%
	Other State Revenue	263,033	23,046	239,987	9%
	<b>TOTAL STATE SOURCES</b>	<b>21,773,785</b>	<b>\$3,334,823</b>	<b>\$18,438,962</b>	<b>15%</b>
LOCAL	Property Taxes	10,570,456	\$0	\$10,570,456	0%
	Local Contributions/Grants/Donations	131,710	1,000	130,710	1%
	Contract Instructional Services	19,000	0	19,000	0%
	Rents/Leases (Facilities Use)	66,000	8,871	57,129	13%
	Interest	104,000	0	104,000	0%
	Community Extension	7,738	465	7,273	6%
	Student Fees	1,135,880	700,625	435,255	62%
	Bookstore Commission	30,000	0	30,000	0%
	Other Local Revenue	330,766	232,606	98,160	70%
	<b>TOTAL LOCAL SOURCES</b>	<b>12,395,550</b>	<b>\$943,567</b>	<b>\$11,451,983</b>	<b>8%</b>
<b>TOTAL REVENUES</b>		<b>35,816,434</b>	<b>\$4,278,390</b>	<b>\$31,538,044</b>	<b>12%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>42,817,721</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	11,607,389	\$1,280,226	\$10,327,163	11%
	Classified Salaries	6,533,948	948,018	5,585,930	15%
	Benefits	7,775,679	1,028,611	6,747,068	13%
	<b>Subtotal Personnel Costs</b>	<b>25,917,016</b>	<b>\$3,256,855</b>	<b>\$22,660,161</b>	<b>13%</b>
	Supplies	1,373,755	\$145,648	\$1,228,107	11%
	Services	6,116,597	778,848	5,337,749	13%
	Capital Outlay	365,909	52,450	313,459	14%
	Transfers/Other Outgo	2,007,398	6,949	2,000,449	0%
<b>TOTAL EXPENDITURES</b>		<b>35,780,675</b>	<b>\$4,240,750</b>	<b>\$31,539,925</b>	<b>12%</b>
	Ending Fund Balance	7,037,046			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>42,817,721</b>			

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

1999 Nissan Frontier XE donated by Kevin Larkin  
2004 Honda donated by Lisa Rosenstreich

RECOMMENDATION:

The Interim Superintendent/President recommends acceptance of these 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 Kevin Larkin and Lisa Rosenstreich.

SUBJECT: SALE OF SURPLUS PROPERTY

SYNOPSIS:

Board of Trustees authorization requested for the sale of surplus property.

RECOMMENDATION:

The Interim Superintendent/President recommends authorization of the sale of surplus property.

ANALYSIS:

The District recommends for disposition by sale the surplus property as listed on Attachment A. None of the items listed on Attachment A exceeds the value of One Thousand Dollars (\$1,000). This is a comprehensive list of what is now surplus. The District reserves the right to remove from surplus any and/or all items subsequently found to be useful elsewhere in the District.

*Reference Board Policy 613, Disposition of Property*

MOTION/ACTION:

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

Item	Make	Model	Inventory Tag	Serial No.
Computer	Dell	OptiPlex 7010	1314000053	2XC0BZ1
Computer	Dell	OptiPlex 7010	1314000052	2WRY9Z1
Computer	Dell	OptiPlex 7010	1314000063	30DY9Z1
Computer	Dell	OptiPlex 7010	1314000067	37NX9Z1
Computer	Dell	OptiPlex 7010	1314000306	2WPZ9Z1
Computer	Dell	OptiPlex 7010	1314000305	35BX9Z1
Computer	Dell	OptiPlex 7010	1314000051	35JZ9Z1
Computer	Dell	OptiPlex 7010	1314000055	339X9Z1
Computer	Dell	OptiPlex 7010	1314000301	33D0BZ1
Computer	Dell	OptiPlex 7010	1314000058	30QZ9Z1
Computer	Dell	OptiPlex 9010	1213000024	18XJHX1
Computer	Dell	OptiPlex 9010	1213000023	DNQKTW1
Computer	Dell	OptiPlex GX620	0607000012	6B9H0B1
Computer	Dell	OptiPlex 360	0910000058	GD7VLL1
Computer	Dell	OptiPlex 380	1010000093	HZ79HQ1
Laptop	Dell	Latitude D600	0405000103	37L9451
Laptop	Dell	Latitude D600	0405000104	2RL9451
Laptop	Dell	Latitude D600	0405000105	77L9451
Laptop	Dell	Latitude D600	0405000106	7FL9451
Laptop	Dell	Latitude D600	0405000107	29L9451
Laptop	Dell	Latitude D600	0405000108	FHL9541
Projector	Epson	PowerLite 74C	0304000172	FFW03X0160K
Printer	HP	Laserjet 4250tn	0405000533	USBXP28831
Allen Distributor Tester		22-200	1790	00002426
Allen Generator		22-030	1457	00002454
Snap-on Oscilloscope digital		MT1665	9117	00002435
Hunter Wheel Aligner		P411M	J18820	98990358
Kwik Lathe on Car Lathe		PDA	11234	23030010
Shelves/Drawer/Cabinet				
Shelves/Drawer/Cabinet				
Brown File Cabinet				
Plantronics Headset		P41-U10P BIL		
Minolta Toner		RP 600Z		
Purple Fellows Keyboard				
Wrist Support				
PC/MAC 250 MB Zip Disk				
1 1/18"x3 1/2" Dymo White				
Address Labels				
2000 Plus S624 Date Stamp				

Item	Make	Model	Inventory Tag	Serial No.
Offistamp Date Stamp				
Hand Stamp Date Stamp				
Information Desk Sign				
Calculator Tape				
Staple Remover				
Plastic Laebelon Signals				
White Labels				
Dell Mouse Pad				
Avery Slide Lock Report Covers				
Pressboard Folder				
4 Drawer File Cabinet				
Clear Com Speaker Station	KB-112			
Samll Sony Speakers on Stands	SS-SrP36S	36486		
Small Sony Speakers on Stand	SS-SrP36S	36485		
Audiotronics Field Tape Recorder	154	157118		
Yamaha Bass AMP Head	B100	4410		
Peavey Keyboard AMP	KB 300		2557	
Tascam Double Cassette Tape Player	302 MKII	1Y0011	2030004	
Roland Multi Track Digital Keyboard Recorder	MSQ-700	534787	07705	
Korg i12 Interactive Workstation	i12	610385	2171	
Roland Multi Track Digital Keyboard Workstation	XP-50	ZH34594		
Kurzweil Digital Keyboard	PC88	12950302426		
Tascam CD Player	CD 401 MKII	250016-952	2170	
Sharp VHS Player	XA-305	909313694	1612	
Panasonic VHS Player	PV-7400	E71A95302	97980274	
Yamaha AMP 250 Watts	A4115H	A0399	2402	
Peavey Speaker large	115 International Series III	OE-048129	2404	
BOSE 800 Professional Loud Speaker		033079	3508	
Yamaha Speaker 240 Watts	J120L (215L)	2959	2398	
Yamaha Speaker 240 Watts	J-1405 (4125)	1672	2399	
Korg Tuning Unit	WT-10A	711483		
Yamaha AMP 250 Watts	G100	2136		

Item	Make	Model	Inventory Tag	Serial No.
Panasonic VHS/DVD Player			E6IA40367R	0607000040
Realistic 4-Channel Stereo			14103994A2	
Dukane Overhead Projector		4003		2251
Yamaha Disc Orchestra		DOV-10		
Yamaha Digital Rhythm Programmer		RX15		
SoundCraft Spirit Folio				
Tascam Portastudio		424 MKII		
Uninterruptable Power Supply		UPS 2200R		
1999 Ford Crown Victoria				Plate # CA 1029723

SUBJECT: ACADEMIC CALENDAR

SYNOPSIS:

Board of Trustees adoption of the 2020/2021 Academic Calendar

RECOMMENDATION:

The Interim Superintendent/President recommends adoption of the 2020/2021 Academic Calendar.

ANALYSIS:

The 2020/2021 calendar approximates previous calendars. Holidays and the 175-day instruction schedule are directed by the Chancellor's Office.

The 2020/2021 was shared with the members of the President's Policy Advisory Committee for distribution to all constituent group members to gather input and comments. Those comments were received and shared by the committee members. After discussion, the PPAC members unanimously recommended to the Superintendent/President that the attached calendar be adopted as the academic calendar for the 2020/2021 year.

*Reference Board Policy 4010, Academic Calendar*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts the 2020/2021 Academic Calendar as presented.

# MENDOCINO COLLEGE ACADEMIC CALENDAR 2020-2021

## June

8 Summer session begins

## July

2 Holiday – Independence Day (Observance)

30 Summer session ends

## August

14 Inservice Day (No classes)

17 Fall Semester begins

24 Instructor permission required to add semester-length classes

28 Add and Refund deadline for semester-length classes  
(Petition required after this date to add)

## September

7 Holiday - Labor Day

25 Non-holiday Observance of Native American Day

## November

11 Holiday – Veterans Day

13 Deadline to apply for Fall graduation

26-27 Holiday - Thanksgiving

## December

11 Fall Semester ends

14-31 Winter Break

## January

1-8 Winter Break Continues

15 Inservice Day (no classes)

18 Holiday - Martin Luther King Jr. Day

19 Spring Semester begins

25 Instructor permission required to add semester length classes

29 Add and Refund deadline for semester-length classes  
(Petition required after this date to add)

## February

12 Holiday - Lincoln Day

15 Holiday - Washington Day

## March

13 Instructional Day

29-31 Spring Break

31 Cesar Chavez Day

## April

1-2 Spring Break continues

19 Deadline to apply for Spring Graduation

## May

21 Spring Semester ends

21 Commencement

31 Holiday – Memorial Day

## June \*\*

7 Summer session begins

## July \*\*

1 Holiday – Independence Day (Observance)

29 Summer Session Ends

**JUNE 2020**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**JULY 2020**

S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 2020**

S	M	T	W	TH	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER 2020**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**OCTOBER 2020**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER 2020**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 2020**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JANUARY 2021**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY 2021**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MARCH 2021**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL 2021**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**MAY 2021**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 2021\*\***

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JULY 2021\*\***

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### LEGEND:

FALL: 81 Instructional Days  
SPRING: 83 Instructional Days

△ Mandatory Flex Days (Plus 9 individual Flex days)

○ Holidays

⊗ Local Holidays

└ Semester begins

┐ Semester ends

■ Winter & Spring Breaks

⏏ No classes

☆ Instructional Day

\*\* Provided as information only. These dates are part of the 2021-22 calendar year and are subject to change.

### Full-Semester-Length Class Deadlines

#### Fall semester

Refund August 28	January 29
Add August 28	January 29
Drop w/o W August 28	January 29
Pass/No Pass September 18	February 19
Drop w/ W November 13	April 23

#### Spring semester

For Summer Session and Short-Term classes,  
dates are calculated by the variables below:

Refund 10% of course length
Add 20% of course length
Drop w/o W 20% of course length
Pass/No Pass 30% of course length
Drop w/ W 75% of course length

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the July 1, 2019 through September 30, 2019 quarter of fiscal year 2019/2020.

RECOMMENDATION:

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

ANALYSIS:

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

*Reference Board Policy 6340, Bids and Contracts*

MOTION/ACTION:

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

<b>Contract/Agreement</b>	<b>Income or &lt;Expense&gt;</b>	<b>Responsible VP</b>
<b><u>Aurora Behavioral Healthcare</u></b>	<b>\$0</b>	<b>Debra Polak</b>
December 1, 2019 to December 1, 2022		
<i>Clinical experience for students in the Registered Nursing Program.</i>		
<b><u>Cambridge West Partnership, LLC</u></b>	<b>&lt;\$21,500&gt;</b>	<b>Eileen Cichocki</b>
July 23, 2019 through December 31, 2019		
<i>Perform high-level overview assessment of the current state of technology for the District.</i>		
<b><u>Educational Testing Service</u></b>	<b>&lt;\$17&gt;</b>	<b>Debra Polak</b>
July 1, 2019 through June 30, 2020	<b>per student tested</b>	
<i>High school equivalency testing (HiSET).</i>		
<b><u>Foundation for California Community Colleges</u></b>	<b>&lt;\$14,512&gt;</b>	<b>Eileen Cichocki</b>
July 1, 2019 through June 30, 2022		
<i>Adobe site license for the District.</i>		
<b><u>Liebert, Cassidy, Whitmore</u></b>	<b>&lt;\$1,825&gt;</b>	<b>Eileen Cichocki</b>
July 1, 2019 through June 30, 2020		
<i>Training and consulting services to assist the District in its workforce management and employee relations.</i>		
<b><u>Mendocino Center for Circus Arts</u></b>	<b>\$0</b>	<b>Debra Polak</b>
August 19, 2019 through October 31, 2019		
<i>Co-production to provide performer and direction of aerial silks and related circus acts for the production of Wild Fire through the Mendocino College Theatre Department during the Fall 2019 semester. Performances will be October 18-27, 2019.</i>		
<b><u>Pinoleville Pomo Nation (PPN)</u></b>	<b>Fees for Students</b>	<b>Debra Polak</b>
July 1 through 31, 2019	<b>paid by PPN</b>	
<i>Summer Enrichment Academy for 9th-12th Grade Native American students.</i>		
<b><u>Pinoleville Pomo National Vocational Rehabilitation Program</u></b>		<b>Eileen Cichocki</b>
July 24, 2019 to July 24, 2024		<b>for Arturo Reyes</b>
<i>Shared commitment to improve the quality of services provided for shared clients to address behavioral and mental health issues for American Indians with disabilities in Mendocino, Lake and Sonoma</i>		
<b><u>Raise &amp; Shine/The Sandbox</u></b>	<b>&lt;\$19,810&gt;</b>	<b>Ulises Velasco</b>
August 20, 2019 through December 12, 2019		
<i>Provide infant and child care for students enrolled in the Coyote Valley Reservation for the Pomo Pathways Program.</i>		
<b><u>Shasta-Tehama-Trinity Joint Community College District</u></b>	<b>\$25,000</b>	<b>Debra Polak</b>
May 1, 2019 to April 30, 2020		
<i>Effective program related strategies to serve formerly incarcerated student in the District through the Step-Up Program.</i>		
<b><u>SunPower Corporation</u></b>	<b>&lt;\$12,422&gt;</b>	<b>Eileen Cichocki</b>
November 5, 2019 to November 5, 2024	<b>per year</b>	
<i>Operations and maintenance services agreement for solar photovoltaic power generation system on the</i>		
<b><u>U.C. Davis</u></b>	<b>\$0</b>	<b>Eileen Cichocki</b>
January 1, 2020 through December 31, 2024		
<i>Research Use Agreement providing for U.C. Davis to operate, maintain and/or clean a high frequency radar instrument that measures sea surface current. Equipment consists of two antennas, cables, enclosures with electronics, and communication antenna.</i>		
<b><u>UNAVCO</u></b>	<b>\$1,500</b>	<b>Eileen Cichocki</b>
June 19, 2018 through June 30, 2023		
<i>Revocable Permit and Non-Recorded Easement Agreement and land use fee for a GPS Monitoring Station at the Pt. Arena Field Station that measures ground shifts caused by earthquakes and slow fault slip between earthquakes.</i>		

ITEM NO: 6.2  
DATE: October 9, 2019

SUBJECT: MENDOCINO COLLEGE RESOLUTION IN SUPPORT OF CALIFORNIA  
COMMUNITY COLLEGE UNDOCUMENTED STUDENT ACTION  
WEEK– RESOLUTION #10-19-01

SYNOPSIS:

A resolution in support of Undocumented Student Action Week

RECOMMENDATION:

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

ANALYSIS:

During the week of October 15-19, 2018, California Community Colleges engaged in a week of advocacy and activities to support and build awareness about undocumented students throughout the state. The FYI/CAMP/Dream Center on campus help workshops and information sessions for students in partnership with California Human Development to information our undocumented students about their legal options in the State.

Once again the FYI/CAMP/Dream Center will connect students with available resources and participate in the California Community College system-wide effort to raise awareness for undocumented students.

Advocates of the Undocumented Student Action Week seek to codify the Deferred Action for Childhood Arrivals (DACA) program that includes a pathway to citizenship. As a strong supporter of this movement, the California Community College Chancellor's Office has provided institutions with materials and information to distribute for our students and encourages Colleges to adopt this resolution.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 10-19-01 in support of California Community College Undocumented Student Week of Action as presented.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION 10-19-01**

**UNDOCUMENTED STUDENT ACTION WEEK  
OCTOBER 14-18, 2019**

WHEREAS, the California Community Colleges comprise the nation's largest postsecondary education system in the country with 115 colleges and 2.1 million students, and is committed to providing an open and welcoming environment for all students; and

WHEREAS, the Trump Administration's decision on September 5, 2017, to rescind the Deferred Action for Childhood Arrivals (DACA) program, placed the safety, security, and educational future of thousands of undocumented students in doubt; and

WHEREAS, California Community Colleges have advocated to Congress and the Administration to preserve DACA and respect the contributions of undocumented immigrants, and on January 26, 2017, the Board of Governors passed a resolution expressing its support for DACA and firm commitment to serving all students who can benefit from a postsecondary education; and

WHEREAS, California Community Colleges stand united as a system where all students can learn, grow, feel supported and safe; and

WHEREAS, on September 18, 2017, the California Community Colleges Chancellor issued a Statement of Values and Commitment to Undocumented Students confirming that the Chancellor's Office will not release any personally identifiable student information without a judicial warrant, including data related to immigration status, will not cooperate with any federal effort to create a registry of individuals based on protected characteristics such as religion, race, immigration status, or sexual orientation, and will urge local governing bodies to do the same; and

WHEREAS, numerous community colleges reflecting the diversity of California have adopted policies and procedures consistent with protecting immigrant students, and created partnerships with community organizations to help our undocumented students access legal assistance and other services in local communities; and

WHEREAS, the Chancellor's Office, in partnership with the Community College League of California, Faculty Association of California Community Colleges, Student Senate of California Community Colleges, and other organizations, supported DACA Advocacy Week, on October 16-20, 2017, and provided tools such as Congressional contact lists, sample talking points, resolutions, and communications to mobilize the system in support of DACA,

WHEREAS, the 2017 DACA Advocacy Week efforts resulted in local meetings with Congressional leaders, more than 700 letters and postcards sent from students to members of Congress, and a number of colleges conducted week-long activities to raise awareness of campus-based support for undocumented students; and

WHEREAS, in 2018 the Chancellor's Office expanded the existing partnership to include, Immigrants Rising and other organizations, and sponsored Undocumented Student Week of Action, October 15–19, to inform undocumented students about all available services on campus and in local communities and empower them to access those services, and support students and allies in advocating to Congress to act quickly and establish a permanent solution for undocumented young people; and

WHEREAS, Mendocino-Lake Community College District participated in the 2018 Undocumented Student Week of Action by engaging in a week-long program of activities in support of undocumented students, and on October 10<sup>th</sup>, 2018 the Mendocino-Lake Community College District Board of Trustees passed a resolution reaffirming its commitment to support all students throughout our district, including undocumented students, which was part of the week-long program of activities and information disseminated system-wide; and

WHEREAS, despite advocacy efforts by the California Community Colleges and many other individuals and organizations in California and across the nation, the preservation of DACA and the adoption of an effective solution for undocumented students remains elusive, which places continued economic and emotional weight on students, their families, communities, and the state; therefore be it

RESOLVED that the Mendocino-Lake Community College District declare October 14-18, 2019 and every third week of October thereafter, as "Undocumented Student Action Week" to work in partnership with other organizations and encourage the California Community Colleges to engage in activities supporting undocumented students; and be it further

RESOLVED that the Mendocino-Lake Community College District supports efforts by our college(s) to identify and share best practices for assisting undocumented students, disseminate information to the students about how to access funding for immigration defense proceedings and referral to legal service providers, and reinforce state policies that protect student rights and privacy; and be it further

RESOLVED that the Mendocino-Lake Community College District urge Congressional members to uphold California values and create a pathway to citizenship for undocumented students, which will permit them to complete their education goals and achieve their highest potential.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Mendocino-Lake Community College District this 9<sup>th</sup> day of October, 2019, by the following vote:

Philip Ed Nickerman	_____	Xochilt Martinez	_____
Robert Jason Pinoli	_____	John Tomkins	_____
Marie Myers	_____	TeMashio Anderson	_____

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

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Eileen Cichocki, Secretary  
Board of Trustees

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Date

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

RECOMMENDATION:

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

ANALYSIS:

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

Board Policy #5140 – Disabled Student Programs and Services – This legally required board policy has been created using the league template under the direction of the Vice President of Academic Affairs. 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 April 26, 2019; was shared with constituents for comment or suggestions and finalized by the committee at their meeting on August 30, 2019.

The approved version of the Administrative procedure supporting this policy have been included as a reference.

*Reference Board Policy 2200, Board Duties and Responsibility*

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 5140 as presented.

**DISABLED STUDENT PROGRAMS AND SERVICES  
(DSPS)**

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or supplemental instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310 and 84850;  
Title 5 Sections 56000 et seq.



### **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)**

#### **DSPS Program Plan**

The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to District classes and programs. The program plan defines the long-range goals and short-term measurable objectives for the program along with activities to accomplish the goals.

#### **Academic Adjustments, Auxiliary Aids, and Services for Students with Disabilities**

The purpose of academic accommodations is to allow students with disabilities access to the same educational opportunities available to other students. The procedures herein are intended to provide for consistent and timely processing of requests for academic accommodations.

Examples of academic adjustments, auxiliary aids, accommodations, and services for students with disabilities may include, but are not limited to the following: extended time on tests, distraction-reduced test settings, note-taking assistance, sign language interpreters, real-time captioning, tape-recorded lectures, assistive technology and adaptive equipment, provision of instructional materials in alternative formats, academic and rehabilitation counseling, assessment of learning disabilities, and educational assistance classes. Educational assistance classes involve specialized instruction designed to help students mitigate educational limitations or acquire skills necessary for the completion of the goals set forth in the academic accommodation plan.

Requests for accommodations are determined on an individualized, case-by-case basis through an interactive process between the student and a DSPS certificated staff member. The DSPS certificated staff members include the DSPS Counselor/Coordinator, Learning Disabilities Specialist, and DSPS Counselor. Through this interactive process, the DSPS certificated staff member will work in consultation with the student to develop an academic accommodation plan. DSPS certificated staff members will respond to such requests in a timely manner. In the event that a student requests academic accommodations but chooses not to participate in DSPS, then the District's assigned ADA/504 Coordinator shall be the contact point for students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to equally participate in the educational programs of the District. Requests for accommodations that would fundamentally alter the essential elements of a course or program will not be granted. Direct and open communication is encouraged early in the academic accommodation process.

#### **Request for Academic Accommodations**

1. Students who request academic accommodations are responsible for initiating contact with DSPS. Students who make a request directly to instructional faculty should be referred to the DSPS office.

2. Students are responsible for providing professional documentation of a verified disability to DSPS.
3. The DSPS office, in consultation with the student, shall recommend and authorize appropriate accommodations based on disability-related educational limitations and serve as a liaison between faculty, staff, and students. The authorized accommodations shall be documented in the student's file. The student shall provide this documentation in the form of an academic accommodations letter to his/her instructors.

#### Academic Accommodation Resolution

The student or instructional faculty may dispute an accommodation. If there is a dispute, the accommodation(s) originally authorized by DSPS will still be provided throughout the problem resolution process and subsequent challenges.

##### A. Faculty Resolution Procedures

1. An instructor who has questions about or disagrees with an accommodation granted to a student with a verified disability shall promptly contact the DSPS certificated staff member who authorized the accommodation(s).
2. If the instructor feels that the matter has not been resolved by step one (1), the faculty member may dispute the accommodation with the Dean of Counseling and Student Programs.
3. If the matter has not been resolved by steps 1-2, the matter will be forwarded to the appropriate Vice President, and a final decision will be rendered within ten (10) days.

##### B. Student Resolution Procedures

1. A student who disagrees with the academic accommodation(s) authorized by the DSPS certificated staff member shall discuss his/her concern with the DSPS Counselor/Coordinator.
2. A student who is not provided an approved DSPS academic accommodation by the instructor shall notify the DSPS office so that an interactive meeting is scheduled for resolution.
3. If the student feels the matter has not been resolved by steps 1-2, then the student may submit a signed written grievance as soon as possible to the Dean of Counseling and Student Programs.
4. If the matter has not been resolved by steps 1-3, then the student should meet with the appropriate Vice President who will render a final decision within ten (10) days.

#### **Eligibility for DSPS**

Eligible students include those with verified disabilities which result in a functional limitation in the academic setting. Verification of a student's disability must be provided by a professional certified to diagnose and/or treat the condition of the student applying for services. In some situations, the DSPS certificated staff member may verify the disability of the student by direct observation, through a review of medical and/or educational records, and through the interactive process.

See Title 5 § 56032- 56042 for definitions and descriptions of specific disability categories within the California Community College system.

#### **Student Rights and Responsibilities**

1. Participation by students with disabilities in DSPS shall be entirely voluntary.
2. Receiving support services or instruction authorized through DSPS shall not preclude a student from also participating in any other course, program, or activity offered by the District.
3. DSPS student records shall be subject to all other relevant statutes and regulations for handling of student records.

Students receiving support services or instruction from DSPS shall:

1. Provide DSPS with documentation necessary to verify the disability.
2. Use DSPS services in a responsible manner and adhere to written service provision policies and procedures adopted by DSPS.
3. Comply with the student code of conduct adopted by the District and all other applicable regulations to student conduct.
4. Make measureable progress toward the goals established in the academic accommodation plan.

DSPS policies may include provisions for suspension or termination of services where a student fails to comply with their responsibilities. Such policies shall provide written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision.

### **Mathematics Course Substitutions for Students with Disabilities**

A request for course substitution will only be considered once a student with a verified disability has exhausted all other options for a reasonable accommodation. The decision whether to grant a course substitution as an accommodation will be based upon careful review of the student's specific disability, functional limitations, and academic history. The intent of this procedure is to ensure a thorough review of the request and maintain a consistent evaluation process for each individual student. While the District has identified a list of allowable course substitutions, the institution will make every effort to ensure that essential elements of the certificate and/or degree program are not affected by a substitution. The petition, review, and decision to substitute a course will be made at the institution, and is valid for graduation from Mendocino College. This request is a one-time consideration and may not support any requirements for transfer to other colleges in higher education.

1. The following eligible courses were selected as acceptable substitution alternatives for the math competency for an associate degree because of their critical and analytical thinking components. Acceptable course substitutions include:
  - a. AST 200- Astronomy
  - b. BUS 200- Financial Accounting
  - c. COM 202- Argumentation and Debate
  - d. CSC 220- Introduction to Computer Science
  - e. CSC 221- Programming and Algorithms I
  - f. ENG 201- Critical Thinking Through Literature
  - g. ENG 205- Critical Thinking
  - h. GEL 201- Geology
  - i. PHL 220- Introduction to Philosophy
  - j. SOC 201- Social Problems

2. A Petition for Course Substitution as an Academic Accommodation is completed and submitted to the Course Substitution Review Committee. The Course Substitution Review Committee shall consist of the DSPS Counselor/Coordinator, LD Specialist, Dean of Counseling and Student Programs, and the Dean of Instruction. The committee's decision is reflected on the petition.
3. Once the committee has acted on the petition, copies will be sent to the following:
  - a. The student
  - b. The DSPS Counselor/Coordinator for inclusion in the student's file
  - c. The Director of Admissions and Records
4. The approval of a math substitution will be valid to only meet the math competency requirement, provided that the student maintains continuous enrollment at Mendocino College.
5. Appeal Process:

If the student is dissatisfied with the decision, he or she may appeal to the Vice President of Academic Affairs within ten instructional days of receiving a decision. The Vice President's decision is final.

### **Staffing**

The DSPS Counselor/Coordinator shall be responsible for the day-to-day operations of DSPS and meet the minimum qualifications established in Title 5 § 56048. All persons employed in DSPS as Counselors or Instructors of students with disabilities shall meet the minimum qualifications as set forth in Title 5 § 53414. DSPS may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of the DSPS Counselor/Coordinator or Learning Disabilities Specialist as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided.

### **Advisory Committee**

DSPS shall establish an advisory committee which shall meet no less than once per year. The advisory committee will provide recommendations, direction, and guidance to the DSPS program. The advisory committee shall be chaired by a DSPS faculty and, at a minimum, include students with disabilities and representatives from the disability community, agencies, and/or organizations. Documentation that the advisory committee has been formed and information discussed in meetings conducted shall be kept on file.

**References:** Title 5, Sections 56000 et seq.  
Education Code § 67310-67312, 84850  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990

ITEM NO: 8.1  
DATE: October 9, 2019

SUBJECT: SELECTION OF PROVISIONAL BOARD MEMBER – TRUSTEE AREA #1

SYNOPSIS:

Selection of a provisional member of the Board of Trustees to represent Trustee Area #1

RECOMMENDATION:

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

ANALYSIS:

Upon completion of the interview of the potential candidate, the Board members will vote to select a provisional member who will serve in the capacity of Trustee - Area #1 until the next election which will be held in November 2020.

MOTION/ACTION:

To be determined at the meeting.

# NOEL J. O'NEILL, LMFT

September 15, 2019

Eileen Cichocki, Interim Superintendent/President  
Ukiah Campus  
1000 Hensley Creek Road  
Ukiah, Ca. 95482

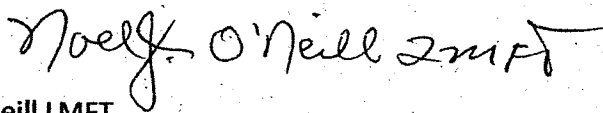
Dear Ms. Cichocki,

Please find enclosed with this letter of interest an application, and a completed questionnaire for the vacancy of the Trustee from Area I. I have lived in Area I since 1981 and am familiar with many of the challenges that a college student might experience while residing in the North County. I have always had a keen interest in formal education, and it has been my belief that Mendocino College offers the community a superior educational opportunity. I base this statement on the fact that over a period of seven years I was a part time instructor in the North County teaching various psychology and Introduction to Philosophy courses. Concurrently with teaching for the College, over a period of four years I was a part time academic counselor for the Willits Center. While my primary career has always been in the behavioral health field, I have always found great satisfaction working for Mendocino College.

One of the reasons I am seeking this appointment is precisely due to the work I have done in the mental health and addiction fields. It is my observation that college students are quite vulnerable to the stresses that attending college can generate. The stresses are multiple when considering housing, financial support, locating child care, producing reliable transportation and most importantly attending and being successful in the chosen courses that the student has chosen to be enrolled in. As a Trustee, I want to ensure that not only is the curriculum offered excellent, but that the accompanying student services, especially counseling and support for persons with disabilities, is well established and properly funded.

As a former director of the Trinity County Behavioral Health System for the past ten years, I am quite aware of the responsibilities present for the successful operation of an institution that the public relies upon. The fiscal resources must be used appropriately to develop the best possible outcomes. Communication by the Trustees will be governed by state regulations, and ultimately the role of the Trustee is to support Mendocino College so as to be seen in the most positive light by the state auditors, the accreditation bodies, and the general public. Naturally this can be accomplished best when the faculty and support staff are satisfied that their voice counts and they are acknowledged for the hard work they are doing. In closing, if the College deems that the qualities I bring to the table are consistent with those that you feel are necessary to possess, I would be glad to participate in an interview process.

Sincerely,



Noel J. O'Neill LMFT

[REDACTED]

# Mendocino-Lake Community College District

## Application for Appointment to Trustee Area No. 1

Name Noel J O'Neill L.M.F.T.

Home Address [REDACTED]

City, State, Zip [REDACTED]

Phone: Home [REDACTED] Business [REDACTED] Cell [REDACTED]

E-mail address [REDACTED]

Occupation Retired

Company/Organization

Business Address

City, State, Zip

**Please complete the following or attach a current resume:**

Education (List degrees and/or colleges or universities attended):

UCLA University Los Angeles; BA Philosophy University Santa Clara Masters Counseling Psychology

Employment or Related Experience:

Date		Employer or Organization	Duties
From	To		
2/2008	1/2019	Trinity County Behavioral Health	Agency Director
Date		Employer or Organization	Duties
From	To		
11/84	1/2008	Mendocino County Behavioral Health	VARIOUS Roles in the Agency; Children + Adult Manager
Date		Employer or Organization	Duties
From	To		
9/2001	6/2008	Mendocino College	Part Time Academic Counselor and Instructor

Public and Community Service:

Dates of Service		Organization	Position Held
From	To		
10/14	Present	CA. B.H. Planning Council	Council member CHAIR Elect
Dates of Service		Organization	Position Held
From	To		
6/2008	Present	Mendocino County Juvenile Justice Commission	Commissioner
Dates of Service		Organization	Position Held
From	To		
1/2009	12/2018	FIRST Five of Trinity County	Commissioner

To be eligible, an individual must be at least 18 years old; must be a resident of the district and reside in Trustee Area No. 1; must be a registered voter; and must not be disqualified from holding civil office by the Constitution or any law of the state. I also understand that I may not be an employee of the district to serve as a member of the board.

☐ (Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship \_\_\_\_\_

I certify that I meet all the eligibility requirements of the position and have answered the questions truthfully.

Signature: Noel O'Neill ZmT Date: 9/16/19

**Please attach a letter of interest and completed applicant questionnaire.**

*Applications must be received in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA 95482 no later than 4:00 PM, Thursday, September 26, 2019.*

## Mendocino-Lake Community College District Applicant Questionnaire for Appointment to Trustee Area No. 1

Please state why you are seeking appointment to the Mendocino-Lake Community College District Board of Trustees.

I am applying for the Area I Trustee vacancy because I have lived in this region for the past 38 years and I have an intimate familiarity with the unique challenges that students may face in successfully accomplishing college enrollment and graduation. I believe I can be both an advocate for the community in my area, but also be a part of working with the entire Board in promoting the overall welfare and academic excellence of the college throughout the entire district. An additional motivation is that my family of origin instilled within me a profound respect and appreciation for formal education.

What skills, abilities, and experiences would you bring to the work of the Board of Trustees?

I have worked in the public behavioral health system for the past 35 years as a licensed Marriage Family Therapist, and as a senior administrator or agency director. I am quite functional in reviewing budgets, audits, personnel matters, quality assurance, consumer records and institutional strategic planning. A particular skill that I have developed as both a family therapist and as an administrator is to facilitate groups of people who are meeting to achieve specific outcomes.

Describe your background and community involvement that would contribute to the work of the Board.

A community college will only be successful in meeting the needs of the public if there is a positive relationship between the college and the community. To achieve this positive relationship, the college must meet the needs of the community and be responsive. This does not mean that the college can do everything the public wants, as there are limitations, but the college must demonstrate a sincere and authentic effort to listen and give a timely response. I have served on a few different boards over the past ten years, and these experiences have taught me much knowledge and valuable lessons in this arena. Here are the recent Boards I have been associated with:

1. The California Behavioral Health Planning Council for the past six years. This 40-member advisory board advises the California Legislature concerning the status of the public behavioral health system. I am chair elect for 20/20.
2. Mendocino County Juvenile Justice Commission for 12 years. This Commission advises the judges and the Board of Supervisors concerning the operation of group homes within the county and the Juvenile Hall. We also strategize about prevention activities we can do and assist the judges in the selection of the Chief Probation Officer.

3. Trinity County First Five Commission from 2009 until 2018. We awarded First Five Revenues to worthy contractors that promote young child activities that support emotional, intellectual, and family growth.
4. Board Member of CALMHSA from 2012 thru 2018. This is a governmental joint power authority that includes most of the counties in California instituted for the purpose of generating prevention projects that address anti suicide efforts and attempts to educate the public about the stigma that persons may have for the mentally ill community. This organization contracted out over 200 million dollars in various projects including "Each Mind Matters".
5. Trinity County Behavioral Health Advisory Board from 2009 thru 2018. I was not a member of the board, but as the Behavioral Health Director, I was the chief support person in the operation of this Board, and took their recommendations directly to the Leadership Team of the Behavioral Health Department for consideration.

Please share your understanding of the role of community colleges in providing access to higher education for our region.

The Community College provides a unique way for local residents to receive a college associate degree with transferable educational units toward a goal of a Bachelor's Degree at a four-year institution. There is little question that a college education, or a certificate of completion, will open doors that will allow a student to advance not only in the workplace but in the social arena as well. From having taught in the community college, I can verify that the courses available in the community college provide as much academic rigor and stimulation as courses undertaken in a State College or University for a fraction of the cost. The Community College is vital to the residents of the North County in Mendocino County as for many this is the only opportunity they may have to pursue a college degree. For that reason, the Trustees of the College must be vigilant to ensure that the barriers to admission and the support services available are truly effective to assist students to realize their educational goals.

ITEM NO: 11.1  
DATE October 9, 2019

SUBJECT: MULTI-YEAR BUDGET PROJECTIONS

SYNOPSIS:

A report from the Interim Superintendent/President is submitted as information.

ANALYSIS:

The multi-year budget projections are attached for informational purposes. These projections are based on the 2019/2020 Adopted Budget and were reviewed by PBC on October 7, 2019. The assumptions for the Adopted Budget were included in the narrative portion of the information presented to the Board on September 11, 2019. The projections provide estimations of general fund unrestricted revenue and expenditures through the year 2024/2025.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
GENERAL FUND-UNRESTRICTED BUDGET

FOR PBC DISCUSSION 10/7/19

GENERAL FUND-UNRESTRICTED BUDGET				MULTI YEAR PROJECTION									
	A		B	1		2		3		4		5	
	2019/20		2019/20	2020/21		2021/22		2022/23		2023/24		2024/25	
	ADOPTED		WORKING	PROJECTION		PROJECTION		PROJECTION		PROJECTION		PROJECTION	
	BUDGET		BUDGET	Must reach 250 at Coast		Last year of Hold Harmless							
BEGINNING FUND BALANCE	\$6,755,399		\$6,755,399		\$6,500,981		\$5,486,598		\$3,803,360		\$1,756,836		(\$540,815)
REVENUE:													
A. Federal Sources	\$37,500		\$37,500		\$37,500		\$37,500		\$37,500		\$37,500		\$37,500
B. State Sources	\$13,299,434		\$13,299,434		\$13,299,434		\$13,299,434		\$13,299,434		\$13,299,434		\$13,299,434
C. Local Sources	\$12,279,550		\$12,279,550		\$12,279,550		\$12,279,550		\$12,279,550		\$12,279,550		\$12,279,550
TOTAL REVENUE	\$25,616,484		\$25,616,484		\$25,616,484		\$25,616,484		\$25,616,484		\$25,616,484		\$25,616,484
EXPENDITURES:													
A. Personnel Costs													
Instructional Salary	\$10,143,193	\$211,000	\$10,354,193	\$146,000	\$10,500,193	\$255,000	\$10,755,193	\$105,000	\$10,860,193	\$105,000	\$10,965,193	\$105,000	\$11,070,193
Classified Salary	\$4,914,633	\$40,000	\$4,954,633	\$241,000	\$5,195,633	\$105,000	\$5,300,633	\$105,000	\$5,405,633	\$105,000	\$5,510,633	\$105,000	\$5,615,633
Subtotal Salary	\$15,057,826		\$15,308,826		\$15,695,826		\$16,055,826		\$16,265,826		\$16,475,826		\$16,685,826
Benefits	\$6,473,106	\$43,000	\$6,516,106	\$295,965	\$6,812,071	\$348,856	\$7,160,926	\$113,285	\$7,274,211	\$81,128	\$7,355,339	\$40,000	\$7,395,339
Total Salary and Benefits	\$21,530,932		\$21,824,932		\$22,507,897		\$23,216,752		\$23,540,037		\$23,831,165		\$24,081,165
% of total expenditures:	84%		84%		85%		85%		85%		85%		85%
B. Supplies	\$651,431		\$651,431		\$651,431		\$651,431		\$651,431		\$651,431		\$651,431
C. Contractual Services	\$2,749,813		\$2,749,813	\$80,000	\$2,829,813	(\$40,000)	\$2,789,813	\$40,000	\$2,829,813	(\$40,000)	\$2,789,813	\$40,000	\$2,829,813
D. Capital Outlay	\$73,754		\$73,754		\$73,754		\$73,754		\$73,754		\$73,754		\$73,754
E. Transfers													
To Child Care Fund	\$164,411		\$164,411		\$164,411		\$164,411		\$164,411		\$164,411		\$164,411
To Debt Service Fund	\$406,561		\$406,561	(\$130,469)	\$276,092	(\$276,092)	\$0		\$0		\$0		\$0
To Capital Projects Fund				\$127,469	\$127,469	\$276,092	\$403,561		\$403,561		\$403,561		\$403,561
	\$570,972		\$570,972		\$567,972		\$567,972		\$567,972		\$567,972		\$567,972
TOTAL EXPENDITURES	\$25,576,902	\$294,000	\$25,870,902	\$759,965	\$26,630,867	\$668,856	\$27,299,722	\$363,285	\$27,663,007	\$251,128	\$27,914,135	\$290,000	\$28,204,135
ENDING FUND BALANCE	\$6,794,981		\$6,500,981		\$5,486,598		\$3,803,360		\$1,756,836		(\$540,815)		(\$3,128,466)
CHANGE IN RESERVES	\$39,582		(\$254,418)		(\$1,014,383)		(\$1,683,238)		(\$2,046,523)		(\$2,297,651)		(\$2,587,651)
RESERVE AS A % OF EXP	26.6%		25.1%		20.6%		13.9%		6.4%		-1.9%		-11.1%

**ASSUMPTIONS:**  
B) Adjusted for changes after Board approval of Adopted Budget. \$40,000 Financial Aid Technician (6 months), \$254,000 4.5% salary increase agreement with MCFT.  
1) 2020/21: General Apportionment same as 19/20, step/longevity movements (\$250,000), annual increase for STRS/PERS (\$151,968), trustee elections, last year of solar debt, paid off March 2021, annualized new hires (\$280,000), presidential search consultant (\$40,000).  
2) 2021/22: General Apportionment same as 19/20, step/longevity movements (\$250,000), annual increase for STRS/PERS (\$258,856), no trustee elections, hire permanent Superintendent/President (\$200,000).  
3) 2022/23: General Apportionment same as 19/20, step/longevity movements (\$250,000), annual increase for STRS/PERS (\$73,285), trustee elections.  
4) 2023/24: General Apportionment same as 19/20, step/longevity movements (\$250,000), annual increase for STRS/PERS (\$41,128), no trustee elections.  
5) 2024/25: General Apportionment same as 19/20, step/longevity movements (\$250,000), trustee elections.  
NOT INCLUDED IN THESE PROJECTIONS: IMPACT OF SCFF, FUTURE FLUCTUATIONS IN HEALTH BENEFIT COSTS, FUTURE COLLECTIVE BARGAINING SETTLEMENTS, FUTURE STAFFING DECISIONS  
2016/17 STATEWIDE AVERAGE: Unrestricted ending fund balance - 21.3%, Unrestricted salary and benefits as a percentage of total expenditures - 87.5%

ITEM NO: 11.2  
DATE October 9, 2019

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH

SYNOPSIS:

Permanent Superintendent/President search

ANALYSIS:

A discussion regarding the search for the permanent Superintendent/President will take place.

ITEM NO: 11.3  
DATE October 9, 2019

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

Foundation's October 8 Board of Directors meeting at the North County Campus.

Working with the leadership team at the College in securing the funding for an interim nursing director beginning in January 2020.

Providing presentations and support to the Friends of the Theatre Arts program in their fundraising efforts to send 8 students to the Kennedy Center Theatre Festival in February 2020.

Assisting the Friends of the Coastal Field Station with the creation of a permanent monument sign honoring those who have given to the field station. A fundraiser is planned at a private home in November to further their fundraising efforts.

Promoting and supporting the activities around the entire Phoenix Project and in particular, the activities being held on Saturday, October 5 and Friday, October 18, 2019.

The Fall appeal letter is being developed and will be distributed in mid-November. The newly created "infographic" will be shared with our mailing list in the coming weeks. This new tool will aid directors in having conversations about what we do.

A Giving Tuesday event is planned for Tuesday, December 3 on the Ukiah Campus. Proceeds from the event will support the College's Food Pantry and student emergency fund.

The Foundation Board will consider a priority list of capital projects from the district which includes science equipment for a classroom at the coast campus; a Mendocino College sign at Hensley Creek Road and North State Street and several other items. The board will discuss and take action at their October 8, 2019 Board of Directors meeting.

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

- Linda Chapman-Gates
- Carol Howlett
- James Demmert, Main Street Research and Financial
- Johnathon Middlebrook

SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

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

ANALYSIS:

*Academic Senate:*

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

**Classified Staff Appreciation Day:** The first faculty meeting of the year was held on September 5th. We had a very good turnout of full- and part-time faculty (about 35 total) and 19 classified staff. Classified Senate Past President, Tony Novelli read and presented Academic Senate Resolution F'18-01 to current President Jeana Thompson. Staff were thanked for their dedication and work in supporting student success. The resolution reads in part:

**Therefore be it Resolved** that the Faculty of Mendocino College publicly thank their colleagues, the Classified Staff, and

**Therefore be it Resolved** that the Faculty of Mendocino College declare the first regular Faculty Meeting of every Academic Year as: *Classified Staff Appreciation Day*.

Acknowledging and honoring our colleagues is a very nice way to begin the Academic Year.

**Accreditation Update:** The Academic Senate has been involved in the preparation for our Accreditation review. Under the leadership of Debra Polak, Vice President of Academic Affairs, the writing of our Institutional Self-Evaluation Report (ISER) is going well (and very near completion). The Academic Senate had an initial review of Standards I and II on September 26 and will review Standards III and IV on October 10. The Academic Senate will have the official first reading of the ISER on October 24 with the second reading (and anticipated action to approve the report) on November 14. I anticipate the Board of Trustees will approve the ISER in December and then we are pretty much set to go for our site visit.

**HEP Update:** I have met with Ulises Velasco, Vice President of Student Services; Minerva Flores, Institutional Researcher; and Jackeline Orozco Gonzales, HEP Director; about the next steps to address the needs of this population of students. I understand the District is coordinating with Mendo-Lake ACE to bridge the gap for students currently in our classes through next semester. In addition, it is good the District will submit a new grant application for HEP in the coming months. On behalf of the Academic Senate, I will write a letter addressing the need for this program in our rural community and the positive impact it has on students and their families. In addition, Professors Nicholas Petti and Sarah Walsh will write letters in support.

**Hiring Process for the S/P:** Currently, a significant focus of the Academic Senate is the hiring of our next Superintendent/President. On behalf of the faculty, I recommend the board to

proactively address the hiring of the S/P as soon as possible. If the board decides to wait to make decisions about the use of a consultant, developing the job description and advertising the position it will put the district in a serious predicament if we have a poor pool of applicants or a failed search. It is not wise to conduct interviews in the mid- or late- spring of 2021. We recommend the board appoint an ad hoc committee consisting of representatives of the trustees, constituent groups to make a recommendation to the board at the November meeting about the use of a consultant, a job description, and a timeline that includes the appointment of hiring/screening committee, dates for interviews. If we adhere to the timeline, the District can advertise the position of S/P no later than the end of February 2020 which will allow us to conduct interviews by October or November 2020 and if there is an inadequate pool or failed search for an additional 6 months to fill the position before the two-year limit of the interim S/P expires.

**Faculty Focus:** This month, I will highlight faculty member Marcus Frederickson, Professor of Chemistry for his proactive and creative work developing University of California transfer curriculum for chemistry.

The trustees may recall the recent passage of AB 1440 which established Associate Degrees for Transfer (ADT). These degrees fulfill the lower division requirements for community college students so they can transfer to the California State University with guaranteed junior standing and the ability to complete their baccalaureate degree in 60 semester (or 90 quarter) units. For most areas of study this is not a problem and the ADTs are enhancing student success. However, in some high unit degree programs such as chemistry there is no ADT available. Currently, Mendocino College does not have an Associate's Degree or Associate's Degree for Transfer due to the unit limitations for each. Our science and math courses are higher units and will not fit into the 60 unit constraint.

Recently, the community college system partnered with the University of California to find alternative options for students pursuing degrees in Chemistry and Physics. As a result the University of California Transfer Pathways (UCTP) Guarantee pilot project was developed. This project created a template which guarantees admission into the University of California system in a Chemistry program for students who meet the minimum 3.5 G.P.A. in the major.

This template was initially proposed at the ASCCC Curriculum Institute in July of this year. Three members of the Curriculum Committee team attended the institute: Tascha Whetzel, Chair; Marcus Frederickson, Chemistry Associate Professor and member; and Amy Nelson, Curriculum Technician. Frederickson (with the help of Greg Allen, Chemistry Instructor) reviewed our courses to develop a pathway for students to complete the necessary requirements to fit into the UCTP. This proposal was approved at the first Educational Action Planning Committee (EAP) of the year and is slated to be reviewed by the Curriculum Committee this Fall. The work that Frederickson completed in a short period of time is reflective of the faculty commitment to supporting students in "real-time" endeavors and being responsive to and taking opportunities provided to us from the CSU and/or UC.

### **Classified Senate:**

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

The latest Classified Senate meeting was held on September 19<sup>th</sup>. During the meeting, the discussion focused on the upcoming 2019 Classified FunRaiser which will be held on December 5<sup>th</sup> in MacMillan Hall, room 1060. The group decided to form an ad-hoc committee to work on the logistics for this year's event. The ad-hoc group held their first meeting on September 24<sup>th</sup> so things are definitely moving forward! Included in the discussion during the Senate meeting was the extraordinary benefit the FunRaiser has provided to us in the past. This last year, the Classified Senate was able to award two Mendocino College students with scholarships in the amount of \$750 each. The Classified Senate has been fortunate enough to raise approximately \$31,000 since the FunRaiser inception in 2009.

Another topic of discussion during the meeting was regarding professional development. With registration for the Classified Leadership Institute (CLI) right around the corner, it is my hope to garner some interest among the classified staff members to join the festivities this year in Riverside. CLI is a great event that helps to spark the interest of classified professionals leading to greater participation in the shared governance process.

**Management/Supervisory/Confidential:**

The following report was submitted by Management/Supervisory/Confidential President Judy Kanavle:

Several members of management have attended the "Hiring A Diverse Faculty" webinar series hosted by the Center for Urban Education at USC. Topics have included innovative recruitment methods, job announcements, implicit and explicit bias and job interviews. We hope to integrate learnings into our hiring practices here at the college.

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

Board Policy #6100 – Delegation of Authority, Business and Fiscal Affairs – This new legally required board policy has been created using the league template under the direction of the Interim Superintendent/President and the Director of Fiscal Services. 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 August 30, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on September 27, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy #6150 – Designation of Authorized Signatures – This new legally required board policy has been created using the league template under the direction of the Interim Superintendent/President and the Director of Fiscal Services. 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 August 30, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on September 27, 2019. A copy of the approved administrative procedure is included as information only.

Board members will review the policy and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the November 2019 Board meeting.



# BOARD POLICY

No. 6100

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

**NEW**

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (see BP 6340 titled Bids and Contracts).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

References: Education Code Sections 70902(D), 81655, and 81656



# ADMINISTRATIVE PROCEDURES

No. 6100.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

The Assistant Superintendent/Vice President of Administrative Services is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Assistant Superintendent/Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Assistant Superintendent/Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References:                Education Code Sections 70902(d); 81644, 81655, and 81656;  
                                 Public Contract Code Sections 20651, 20658, and 20659



# BOARD POLICY

No. 6150

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DESIGNATION OF AUTHORIZED SIGNATURES

**NEW**

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

References: Education Code Sections 85232 and 85233



# ADMINISTRATIVE PROCEDURES

No. 6150.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DESIGNATION OF AUTHORIZED SIGNATURES

The Assistant Superintendent/Vice President of Administrative Services is hereby designated as the District officer authorized to sign warrants and behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.

The Assistant Superintendent/Vice President of Administrative Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

References: Education Code Sections 85232 and 85233

SUBJECT: BOARD OF TRUSTEES SELF-EVALUATION

SYNOPSIS:

Review of the self-evaluation data by the board.

ANALYSIS:

The Board of Trustees will review the data collected from the board and the surveyed constituent group members during the Board of Trustees self-evaluation process. As part of this process, they will also establish board goals for the 2019/20 year. The board goals established for the 2018/19 year are provided as a reference.

**Mendocino-Lake Community College District  
Board of Trustees  
Board Goals and Priorities  
2018 - 2019**

- The Board will continue to focus on functioning as an effective and cohesive board.
- The Board will provide support for and engage in the preparation for the college's upcoming accreditation visit.
- The Board will work to increase their knowledge of how community colleges are now funded under the new Student Centered Funding Formula (SCFF).
- The Board will work together in an effort to conduct their meetings in a more efficient and streamlined manner.

*Established: June 6, 2018*

ITEM NO: 12.2  
DATE: October 9, 2019

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.*

# 2020 Effective Trusteeship & Board Chair Workshops

Fri, Jan 24, 2020 to Sun, Jan 26, 2020

**Sacramento Sheraton Grand**

The rewards of trusteeship are many and require a commitment to ongoing education to be an effective trustee. The League is pleased to offer a workshop for both trustees and board chairs to gain a better understanding of the roles and responsibilities of board members at California's community colleges.

The Effective Trusteeship and Board Chair Workshops, led by state leaders and experienced trustees, support the WASC Accreditation Standard IV. C. 9., *"The governing board has an ongoing training program for board development, including new member orientation."*

## **Who Should Attend**

All recently elected and appointed trustees should attend the **Effective Trusteeship Workshop**. The workshop includes training tracks for trustees within the first two years of their term and ongoing education for board members. Others that will gain much from the workshop tracks, student trustees and CEOs.

Being a board president is an important leadership role. The chair runs board meetings, fosters teamwork, represents the board, and works closely with the CEO. The **Board Chair Workshop** is designed for board presidents, vice presidents, and CEOs.

The Board Chair Handbook will be distributed. Board presidents and vice presidents are encouraged to attend the Effective Trusteeship Workshop with their new trustees and participate in the Board Chair Workshop in the afternoon.

## **Topics include**

- Board Chair Roles
- Running Effective Meetings
- Handling Difficult Situations
- CEO-Board Chair Relations

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

- Report on Disabled Student Programs and Services
- Report on services to Native American students
- Search for permanent Superintendent/President
- Tiny houses and construction technology programs at the high schools