

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

September 8, 2021 – 4:00 PM

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

Zoom meeting information: [September 8, 2021, zoom meeting link](#)

Or by telephone phone dial: +1 669 900 9128

Meeting ID: 975 0982 0370

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on August 11, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

At the appropriate time on the agenda, the Board President will ask individuals joining the meeting via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the meeting via computer should list their name in the chat (i.e.: “Member of the public’s name would like to speak during public comment”). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

2. CLOSED SESSION

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

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

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3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 4.4 Consideration to Employ – Full-Time Faculty
Recommendation to employ full-time faculty as presented
- 4.5 Consideration to Employ – Full-Time Faculty – Contract Revision
Recommendation to approve the full-time faculty contract revision as presented
- 4.6 Consideration to approve Contract – Categorically Funded Faculty
Recommendation to approve the categorically funded faculty contract as presented
- 4.7 Consideration to approve Transfer – Classified
Recommendation to approve the classified transfer as presented
- 4.8 Consideration to ratify Resignation - Classified
Recommendation to ratify the classified resignation as presented
- 4.9 Consideration to ratify the Mendocino College Federation of Teachers (MCFT) Bargaining Unit/AFT/CFT 2021-24 Tentative Agreement
Recommendation to ratify the Mendocino College Federation of Teachers (MCFT) Bargaining Unit/AFT/CFT 2021/24 tentative agreement as presented
- 4.10 Consideration to ratify the Mendocino-Lake Community College Classified Bargaining Unit/SEIU Local 1021 2021-24 Tentative Agreement
Recommendation to ratify the Mendocino-Lak Community College Classified Bargaining Unit/SEIU Local 1021 2021-24 tentative agreement as presented
- 4.11 Consideration to ratify the Mendocino-Lake Community College Management Team, 2021/22 Agreement
Recommendation to ratify the Mendocino-Lake Community College Management team 2021/22 agreement as presented
- 4.12 Consideration to ratify the Vice President Salary Schedule 2021/22
Recommendation to ratify the Vice President salary schedule 2021/22 as presented

5. Other Items

- 5.1 Donations
Recommendation to accept the donated items as presented

6. PUBLIC HEARING ON THE PROPOSED ADOPTED BUDGET – TIME CERTAIN ITEM – 4:30 PM

7. ACTION ITEMS

- 7.1 2021/22 Adopted Budget
Recommendation to adopt the proposed 2021/22 adopted budget as presented and shown on attachments A through I

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
 - 8.1.A Mendocino College Foundation informational report
 - 8.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate
- 8.2 Constituent Group Reports
 - Reports from constituent groups are presented as information
- 8.3 Board Policy Additions and Revisions – First Reading
 - Revisions and additions to Board policies are presented for information and review

9. TRUSTEE COMMUNICATIONS

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

10. ADJOURNMENT

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, October 13, 2021, 4:00 PM, Room 4210 and available via ZOOM*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, August 11, 2021, using ZOOM remote meeting technology.

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

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

Secretary Timothy Karas, Superintendent/President (absent)

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

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

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Lauren Simmonds, President (present)
	Management Team	Janet Daugherty, President (present)

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

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

Approval of Minutes M/S (Nickerman/Tomkins) to approve the minutes of the regular board meeting held on June 9, 2021, as amended. The amendment being the additions and/or changes to first and second paragraphs under the Big Picture Item. The matter was approved with the following vote:

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

Absent Anderson
Advisory Vote Rodriguez – aye

Board President Pinoli informed the meeting participants that Superintendent/President Karas is not present at tonight's meeting due to a family emergency he needed to address, and it is anticipated he will be returning to campus next week.

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:37 PM with Board President Pinoli stating items 2.1, 2.2 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 5:08 PM with Board President Pinoli reporting the following from closed session:

There was no action taken by the Board on items 2.1 and 2.2. On item #2.3, the board took the following action:

“In closed session on June 10, 2021, the Board of Trustees unanimously took action to terminate a Facilities Specialist. The District has not received an appeal, and so the Board's action is final.”

Public Comments

There following members of the public addressed the board at this time:

Lois O'Rourke, President of SEIU 1021 at the college addressed the board. Initially, she addressed the board regarding Board Policy 718 and spoke in opposition of deleting it.

She also addressed the current budget. She stated we currently have the largest reserve in college history and shared that now is the time for the Board to show its support of the staff especially in the area of a cost-of-living adjustment.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Karas. Assistant Superintendent/Vice President of Administrative Services Cichocki added the following information:

Assistant Superintendent/Vice President of Administrative Services extended an invitation to the trustees to attend the college's inservice meeting which will be held this Friday beginning at 9:00 AM using a virtual format.

CONSENT AGENDA

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

Ayes Martinez, Myers, O'Neill, Tomkins, and Pinoli

Noes	None
Abstentions	None
Absent	Anderson and Nickerman
Advisory Vote	Rodriguez - aye

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

Personnel

*Consideration to
approve Personnel
List – Short Term
Non-Continuing
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 – Part-Time
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2021 semester as presented 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
Employment –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Nicholas Orloff as Instructional Technology Specialist, effective August 1, 2021; and Amber Shrum as Learning Center Assistant, effective September 1, 2021; pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve
Employment – Full-
Time Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mr. Michael Pratt as a tenure-track full-time instructor in Automotive Technology, effective August 13, 2021; and Maria (Meztli) Avina Patino as a tenure-track full-time counselor in EOPS/CARE effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve Transfer -
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Beatriz Sanchez, Administrative Assistant II, effective October 1, 2021, as presented.

*Consideration to
approve Working
Out of Class
Compensation*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the working out of class compensation for Amy Nelson and Jana Rauch as presented.

*Consideration to
ratify the
Mendocino-Lake
Community College
Part Time Faculty
Bargaining
Unit/MPFA 2021-24*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Part Time Faculty Association (MPFA) as presented.

Tentative Agreement

Other Items

*Fiscal Report as of
June 30, 2021*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of June 30, 2021, as presented.

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Dave and Lisa Williams.

*2021/2022
Mendocino College
Catalog Addendum*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2021/2022 Mendocino College catalog addendum.

ACTION ITEMS

*Contracts and
Agreements –
Quarterly
Ratification*

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

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of contracts and agreements as provided on the compilation with the following vote:

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

*2021/2022
Appropriation Limit
– Resolution No 08-
21-01*

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

M/S (O'Neill/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution No. 08-21-01 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2021/2022 at \$27,000,243 with the following vote:

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

*Child Development
Center Contract –
Resolution 08-21-02*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-21-02, California Department of Education Contract Number CCTR-0148 in the amount of \$223,908.00 with the following vote:

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

	and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez - aye

*Child Development
Center Contract –
Resolution 08-21-03*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-21-03, California Department of Education Contract Number CSPP-1295 in the amount of \$249,209.00 with the following vote:

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

*Board Policy
Deletion – Second
Reading*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve deletion of Board Policy 718 as presented with the following vote:

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

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff. Joe Atherton, Director of Fiscal Services stated he had nothing to add.

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

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

Management Team

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

TRUSTEE COMMUNICATION

Establishment of Board Policies and Procedures Ad-Hoc Committee

The following board members were appointed to the board policies and procedures ad-hoc committee which will be responsible for reviewing the policies and procedures in section two prior to submission to the full board for final approval.

- Trustee O'Neill and Trustee Martinez will be working with the Superintendent/President on the policies and procedures in section two throughout the year. Superintendent/President Karas will reach out to them to finalize the next steps in the process.

Trustee Decorum

Board President Pinoli lead the discussion on trustee decorum.

Trustee Pinoli outlined the process in which he was involved regarding the paramedic program. He outlined how the initial discussion came about, how he presented the topic for discussion at the board meeting, and then talked about the college approval process which can be very lengthy.

He asked that when any trustee has something they would like to have introduced, please be sure to take it through the appropriate steps and don't take it upon yourself to work outside the process.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez stated she had nothing to report at this time.

Trustee Myers added she had nothing to report.

Trustee Nickerman informed the board he had nothing to report.

Trustee O'Neill had nothing to report at this time.

Trustee Tomkins stated he had nothing to report.

Trustee Pinoli had nothing to add.

Student Trustee Rodriguez stated he had nothing to report.

Future Agenda Items

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

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes

- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.

Board President Pinoli informed the board we will have a big picture item presented at September's meeting.

The September regular meeting will be held on September 8th beginning at 4:00 PM in room 4210. Participants can still join this meeting via zoom if they prefer but this will be the last meeting date covered under the Governor's Executive Order.

In addition, future meetings will include a digital component which will allow others to participate without physically being on campus.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:45 PM.

Submitted by:

Eileen Cichocki, Assistant Superintendent/President and Vice President of Administrative Services

Acting Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The academic term began on August 16th. We are delighted to be serving 3,137 students! The trend is for students to enroll in fewer units; however, we are still serving them. This number is due to the incredible resiliency of our students and the tremendous work of staff, faculty, counselors, librarians, managers, administrators, and everyone connected to the district to connect with students over the long pandemic. District employees continue to go above and beyond to keep higher education accessible to our community. Health and safety remain our touchstone.

On August 27, I had the pleasure of attending performances by the Mendocino College Repertory Dance Theater. This was the first live performance on campus since the beginning of the pandemic. It was inspirational to be outside under the oak trees watching our talented students. This was a collaborative effort amongst the dance, theater, and music departments. The arts fill the soul with hope during these challenging times.

In community college districts throughout the state vaccination mandate for employee and/or students are being discussed and implemented. Approximately 37 districts of the 73 California Community College Districts have initiated board dialog or policy implementation regarding vaccination requirements. Most district have focused on vaccination/testing mandates for employees.

I know everyone connected with our district has the people effected by the recent wildfires in Lake and Mendocino Counties in our hearts and minds. If any one part of our community is hurt, it is felt by all.

During our *Week of Welcome*, the college held a vaccination clinic open to all. It was great to see students, employees, and community members go to the Lowery Student Center to receive their vaccine. Many district employees were instrumental in making this happen. Thank you for being champions. There will be a second dose clinic on campus in September.

I was delighted to spend September 1 in Fort Bragg. I was able to connect with the Fort Bragg Rotary, met with city staff and stop into the Coast Center. In addition, Lake County News interviewed me about Mendocino College and our commitment to serving Lake County residents.

Again, I want to congratulate MLCCD Student Trustee Rodriguez on being elected to the California Community College Trustees (CCCT) Board for the 21/22 academic year. The press release can be read at <https://www.mendocino.edu/article/mendocino-college-student-trustee-selected-join-ccct-board-2122-academic-year>

The Centers

The Centers are excited to be welcoming students back on ground and planning for the future. Each Center maintains their relationships with our dual enrollment partners, welcoming 45 dual enrollment classes across 12 high schools supported by the Centers. This includes the addition of a new Digital Arts and Media pathway supported by the **Lake Center** at Upper Lake High School. This term's Photoshop classes are taught by adjunct instructor Heather Jones, who specifically moved from southern California to the Mendocino-Lake Community College District to instruct these courses.

We are very excited to have her and be able to open up this educational pathway to our dual enrollment students.

The **North County Center's** Weekend's to Success class offerings are a success and set to begin Monday 8/30/21. With a diverse offering of courses including biology, health, communications, English, and psychology. These classes are Friday evening and Saturday hybrid classes with 4 on ground meetings and the rest of the content available online.

The **Coast Center** is very excited to begin implementing the over \$70,000 raised by the Friends of the Mendocino College Coast Center, Mendocino Coast Healthcare Foundation, and the Strong Workforce Grant to establish a physiology lab and overarching health pathway at the Coast. Physiology is set to be offered in Spring of 2022, with Anatomy to take place in Fall 2022. These pre-nursing courses are an amazing asset for our Coast students to have access to local training for an in demand and lucrative career.

In-Person Support

Over the last month, faculty, classified and managers in student services have been providing daily in-person support for our students. While students are appreciative of these offerings, the number of students assisted is significantly lower than in previous years. And although we have fewer enrolled students, the reduction in requests for in-person support does not match the dip of overall students. We are attributing the large reduction of in-person visitors to the many improvements being made within student services to provide assistance remotely. Within the last two years, and certainly during the pandemic, students are now able to submit their documents online, meet with staff/faculty virtually, handle many transactions virtually through the launch of our College app, request transcripts in a faster and more streamlined way, and get many of their questions answered by Eddie the Eagle through our website and social media. We are also doing a better job of reaching out to students in more ways than before. This has all resulted in students receiving the service they need much faster and without needing to seek transactional services in person.

Mendocino College Vaccination Challenge

Starting September 13th, Mendocino College will provide a \$100 Visa gift card for each student who provides proof of being fully vaccinated. This incentive program, currently being marketed to students through internal emails, our webpage and social media, is in line with the White House's COVID-19 College Vaccine Challenge, which encourages institutional participation to get as many of our students vaccinated. The Challenge also comes on the heels of new local and federal efforts that make it easier and more accessible for people get vaccinated. To receive a \$100 Visa gift card, students must meet the following:

- Enrolled in the Fall 2021 semester in any number of units (Credit or Non-Credit)
- Must show student or government issued photo ID
- Must show completed vaccination card

Staff at each of our locations are ready to distribute the gift cards in an effort to get more of our students vaccinated.

Financial Aid

The Financial Aid Office staff are busily working on completing student files and awarding students their financial aid while also closing out the 2020-2021 academic year. Higher Education Emergency Relief Funds are still available for students experiencing financial needs due to COVID-19. The staff is also getting ready for the 2022-2023 FAFSA and CA Dream Act application which opens on

October 1, 2021. We are in communication with our local high schools to offer virtual FAFSA/CA Dream Act workshops for students and parents. We are also strategizing on how to possibly offer in-person workshops to our current and incoming students and parents.

EOPS/CARE

The EOPS program had 32 students attend the New Student Welcome who were accepted into EOPS. We currently have 70 students who are new to the EOPS program for Fall 2021 and 298 continuing students. Like last year, we are seeing a decline in students applying for the program and an increase in students who are not completing program requirements. We have 43 students who are eligible for EOPS but haven't completed the online orientation or Mutual Responsibility Contract. We are contacting these students by phone/text to remind them of the next steps for them to start receiving services. We continue to invite students to apply to the EOPS/CARE program. Final numbers for EOPS show that we served an unduplicated headcount of 437 students in 2020-2021, compared to 590 in 2019-2020. While CARE served an unduplicated headcount of 11 students in 2020-2021, compared to 30 in 2019-2020. Although there has been a decline in students participating in EOPS it is not surprising since we are seeing a decline in enrollment. In 2020-2021, 10.21% of the student population participated in EOPS compared to 11.28% in 2019-2020.

College Assistance Migrant Program

CAMP scholars have been connecting with recently hired CAMP Counselor Jose Hernandez, who comes to us from Central California where he graduated from CSU Stanislaus. Students are connecting with him and getting settled in the college experience. This includes participating in the CAMP Summer Bridge program, with CCS 124 and LIB 200 as the main courses. Approximately two-thirds of new CAMP scholars took part in the CAMP Summer Bridge. CAMP scholars also participated in the New Student Welcome. This fall semester we have Counselor Meztli Avina as the CAMP CCS 119 instructor (she previously served as CAMP counselor). All eligible CAMP scholars are now registered in the CAMP CCS 119 class. All, except for newly accepted CAMP scholars, have received their Fall Book vouchers and are starting their semester on the right path.

Online Enrollments

During the pandemic, the College has been often asked what percentage of our schedule is online. Because of the way sections are scheduled with sometimes multiple sections “stacked” into one course, this question is harder to answer than some would realize. A good way to look at online versus face-to-face instruction, is to look the ratio of enrollments in each modality. An enrollment is counted each time a student enrolls in any class. If one student enrolls in one class, that counts as one enrollment. If another student enrolls in three classes, that counts as three enrollments. The enrollment table below shows the tremendous shift that occurred from Fall 2019 to Fall 2020, and the continued emphasis on online education this semester in Fall 2021.

ONLINE VS FACE TO FACE ENROLLMENTS		
	ONLINE	FACE TO FACE
FALL 2019	2,770 (24%)	8,559 (76%)
FALL 2020	8,794 (97.5%)	224 (2.5%)
FALL 2021	5,150 (68%)	2,378 (32%)

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non-Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Escobedo	Katherine	Program Specialist (CalFRESH)	Student Services	10/1/2021	12/31/2021
Jacobs	Capri	Center Assistant	Centers (NCC)	9/9/2021	12/31/2021
Jones	Heather	Gallery Technician	Instruction	9/9/2021	12/31/2021
Kerrigan	Summer	Professional Expert - Art Model	Instruction	9/9/2021	12/31/2021
Kuhn Fornari	Melissa	Program Assistant	Centers (Coast)	9/9/2021	12/31/2021
Law	Heather	Gallery Technician	Instruction	9/9/2021	12/31/2021
Mitchel	Ingrid	Professional Expert - Art Model	Instruction	9/9/2021	6/20/2022
Rojas-Ortega	Rebeca	Administrative Assistant I	Student Services	8/2/2021	6/20/2022
Stone	Amber	Center Assistant	Centers (NCC)	9/9/2021	12/31/2021
Sunbeam	Ari	Event Worker	Instruction	8/27/2021	8/28/2021
Sunbeam	Ari	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Sunbeam	Moses	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Wegner	Jordan	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Whittaker	Aura	Administrative Assistant I	Nursing	8/19/2021	10/31/2021
Whittaker	Aura	Administrative Assistant I	PTA	10/1/2021	10/31/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Caveney	Marisa	Tutor	Learning Center/Lake Center	9/9/2021	12/31/2021
Medina	Jennifer	Associate Teacher II - FWS	CDV	8/30/2021	12/31/2021
Pham	Nhung	Tutor	MESA	8/30/2021	12/3/2021
Shiu	Jon	Student Worker – Photography	Centers (Coast)	9/9/2021	12/31/2021
Sterns	Joshua	Tutor	FWW	7/6/2021	7/16/2021

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
Johnson	Richard	Tutor	Lake Center	9/6/2021	12/17/2021
Lauderdale	Josh	Tutor	Learning Center/Lake Center	9/9/2021	12/31/2021
Walker	Rayna	Tutor	MESA	8/30/2021	12/3/2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER		
Name	Position	Location
Britton, Kelda	Career and College Success (Dual Enrollment)	Covelo/Round Valley
Lewis, Tracey	Computer Science Instructor (Dual Enrollment)	Willits
Weiss, Elizabeth	Health Instructor	Lake Center

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

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Emily Allen	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Melissa Atherton	Assistant softball coach and softball program support.	8/16/2021-05/30/2022
Julie Bawcom	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jim Bawcom	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Fred Bellows	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Clay Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Ian Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Maia Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeff Bour	Assist with softball program.	8/16/2021-5/30/2022
Arianna Bowers	Assist with softball program.	8/16/2021-5/30/2022
Warren Cardimona	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022

Bonnie Carter	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jared Carter	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Phil Clark	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Roger Foote	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Douglas Forsell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Connor Franz	Assistant baseball coach and general baseball program support	9/9/2021-6/30/2022
Jonah Freedman	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Mark Hancock	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Wade Koeninger	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Max Koeninger	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Julia Larke	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Preston Mello	Assistant baseball coach and general baseball program support	9/9/2021-6/30/2022
Lynda Myers	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeremy Ronco	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Richard Shoemaker	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Nick Sinclair	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Bill Smith	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Suni Smith	Gallery Volunteer for Exhibit "Mom, I Can't Do This Anymore"	8/13/2021-9/30/2021

Jeff Trouette	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeff Trouette	Assistant baseball coach and general baseball program support.	9/9/2021-6/30/2022
Dan Twyman	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Beverly Urton	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Courtney Wagner	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – FULL TIME FACULTY

SYNOPSIS:

Employment of one (1) full-time Articulation Officer/Transfer Counselor

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under First One-Year Contract

Counselor, Tenure Track - Full Time – Articulation Officer/Transfer Counselor
211 Day Contract
Mark Osea
Effective: October 1, 2021

Mark Osea has worked as a Counselor and Articulation Officer and held the title of Transfer Center Director with Bakersfield College for the last five (5) years. Additionally, Mark worked as an Adjunct Instructor and Counselor at various colleges including Mt. San Antonio, Irvine Valley College, Moreno Valley College, and Santiago Canyon College for over ten (10) years. Mark received a Master of Science in Counseling and Guidance from California State University, San Bernardino and a Master of Arts in Teaching Elementary and Secondary Education from University of California, Irvine. Additionally, Mark currently holds a Pupil Personnel Service (PPS) Credential and a Single Subject Teaching Credential in Chemistry.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mark Osea as a tenure-track full-time counselor as Articulation Officer/Transfer Counselor effective October 1, 2021; pending receipt of all necessary employment eligibility requirements.

SUBJECT: EMPLOYMENT – FULL TIME FACULTY

SYNOPSIS:

Correction to employment contract of one (1) full-time counselor in EOPS/CARE.

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under Second One-Year Contract

Counselor, Tenure Track – Full-Time – EOPS/CARE
Maria (Meztli) Avina Patino, MFT
Effective: September 1, 2021

Ms. Avina Patino's contract was brought for board approval at the August 2021 board meeting as the first-year probationary contract in consideration of the tenure process. However, based on her previous service of one full year in 19/20 and 8 months in 20/21 as a categorically funded, temporary counselor for the District; Ms. Avina Patino shall begin her probationary contract as second year contract.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Ms. Maria (Meztli) Avina Patino as a tenure-track full-time counselor in EOPS/CARE in her second year of probation effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RENEW CONTRACTS FOR CATEGORICALLY FUNDED FACULTY

SYNOPSIS:

Approval of renewal of categorically temporarily funded faculty contract.

RECOMMENDATION:

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

ANALYSIS:

Categorically funded faculty are reemployed on an annual basis based on continued funding. The grant funding associated with this position is a federal grant, with an end date of September 30, 2021. As such the FYI Counselor contract was written to end September 30, 2021.

On August 3, 2021 the District received notice that the request of a no-cost extension was approved through March 31, 2022.

As such a tail contract of six (6) months is recommended to finish out the grant period.

The following full-time, categorically temporarily funded faculty are recommended to be reemployed from 10/1/2021-3/31/2022

Brenda Estrada, FYI Counselor

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the six-month categorically funded faculty contract as presented.

SUBJECT: TRANSFER - CLASSIFIED

SYNOPSIS:

Transfer to Student Life Specialist

RECOMMENDATION:

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

ANALYSIS:

Naoto Horiguchi, currently an Athletic Trainer for the District, applied for a transfer to the vacant Student Life Specialist in the Student Services/Marketing Department.

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

Effective November 1, 2021-November 31, 2021

Mr. Horiguchi shall work 50% in the Athletic Trainer (Range 31/Step 5) position and 50% in the Student Life Specialist (Range 24/Step 5) position.

Effective December 1, 2021

Mr. Horiguchi shall transfer 100% to the Student Life Specialist position, Range 24/Step 5.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Naoto Horiguchi, Student Life Specialist, effective December 1, 2021.

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation – Classified

RECOMMENDATION:

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

ANALYSIS:

Ginger Bushway
Nursing Support Specialist II
Effective: December 31, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Ginger Bushway, Nursing Support Specialist II effective December 31, 2021.

ITEM NO: 4.9

DATE: September 8, 2021

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT)
BARGAINING UNIT/AFT/CFT 2021-24 TENTATIVE AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers AFT/CFT Local 6322

RECOMMENDATION:

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

ANALYSIS:

District and MCFT representatives recently reached a Tentative Agreement (TA) regarding 2021-2024 contract revisions. A copy of the TA is attached.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino-Lake Community College District and Mendocino College Federation of Teachers
Tentative Agreement
Contract Period 7/1/2021-6/30/2024

Article 10: Salary

1. Increase annual Salary Schedule and identified stipends by 2%; effective September 1, 2021. See attached Exhibits 6 & 11.
2. Increase Summer/Overload pay by 2% across the four steps; effective September 1, 2021. See attached Exhibit 7.
3. \$250 one-time, off-schedule payment (payable October 29, 2021) in lieu of a retroactive salary agreement.

Contract Changes To

Articles 7 (Workload), 8 (Evaluations – inc. Exhibits 2&3), 11 (Benefits), 14 (Leaves), 16 (Transfer) as outlined in the attachments

MOU of One-Time Agreements Regarding

Article 7 (Workload), 8 (Evaluations), 14 (Leaves) as outlined in the attachments

Signature Page for 7/1/2021-6/30/2024 Contract

District Signature:

Nicole Marin, Director of Human Resources

Date: 08/24/2021

District Signature:

Debra Polak, VP of Academic Affairs

Date: 08/24/2021

MCFT Signature:

Bart Rawlinson, MCFT President

Date: 08/25/2021

EXHIBIT 6

**MENDOCINO-LAKE COMMUNITY COLLEGE
DISTRICT
Full-Time Faculty Salary Schedule 9/1/2021
(based on 175 work days)**

STEP	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
1	\$61,442	\$64,798	\$68,045	\$71,332
2	\$64,178	\$67,561	\$70,826	\$74,136
3	\$66,913	\$70,323	\$73,611	\$76,939
4	\$69,649	\$73,087	\$76,395	\$79,740
5	\$72,387	\$75,850	\$79,177	\$82,545
6	\$75,125	\$78,613	\$81,960	\$85,346
7	\$77,860	\$81,377	\$84,742	\$88,149
8	\$80,597	\$84,137	\$87,526	\$90,952
9	\$83,333	\$86,902	\$90,309	\$93,755
10	\$86,071	\$89,665	\$93,091	\$96,556
11	\$88,807	\$92,429	\$96,406	\$99,361
12	\$91,544	\$95,192	\$98,657	\$102,163
13	\$94,280	\$97,954	\$101,441	\$104,967
14			\$104,223	\$107,770
15				\$110,570
16				\$113,374

Instructors will receive year-for-year credit on the salary schedule for teaching experience and one-year credit for two years of related work experience. Maximum initial placement on the salary schedule shall be Step 7 of the appropriate class.

Doctoral Stipend:

An additional \$2957 for an earned doctorate from an accredited institution. When the Full-Time Faculty Salary Schedule increases by an overall percent, this stipend will increase by the same percent.

Longevity Stipend:

An additional \$1750 after being at the top step of a column for four years.
An additional \$1750 after being at the top step of a column for nine years.

Effective: September 1, 2021

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
Full-Time Faculty Overload and Summer Session Salary Schedule**

(When the Full-Time Faculty Salary Schedule increases by an overall percent, this stipend will increase by the same percent)

Step 1 - \$72.07

Units and experience less than Step 2

Step 2 (Unit Equivalent - 185) - \$75.68

- I. Master's Degree + 30 semester units or
Bachelor's Degree + 60 semester units, including a Master's or Doctorate
- II. Bachelor's + 2 years related work experience + 30 semester
units or Bachelor's Degree + 4 years related work experience or
Master's Degree + 1 year related work experience + 15 semester units or
Master's Degree + 2 years related work experience

Step 3 (Unit Equivalent - 200) - \$79.46

- I. Master's Degree + 45 semester units or
Bachelor's Degree + 75 semester units, including a Master's or Doctorate
- II. Bachelor's Degree + 2 years related work experience + 45 semester
units or Bachelor's Degree + 4 years related work experience + 15
semester units or Master's Degree + 1 year related work experience +
30 semester units or Master's Degree + 3 years related work experience

Step 4 (Unit Equivalent - 215) - \$83.43

- I. Master's Degree + 60 semester units
Bachelor's Degree + 90 semester units, including a Master's or Doctorate
- II. Master's Degree + 1 year related work experience + 45 semester
units (or Master's Degree + 4 years)
Bachelor's Degree + 2 years related work experience + 60 semester
units (or Bachelor's Degree + 4 years + 30 semester units)

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**Full-Time Faculty Stipend Schedule**

(When the Full-Time Faculty Salary Schedule increases by an overall percent, these stipends will increase by the same percent)

September 1, 2021-June 30, 2022

Stipend Position	Amount	Paid for the
Head Coach	\$8,920	Year
Theater Arts	\$4,458	Semester
Music	\$2,549	Semester
Gallery Director	\$2,549	Semester
Culinary Arts	\$2,549	Semester
Automotive	\$2,549	Semester
Chair, Curriculum Committee	\$5,097	Semester
President, Academic Senate	\$7,647	Semester
President, MCFT	\$5,097	Semester
Vice-President, Academic Senate	\$2,549	Semester
Coordinator, Distance Education	\$5,097	Semester
Doctoral	\$2,957	Year



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Article 7 Workload Effective July 1, 2021

7.1 Work Year and Work Days

The base work year for faculty will consist of one hundred seventy-five (175) days, including:

- the 164 instructional days and two (2) district-organized, mandatory-attendance professional development/flex days designated on the academic calendar;
- **One (1) mandatory-attendance professional development/flex day in either the Fall or Spring semester; the date and content shall be co-organized by the Academic Senate and the Instruction Office. This additional mandatory flex day shall not occur prior to the first day of instruction.**
- **~~Eight~~ ~~nine~~ (8) (9) individually-designed professional development/flex days, ~~fifty-four~~ (54) **forty-eight (48)** hours, six (6) hours/day. Three of the ~~nine~~ ~~eight~~ (8) days are designated for work on Program Review and SLO assessment.**

Note: upon agreement of this section, other parts of the contract would need to change to agree with this language.

7.2-7.4 Remain the same as 2020-21 Contract Agreement

7.5 Class Size

~~Specific class enrollment limits for pedagogical reasons may be approved by mutual agreement of the full-time faculty in a discipline, the Academic Senate, MCFT and the responsible Dean.~~

The maximum class cap for all classes is 35; any larger class size caps to be by mutual agreement. Traditionally assigned classrooms or instructor room preference will not determine class caps unless courses rely on specific equipment only available in those sites.

Individual class caps for courses that have already been approved through previous CBA processes shall be honored.

In no case shall maximum classroom occupancy exceed maximum allowable

occupancy as established by the fire department in the county in which the class is conducted. Classroom occupancy will not exceed safety guidelines as described by Mendocino County Public Health (MCPH) and/or by California's Department of Public Health (CDPH.) If MCPH and CDPH guidelines differ, the guideline for lower occupancy will prevail.

Instructors may request a lower cap for demonstrable curricular and safety reasons. These requests will be reviewed by a panel composed of the relevant instructional Dean, the VPAA, a representative of Academic Senate, and a representative of the MCFT executive team. The panel will make their determination after reviewing the Course Outline of Record and other pertinent factors such as:

- C-ID requirements
- Other documented transfer requirements
- CTE industry standards / advisory committee documentation
- Student success data
- SLO assessment data
- Common class sizes through the CCC system
- Relevant safety documentation
- Alignment with directives from the Chancellor's office or the state of California

Approval of the reduced class cap must be unanimous. Documentation of the panel decision will be maintained by the Instruction office, as well as in the Curriculum technician's hard file.

By May 20th each year, the instructional deans, Academic Senate, and MCFT will agree upon the Class Cancellation Guidelines for the subsequent academic year. In the event that an agreement is not reached, the Guidelines in place at that time will remain in effect.

7.6-7.7 Remain the same as 2020-21 Contract Agreement

7.8 Reassigned Time

Faculty may be reassigned to other work equivalent to a certain percentage of their annual load. Before a faculty member is reassigned to a task leading or working with other faculty, he or she must be appointed by the Academic Senate.

Reassigned time will be assigned as follows:

Chair, Curriculum Committee, 40%
President, Academic Senate, 60%for 10 months *
President, MCFT, 40%
Vice-President, Academic Senate, 20%

Student Learning Outcomes Committee Chair, 20%

*** Academic Senate President will be paid for 120 hours at the overload rate for work completed outside the standard contract period. 40 hours will be paid with end of month payroll in February and 80 hours in August for work completed within the corresponding break period.**

Release time for Academic Senate President will increase to 40% per semester (equating to 80% annual release) for the semester before and of the 7 year comprehensive ACCJC accreditation visit.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Article 8 Evaluations Effective July 1, 2021

8.1.2 Content

Instructor evaluations (Exhibit 2) are comprised of:

- Peer and Dean Evaluation (Form A)
- Self-Assessment (Form B)
- At least one classroom visit **or online class review** by each evaluation team member, including student evaluations (Form C). For probationary faculty, student evaluations will be conducted for all courses taught, if practicable.
- Evaluation by classified staff in the department (Form D)

8.1.3 Schedule

The Instruction Office will conduct a training on how to conduct evaluations each fall.

Probationary Instructors will be evaluated at least once each academic year by the end of the Fall Semester. Tenured Instructors will be evaluated by June 1st every three years. Categorically funded temporary instructors will be evaluated at least once a year by the end of the Fall Semester; after three satisfactory evaluations, they will be evaluated by June 1 every three years of employment.

8.1.4-8.1.4.2 Remain the same as 2020-21 Contract Agreement

8.1.4.3 Classroom Visits

The Instructor will provide copies of the syllabus/course handout materials to the team member when he/she visits the class. Team members will observe classroom activity for the full class period or two hours, whichever is less, with the intent of completing the applicable sections of Form A, Evaluation Summary. **For online classes, the team members may review the whole course up through the dates of the evaluation.**

8.1.4.4 Team and Student Evaluation Summaries

As they prepare Form A, team members shall refer to the Instructional Faculty Evaluation Guide for criteria on which to base their evaluation. The Guide will be

maintained in the Instruction office. Updates to the Evaluation Guide will be made in collaboration with Academic Senate and MCFT designees. At a minimum, the Evaluation Guide will be reviewed every three years; changes will be effective beginning the following fall semester

The Dean will ~~summarize~~**combine** the ratings and individual comments from team members on Form A and the student ratings from Form C for each course. Verbatim comments from Form C will be attached, provided to evaluation team members and the faculty member being evaluated, and included with evaluation documents.

8.1.4.5-8.4.2 Remains the Same as 2020-21 Contract Agreement

MENDOCINO COLLEGE INSTRUCTOR EVALUATION

Form A - Evaluation Summary (8/21)

Instructor:

Course(s):

Date:

Evaluators:

Each evaluation team member is to include a rating, comments and recommendations for the criteria below based on course observation, course materials reviewed, student surveys, and information provided in the self-assessment.

Recommendations are required for B and C rankings. Constructive feedback is encouraged in all cases but not required with an A ranking.

1. Teaching Ability (mark one):

_____ A Meets professional standards (include comments which support this rating)

_____ B Needs Improvement (identify recommendations for improvement below)

_____ C Unsatisfactory (specify in comment section)

Comments:

Recommendations:

2. Course Organization & Materials (mark one):

_____ A Meets professional standards (include comments which support this rating)

_____ B Needs Improvement (identify recommendations for improvement below)

_____ C Unsatisfactory (specify in comment section)

Comments:

Recommendations:

3. Student-centered Environment (mark one):

- ☐ A Meets professional standards (include comments which support this rating)
☐ B Needs Improvement (identify recommendations for improvement below)
☐ C Unsatisfactory (specify in comment section)

Comments:

Recommendations:

4. Professional Responsibilities, as indicated in Article 7 — see MLCCD/MCFT contract for examples of full time faculty responsibilities (mark one):

- ☐ A Meets professional standards (include comments which support this rating)
☐ B Needs Improvement (identify recommendations for improvement below)
☐ C Unsatisfactory (specify in comment section)

Comments:

Recommendations:

RECOMMENDATION:

- ☐ Continue on regular evaluation schedule
☐ Re-evaluate during next Mendocino College teaching assignment
☐ Corrective Action Plan assigned (see below)
☐ Other (explain):

Corrective action plan (include deadline):

CERTIFICATION OF COMPLETION:

Peer Evaluator

Date

Peer Evaluator

Date

Dean

Date

Faculty signature indicates awareness of the report only.

I wish to exercise my option to attach written comments regarding any portion of the evaluation.

If so, written comments should be submitted within 10 days of the above date.

_____ YES _____ NO

Evaluatee

Date

Vice-President, Academic Affairs

Date

If probationary evaluation:

Superintendent/President

Date

MENDOCINO COLLEGE
INSTRUCTOR EVALUATION
Form B
Self-Assessment (8/21)

Prepare a 1-2 page typed response to the following:

1. Describe the teaching strengths you bring to the classroom. What are you most proud of?
2. Comment on any recommendations made in your previous Mendocino College evaluation.
3. Comment on any recent changes you have made in your approach to teaching or course content and/or changes you are planning to implement, including those focused on equity-mindedness. Identify areas in which you would like assistance.
4. Describe related professional accomplishments. Comments may include but are not limited to: special assignments completed, performances given, exhibits presented, conferences attended, professional positions held, honors earned, educational materials developed, educational methods improved, flex or in-service activities presented or attended.

STUDENT EVALUATION OF ON GROUND INSTRUCTOR (Form C, 2021)

Purpose: *Mendocino College strives for excellence in its instructional programs and services. This evaluation and your written comments will be used to improve the quality of these services.*

Directions: *Based on your experience with the instructor and the course materials you received, rate the instructor according to the following scale. Please be as objective as possible.*

A = Strongly Agree B = Agree C = Disagree D = Strongly Disagree E = Not Applicable

On the space provided, indicate the response for each of the following that most closely represents your viewpoint. Do not sign your name; your responses will remain anonymous.

1. The instructor explains material in ways that are interesting and understandable, relatable, and relevant.
2. The instructor provides opportunities for students to think critically about the material.
3. The instructor is organized, well-prepared and uses class time effectively.
4. The instructor offers well organized learning activities.
5. The instructor provides feedback that is helpful and improves my understanding of course content.
6. The instructor is available to students outside the classroom; I can get help if I need it.
7. The instructor cares about students, their progress, and their successful course completion.
8. The instructor has created a welcoming and inclusive learning environment and treats students with respect.
9. The lectures, readings, and assignments are connected to each other.
10. The instructional materials (i.e. books, readings, handouts, manuals, software) help to increase my knowledge and skills in the subject matter.

11. The assignments contribute to my knowledge of the course material and understanding of the subject.
12. The expectations for student learning are clearly defined; the grading practices are clearly explained and followed by the instructor.
13. The instructor introduces advanced concepts and/or assignments in a way that makes them understandable
14. The instructor creates opportunities for meaningful course discussion and/or participation in the classroom.

In the "comments" section, write any suggestions or comments you have for the instructor. All student suggestions and comments remain anonymous but will be shared verbatim and reviewed by the instructor and his or her evaluation team.

STUDENT EVALUATION OF ONLINE INSTRUCTOR (Form C, 2021)

Purpose: *Mendocino College strives for excellence in its instructional programs and services. This evaluation and your written comments will be used to improve the quality of these services.*

Directions: *Based on your experience with the instructor and the course materials you received, rate the instructor according to the following scale. Please be as objective as possible.*

A = Strongly Agree **B = Agree** **C = Disagree** **D = Strongly Disagree** **E = Not Applicable**

On the space provided, indicate the response for each of the following that most closely represents your viewpoint. Do not sign your name; your responses will remain anonymous.

1. A syllabus is provided and easily accessible. Course requirements and policies are followed.
2. The instructor provided a clear communication policy. (For example, has the instructor described how they can be contacted? Did the instructor explain turn-around time for student questions?)
3. Links and instructions are included to assist with technical difficulties.
4. Links to readings, instructions, and other materials are made available throughout the course.
5. The instructor explains material in ways that are interesting and understandable, relatable, and relevant.
6. The assignments contribute to my knowledge of the course material and understanding of the subject.
7. The instructor provides feedback that is helpful and improves my understanding of course content.
8. The course is organized in a logical way that supports learning.
9. Students are provided with opportunities to interact with their classmates (such as discussions or group work).

10. The expectations for student learning are clearly defined; the grading practices are clearly explained and followed by the instructor.
11. The instructor cares about students, their progress, and their successful course completion.

In the "comments" section, write any suggestions or comments you have for the instructor. All student suggestions and comments remain anonymous but will be shared verbatim and reviewed by the instructor and his or her evaluation team.

**MENDOCINO COLLEGE
EVALUATION – COUNSELOR
Form A - Evaluator Observation (8/21)**

Counselor's Name _____ **Date** _____

Evaluator _____

Directions: Rate each item below according to the following scale based on your personal knowledge and counseling observation:

1- Meets Professional Standards 2-Needs Improvement 3-Unsatisfactory

Knowledge of Counseling

- _____ 1. Demonstrates accurate knowledge of counseling matters.
- _____ 2. Counseling information is current.

Counseling Style

- _____ 3. Understands and is interested in the student's questions and concerns.
- _____ 4. Provides the student with a better understanding of his/her educational goals and how to reach them.
- _____ 5. Provides accurate information.
- _____ 6. Creates a comfortable atmosphere.
- _____ 7. Provides the student with information about other available student services.
- _____ 8. Maintains a counseling environment that is free from sexual harassment and discrimination related to sex, race, color, national origin, religion, or physical or mental disability.
- _____ 9. Is flexible and willing to change an approach to meet the needs of the individual student.
- _____ 10. Treats student with respect.
- _____ 11. Provides information clearly and makes certain the student understands all important material before leaving the appointment.

**EVALUATION –COUNSELOR
(Evaluator Observation)**

Observation setting: _____Video_____Phone_____In-person

Page 2

Services Rendered (rate only those that apply)

- ____Abbreviated education plan
- ____Academic renewal or record adjustment
- ____Associate degree requirements
- ____Associate degree for **transfer** requirements
- ____Career planning
- ____Certificate requirements
- ____Comprehensive education plan
- ____Develop plan to correct prob-dismissal status
- ____Early Alert
- ____Progress report
- ____Referral to appropriate resources/programs
- ____SAP
- ____Semester course selection
- ____TAG
- ____Transcript review
- ____Transfer requirements
- ____Transfer Work Evaluation Request
- ____Other: _____

Overall Observations

A. Describe the Counselor's strengths and attributes observed:

B. Describe any areas observed that may need attention:

Mendocino College
COUNSELOR EVALUATION
Form B - Self-Assessment (7/09)

In outline form, address each of the following:

1. Effects on Students

Describe the effects which you believe your counseling has on students.

2. Planned efforts/objectives for improving professional competency

Comments may include, but not be limited to: classes taken, conferences, workshops, seminars, professional training, and professional reading; or informal learning experiences such as concerts, exhibits, performances, and site visits.

3. College/District Activities

List the college committees on which you now serve or have recently served.

4. Contribution to the Profession

Comments may include, but not be limited to, the following: special assignment(s), performances given, exhibits presented, conferences attended, professional positions held, honors earned, educational materials developed, or educational methods improved.

5. Future Professional Objectives

List any other plans you have for future development as a professional. How might the district facilitate these plans?

6. Provide a written evaluation/assessment of the level/degree to which you successfully completed the planned efforts/objectives stated in your previous evaluation.

7. Concerns and Issues

Include any other comments about concerns and issues that should be shared.

Mendocino College
COUNSELOR EVALUATION
Form C - Student Evaluation (7/09)

Counselor: _____

Directions:

Mendocino College strives for excellence in its programs and services. Your feedback will help us improve the overall quality of counseling. Based on your experience, rate your Counselor on the following statements which describe the basic components of academic advising/counseling.

My Counselor:	Almost Always	Usually	Seldom	Almost Never	Doesn't Apply
1. Assists me in exploring occupation/ career options.	_____	_____	_____	_____	_____
2. Advises me of alternatives and encourages me to assume responsibility for my decisions.	_____	_____	_____	_____	_____
3. Seems informed about regulations and course offerings.	_____	_____	_____	_____	_____
4. Assists me in understanding requirements for graduation, transfer, or certificate programs.	_____	_____	_____	_____	_____
5. Refers me to other sources for additional information and assistance, if needed.	_____	_____	_____	_____	_____
6. Helps me in planning my education program in a manner that is consistent with my own objectives.	_____	_____	_____	_____	_____
7. Provides accurate information.	_____	_____	_____	_____	_____
8. Shows a genuine interest in assisting me.	_____	_____	_____	_____	_____
9. I feel comfortable returning to this counselor.	_____	_____	_____	_____	_____
10. Using a letter grade, I give my counselor an overall grade of:	A_____	B_____	C_____	D_____	

Overall Counselor Evaluation:

a. What do you find most helpful?

b. If dissatisfied, explain why:

**MENDOCINO COLLEGE
EVALUATION – COUNSELOR
Form D - Evaluation Summary (6/11)**

1. Overall evaluation of student observations:
2. Specific areas of strength:
3. Concerns and issues:
4. Progress in meeting objectives noted at last evaluation:
5. Other accomplishments since last evaluation:
6. Professional development and/or objectives recommended (include timeline):
7. General comments:
8. Additions and/or changes in objectives:
9. Recommendations:
 - _____ Continue on regular evaluation schedule
 - _____ Re-evaluate during next Mendocino College assignment
 - _____ Other (explain):

CERTIFICATION OF COMPLETION:

Faculty Peer Date

Faculty Peer Date

Dean Date

Faculty signature indicates awareness of the report only.

I wish to exercise my option to attach written comments regarding any portion of the evaluation report.

YES _____ NO _____

Counselor Date

Vice President of Education and Student Services Date

If probationary evaluation:

Superintendent/President Date



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Article 11 Benefits **Effective July 1, 2021**

11.2 Retiree Health Benefit Plan

11.2.1 Eligibility

11.2.1.1 Employees hired prior to 7/1/11: To participate, a faculty member must have fifteen (15) years service as a permanent employee of the District and be PERS or STRS retirement eligible. Should an active employee die when he/she has at least fifteen (15) years service as a permanent employee of the District and is at least 50 years old (PERS employee) or 55 years old (STRS employee), benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

11.2.1.2 Employees hired on or after 7/1/11: To participate, a faculty member must be 58 years old and have twenty (2) years of service as a permanent employee of the District. Should an active employee die when he/she has at least twenty (2) years service as a permanent employee of the District and is at least 58 years old, benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

11.2.2 Coverage

11.2.2.1 Medical, dental, prescription, and vision coverage will be equivalent to the active plan. Any coverage changes subsequently agreed to through the collective bargaining process for the active plan would also apply to retiree coverage.

11.2.2.2 Employees retired on or before June 30, 2024 Retiree **group** coverage will terminate at age 65. Coverage for the spouse/registered domestic partner will be for a maximum of fifteen (15) years, or to age 65, whichever occurs first. Dependent children are covered until age 26 or **as required by legal mandate** ~~per current plan specifications~~. **Continuation of dependent coverage is contingent upon election of Medicare Supplement through the Joint Trust.**

11.2.2.3 Employees retired after June 30, 2024 Retiree **group** coverage will terminate at age 65. Coverage for the spouse/registered domestic partner will be for a maximum of fifteen (15) years, or to age 65, whichever occurs first. Dependent children are covered until age 26 or **as required by legal mandate** ~~per current plan specifications~~. **Continuation of dependent coverage is contingent upon election and premium contribution for the retiree's Medicare Supplement through the Joint Trust.**

11.2.2.4 The intent of this plan is to provide coverage until an individual is Medicare eligible. If Medicare eligibility changes from 65, the District will re-evaluate the age at which coverage under this plan terminates. This re-evaluation will occur on timely basis, prior to when the change in Medicare age eligibility would be effective.

11.2.2.5 The death of a retired employee participating in the retiree health benefit plan will not affect continued coverage of the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

11.2.3 Contributions

11.2.3.1 Eligible retirees who worked an average FTE less than 79% over their work history as a permanent employee will contribute the annual amount required of a less than 79% employee enrolled in the active plan, payable on a monthly basis.

11.2.3.2 Employees retired after June 30, 2024 who wish to maintain dependent coverage after attaining Medicare eligibility:

Upon Medicare eligibility, the retiree is responsible for associated premium for subscriber's (retiree's) Medicare supplemental coverage as determined by the premium structure of the particular plan year. Failure to contribute the subscriber's Medicare supplement premium amount will terminate eligibility for dependent coverage under the plan.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Article 14 Leaves Effective July 1, 2021

14.3 Sick Leave

14.3.1 Basic Sick Leave

Sick leave for illness or injury, **hereinafter referred to as Basic Sick Leave** for full-time faculty will accrue at the beginning of each fiscal year as follows:

Ten (10) days, or eighty (80) hours, for faculty working 175 days per year

Eleven (11) days, or eighty-eight (88) hours for faculty working 193 days per year

Twelve (12) days, or ninety-six (96) hours for faculty working 211 days per year.

Sick leave will be prorated for faculty members employed less than full-time or less than the academic year.

- 14.3.1.1 Unused sick leave will accrue year to year and may be used during subsequent years of service.
- 14.3.1.2 Sick leave may be taken at any time during the fiscal year, according to this article.
- 14.3.1.3 A faculty member on sick leave, or other paid leave, will continue to earn all leave benefits to which ~~he/she is~~ **they are** entitled.
- 14.3.1.4 A faculty member who is on a leave of absence without pay will retain all accumulated sick leave benefits, but will not accrue any additional sick leave during such periods of absence.
- 14.3.1.5 Unused accrued sick leave from the previous employer will be transferred to Mendocino College pursuant to the provisions in the Education Code. It is the

responsibility of the faculty member to work with Human Resources to facilitate this transfer.

- 14.3.1.6 An absence due to illness (or for medical appointments) must be reported to the responsible Dean by the time the faculty member is scheduled to begin work, or as soon as possible. The faculty member will keep the Dean informed as to when ~~they he/she~~ expect to return to work and will ~~complete an absence form—upon returning to work~~ **submit an absence report form at the end of the month in which the absence occurred.** Sick leave will be deducted at the rate of a full day (eight hours) or a half day (four hours) for any part of a day.
- 14.3.1.7 The District may require certification from a physician or other proof of illness or injury when an absence exceeds five (5) days.
- 14.3.1.8 When there is an extended use of sick leave, the District may request that a faculty member have an examination by a doctor selected jointly by the employee and the District to determine if the use of sick leave is appropriate. If the District and the faculty member are unable to agree upon a doctor, a doctor will be selected by the County Medical Association and both parties will be bound by that decision. The employee will authorize the doctor to provide a written certification to the District that a medical condition requiring the use of sick leave exists. The District will pay the costs of the examination.
- 14.3.1.9 At the time of retirement, any unused sick leave is reported to CalSTRS or CalPERS and may be converted to time worked **as further described and defined by CalSTRS or CalPERS.**

14.3.2 Excess/Overload Sick Leave

- 14.3.2.1 Overload sick leave hours are separate from regular sick leave. ~~and may be used for overload assignments only~~ **and will be referred to as Excess Sick Leave.**
- 14.3.2.2 One (1) hour of **Excess** Sick Leave will accrue for every sixteen (16) **section** hours of overload. **“Overload” is defined as load in excess beyond the 100% teaching load of the Fall/Spring semester; calculated on either an overload contract or a fractional overload.**
- 14.3.2.3 **Excess Sick Leave accrues during Summer teaching assignments.**
- 14.3.2.4 **Whenever sick leave hours are used by a faculty member, the District may draw from the Excess Sick Leave until depleted, then begin drawing from the accrued Basic Sick Leave.**
- 14.3.2.5 **Unused Excess Sick Leave are reported to STRS/CalPERS at the time of retirement in addition to any unused Basic Sick Leave.** ~~regular sick~~

14.3.3 Reporting Sick Leave

- 14.3.3.1** Sick leave accrued while teaching overloads (“Excess Sick Leave”) and any accrued Basic Sick Leave will be reported to each faculty member in their monthly check stub. ~~annual sick leave report.~~



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Article 16 Transfer Effective July 1, 2021

16.1 Voluntary Transfer

16.1.1 Human Resources will announce positions available for transfer for a minimum of ten (10) working days.

16.1.2 Faculty wishing to transfer must submit a written request including proof of meeting minimum qualifications to Human Resources by the end of the ten (10) day period.

16.1.2.1 If a Faculty member becomes interested in transfer after the end of the ten (10) day period, they would be required to apply through the open recruitment process.

16.1.3 The responsible Dean of the open position, along with the responsible VP, will interview all internal candidates who meet the minimum qualifications.

16.1.3.1 When a full-time faculty member in the discipline exists, the responsible Dean of the open position will confer with them regarding specific departmental considerations and recommended questions for the interview.

16.1.4.1 Transfer applicant's credentials and expertise will be communicated to the full time faculty in the discipline. The only exception is if the full time faculty in the discipline will not be continuing employment in the subsequent year.

16.1.4 Human Resources may conduct an external search, only after it is determined that no internal candidates are qualified or interested for the opening.

16.1.5 ~~A faculty member may request a voluntary transfer to a vacant faculty position if he/she possesses the required minimum qualifications. Such~~ Requests for transfer must be recommended by the responsible Dean and ~~the responsible Vice-President of Education and Student Services,~~ and approved by the Superintendent/President and Board.

16.1.6 If offered the position, the Faculty member will advise their current dean that they have accepted the position; the dean(s) and the faculty member will develop and implement a transfer plan.

16.2 Remains the same as 2020-21 Contract Agreement



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino College Federation of Teachers and
Mendocino-Lake Community College District Negotiations

Memorandum of Understanding (MOU)

Regarding: Article 7

Mandatory Mid Semester Professional Development

Effective July 1, 2021-June 30, 2022

The District and Mendocino College Federation of Teachers hereby agree that the mandatory mid-semester professional development day defined in Article 7.1 (co-organized by the Academic Senate and Instruction Office) be offered as an optional flex day for the fiscal year 2021-22. Should Full time faculty choose not to attend, they remain obligated to nine (9) individually-designed professional development days for the fiscal year 2021-22.

It is further agreed that the mandatory mid-semester flex day (co-organized by the Academic Senate and Instruction Office) shall be added to the instructional calendar with required attendance effective fiscal year 2022-23.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino College Federation of Teachers and
Mendocino-Lake Community College District Negotiations

Memorandum of Understanding (MOU)

Regarding: Article 8

Head Librarian Evaluation

Effective July 1, 2021-June 30, 2022

The District and Mendocino College Federation of Teachers (MCFT) hereby agree to suspend the evaluation process as stated in Article 8.3 regarding the evaluation of Head Librarian.

The District, MCFT, and the Head Librarian shall mutually agree upon the evaluation process and content for 2021-2022.

The District, MCFT, and the Academic Senate shall continue developing the evaluation documents and guidance for the evaluation of the Head Librarian through Fall 2021, as initiated in Spring 2021.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino College Federation of Teachers and
Mendocino-Lake Community College District Negotiations

Memorandum of Understanding (MOU)

Regarding: Article 14

The lookback period of fractional overload excess sick leave accrual Effective July 1, 2021

Wherein the District calculates fractional overload compensation at the conclusion of the fiscal year;

Historically the contract has not been interpreted to calculate excess sick leave based on paid (not banked) fractional overload hours.

As such, the District hereby agrees to a look back period of 3 years (beginning Fall 2017) to retroactively calculate and apply excess sick leave as accrued under the paid (not banked) fractional overload calculation for Full-Time Faculty who are active as of July 1, 2021.

ITEM NO: 4.10

DATE: September 8, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE CLASSIFIED
BARGAINING UNIT/ SEIU LOCAL 1021 2021-24 TENTATIVE
AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021

RECOMMENDATION:

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

ANALYSIS:

District and SEIU 1021 representatives recently reached a Tentative Agreement (TA) regarding 2021-2024 successor contract revisions. A copy of the TA is attached.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Mendocino-Lake Community College District and SEIU 1021

Tentative Agreement

Contract Period 7/1/2021-6/30/2024

Article 6: Salary

1. Increase annual Salary Schedule and identified stipends by 2%; effective September 1, 2021. See attached Exhibits A & B.
2. Longevity Increase to \$150 per month (from \$125 per month, up 20%); effective September 1, 2021.
3. \$1,000 one-time, off-schedule payment (payable October 15, 2021) to full time Classified employees, prorated for employees less than 1.0 FTE.
4. \$500 one-time, off-schedule payment (payable October 15, 2021) to STNCs who have been employed by the District effective June 20, 2021 and have provided an average of 20 hours per week or more of service since June 20, 2021.

Contract Changes To


Article 1 (Agreement and Recognition), Article 6 (Salary inc. Exhibit A&B),
Article 10 (Personnel Files), Article 13 (Vacation), Article 20 (Professional Development),
Article 22 (Discipline); and Article 27 (Duration);
as outlined in the attachments


MOU of One-Time Agreements Regarding


Article 13 (Vacation) as outlined in the attachment

**Mendocino-Lake Community College District and SEIU 1021
Tentative Agreement**

Signature Page for 7/1/2021-6/30/2024 Contract

District Signature: 
MacAdam Lojowsky, Director of M&O Date: 08/26/2021


District Signature: 
Nicole Marin, Director of Human Resources Date: 08/26/2021

District Signature: 
Ulises Velasco, VP of Student Services Date: 08/26/2021

SEIU Signatures:  SEIU 1021 Mendocino College Chapter President

 Beronica Leon, SEIU Negotiator 08/30/2021

 Tony Novelli, SEIU Negotiator 08/30/2021

Date: 8/30/2021  Patrick Hickey, Field Representative



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Mendocino-Lake Community College District and SEIU 1021 2021-2024 Tentative Agreement

Article 1 – AGREEMENT/RECOGNITION

1.1 The Board of Trustees of the Mendocino-Lake Community College District, hereinafter referred to as the "BOARD" or "DISTRICT," hereby recognizes the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021, hereinafter referred to as "UNION," as the sole and exclusive representative of all employees covered by this Agreement. This Agreement shall apply to all employees working in the classifications listed on Exhibit A and Exhibit B.

This includes all probationary and permanent Classified employees listed in Exhibit A, short-term temporary Classified employees (full-time and part-time) performing duties performed by the classifications listed on Exhibit A of the Collective Bargaining Agreement "CBA" and classifications listed on the Short-Term Non-Continuing (STNC) Salary Schedule listed on Exhibit B and excluding **professional experts, event workers**, and student employees whose employment is contingent on their status as students of the District, and managers as defined by the Educational Employment Relations Act.

1.4.3 Event Workers: Those employed by the District specific to a set list of duties for a defined, temporary period of performance, athletic event season, or event period. This includes work not otherwise defined under 1.4.1 or 1.4.2, including but not limited to ticket takers, theater ushers, sports announcers, or single event support activities. The ending date may be shortened or extended by the Governing Board, but shall not extend 75 percent of a school year. "Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

1.4.4 Professional Experts: Those employed by the District specific to a certain set of skills, expertise, or credentials; including work not otherwise defined under 1.4.1 or 1.4.2, including but not limited to athletic assistants, pianists, composers, accompanists, web site developers, and subject matter experts. The ending date may be shortened or extended by the Governing Board, but shall not extend 75 percent of a school year. "Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

1.4.5 (renumber) In this Agreement when “employee” is used, it shall refer to both “Classified employees” and “STNCs.”



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Mendocino-Lake Community College District and SEIU 1021

2021-2024

Tentative Agreement

Article 6 – SALARY

6.2.2 All regular paychecks of employees in the bargaining unit shall be itemized to include all deductions. In addition, pay stubs shall include the following:

- Hourly rate – STNC only
- Overtime hours
- Out-of-class pay
- Stipends
- Longevity pay
- Sick leave balance
- Vacation balance

The District will provide employees with a biannual report in May and November of their current accrued vacation and maximum vacation accrual.

6.4 Shift Differential

It is agreed that all employees working hours other than the normal day shift shall receive a shift differential of the following:

6.4.1 Employees working 75% of their hours after 3:00 p.m. shall receive a shift differential of ~~\$.68~~ **\$0.74** per hour.

6.4.2 Employees working 75% of their hours after 11:00 p.m. shall receive a shift differential of ~~\$1.01~~ **\$1.10** per hour.

6.4.3 Classified employees working a split shift containing one (1) or more periods of unpaid time exceeding two (2) hours shall receive a shift differential of ~~\$.68~~ **\$0.74** per hour. This differential will not apply when a split shift occurs to accommodate a Classified employee request.

6.4.4 Each time a COLA is implemented, the shift differential amounts will be increased by the same percentage.

6.5 Longevity Pay

It is agreed that classified employees shall receive longevity pay as follows:

- 6.5.1 After 9 years of continuous full-time service, **\$150** per month shall be paid to the employee.
- 6.5.2 After 14 years of continuous full-time service, an additional **\$150** per month shall be paid to the employee.
- 6.5.3 After 19 years of continuous full-time service, an additional **\$150** per month shall be paid to the employee.
- 6.5.4 After 24 years of continuous full-time service, an additional **\$150** per month shall be paid to the employee.
- 6.5.5 After 29 years of continuous full-time service, an additional **\$150** per month shall be paid to the employee.
- 6.5.6 After 34 years of continuous full-time service, an additional **\$150** per month shall be paid to the employee.
- 6.5.7 These amounts shall be prorated for part-time employees.

~~6.11 The District and the Union will establish a working group no later than May 2019 to consolidate STNC positions into comparable classifications that share similar responsibilities, skill sets and work duties. The parties will work to seek mutual agreement on a consolidated list of STNC classifications. No employees shall have their wages reduced as a result of the position consolidation.~~

STNC (Short Term Non-Continuing):

- ~~3/20/19 begin three year~~ **The 21/22 Agreement concludes the three year phase-in to align Custodian, Groundskeeper, and Security/Utility Worker to Step 1 of Classified schedule effective 12/20/21. 1/3 effective 3/20/2019, another 1/3 effective 1/1/2020, final 1/3 effective 1/1/2021.**
 - *Custodian:*
~~STNC \$13.20/hour; Classified \$16.29/hour (23.4% difference)~~
 - ~~3/20/2019, \$14.23 (7.8% increase)~~
 - ~~1/1/2020, \$15.26 (7.2% increase)~~
 - ~~1/1/2021, \$16.29 (6.7% increase)~~
 - **8/20/2021, \$16.62**

- **12/20/2021, Step 1 Classified Schedule**
- *Security/Utility Worker:*
 - ~~STNC, \$13.20/hour; Classified \$18.88/hour~~
 - ~~(43% difference)~~
 - ~~3/20/2019, \$15.09 (14.3% increase)~~
 - ~~1/1/2020, \$16.98 (12.5% increase)~~
 - ~~1/1/2021, \$18.88 (11.2% increase)~~
 - **8/20/2021, \$19.26**
 - **12/20/2021, Step 1 Classified Schedule**
- *Groundskeeper:*
 - ~~STNC, \$15.23/hour; Classified \$18.88/hour~~
 - ~~(24% difference)~~
 - ~~3/20/2019, \$16.45 (8% increase)~~
 - ~~1/1/2020, \$17.67 (7.4% increase)~~
 - ~~1/1/2021, \$18.88 (6.8% increase)~~
 - **8/20/2021, \$19.26**
 - **12/20/2021, Step 1 Classified Schedule**

6.12 Bilingual Pay

6.12.1 Each fiscal year, the Superintendent, or designee, shall designate District positions that are eligible for the bilingual pay premium. The District shall provide a premium for employees working in positions which require the ability to communicate in a language other than English, provided that the position does not already receive a higher pay grade for the bilingual duties. An employee in the designated position shall first demonstrate a language proficiency of job-related terminology acceptable to the department head and the Human Resources Director.

6.12.2 Use of bilingual skills shall include time spent translating, interpreting, answering phone calls, doing research, and speaking with or writing in a language other than English including sign language for the hearing impaired and Braille for the visually impaired.

6.12.3 An employee who receives a bilingual premium may be called upon to assist other employees in other positions who do not have bilingual skills. Such a circumstance(s) shall not be interpreted as the employee working out of his/her classification.

6.12.4 A position within the bargaining unit, which requires bilingual skills on the average, more than percent (10%) of the employee's work time shall be entitled to a bilingual

premium of one hundred Dollars (\$100.00) per month. Identified STNC positions shall be eligible for a \$0.50/hour differential for employees who meet the qualifications defined by the language fluency process.

EXHIBIT A

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT 2021/2022 Classified Salary Schedule

Effective September 1, 2021

Classification	Range	Step 1 Hourly	Step 1	Step 2	Step 3	Step 4	Step 5
Programmer/Analyst, Sr.	41	\$33.67	\$5,836	\$6,128	\$6,465	\$6,852	\$7,298
Telecommunications Technician	41						
Athletic Trainer	31	\$26.30	\$4,559	\$4,787	\$5,050	\$5,353	\$5,701
Data Analyst	31						
Financial Aid Coordinator	31						
Marketing & Community Relations Specialist	30	\$25.66	\$4,448	\$4,670	\$4,927	\$5,223	\$5,562
Nursing Program Support Specialist II	29	\$25.03	\$4,339	\$4,556	\$4,807	\$5,095	\$5,426
Assistive Technology/Alternate Media Technician	28	\$24.42	\$4,233	\$4,445	\$4,690	\$4,971	\$5,294
Computer Support Technician	28						
Energy Management Controls Specialist	28						
Foundation Marketing/Program Specialist	28						
Instructional Technology Specialist	28						
Accounting Technician	27	\$23.83	\$4,130	\$4,337	\$4,575	\$4,850	\$5,165
Admissions and Records Technician	27						
Budget & Grants Technician	27						
Curriculum Technician	27						
Financial Aid Technician	27						
Human Resources Technician	27						
Instruction Schedule Technician	27						
Nursing Program Support Specialist I	27						

Classification	Range	Step 1 Hourly	Step 1	Step 2	Step 3	Step 4	Step 5
Theatre Technician/College Media Technician	27						
Agricultural Technician	26	\$23.25	\$4,029	\$4,231	\$4,464	\$4,731	\$5,039
Laboratory Technician	26						
Fine Woodworking Technician	26						
Student Equity and Achievement Specialist	26						
Maintenance Technician	26						
Accounting Specialist	25	\$22.68	\$3,931	\$4,128	\$4,355	\$4,616	\$4,916
Administrative Assistant II	25						
Admissions and Records Specialist	25						
Athletics Program Specialist	25						
CalWORKS Specialist	25						
Career Center Specialist	25						
Center Assistant	25						
EOPS/CARE Specialist	25						
Human Resources Specialist	25						
Library Specialist	25						
Child Development Specialist	24	\$22.13	\$3,835	\$4,027	\$4,249	\$4,503	\$4,796
HSI Program Outreach Specialist	24						
Instructional Assistant-Ceramics	24						
Native American & Other Populations Outreach and Support Specialist	24						
Administrative Assistant I	23	\$21.59	\$3,742	\$3,929	\$4,145	\$4,394	\$4,679
FYI/CAMP Administrative Assistant	23						
HSI Program Assistant	23						
Learning Center Assistant	23						
HEP Outreach Specialist	22	\$21.06	\$3,650	\$3,833	\$4,044	\$4,286	\$4,565
Library Assistant	22						
Office Services Assistant	22						
Special Populations Outreach Specialist	22						
Groundskeeper	21	\$20.55	\$3,561	\$3,739	\$3,945	\$4,182	\$4,454
Painter/Utility Worker	21						

Classification	Range	Step 1 Hourly	Step 1	Step 2	Step 3	Step 4	Step 5
Security/Utility Worker	21						
Facilities Specialist	21						
Food Service Worker	19	\$19.56	\$3,390	\$3,559	\$3,755	\$3,980	\$4,239
Custodian	15	\$17.72	\$3,071	\$3,225	\$3,402	\$3,606	\$3,840

Longevity Pay: Additional \$150/month upon completion of 9, 14, 19, 24, 29 and 34 years with the District.

Shift Differential: Swing shift \$.74/hour; night shift \$1.10/hour; split shift \$.74/hour

EXHIBIT B

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT 2021/22 Short-Term Non-Continuing (STNC) Salary Schedule

Effective August 20, 2021

Classification	Hourly Rate
Agriculture Aide I	\$14.54
Agriculture Aide II	\$15.05
Agriculture Aide III	\$15.61
Assistant Teacher	\$14.54
CDV Associate Teacher I	\$15.61
CDV Associate Teacher II	\$16.42
CDV Associate Teacher III	\$16.93
CDV Associate Teacher IV	\$17.75
Custodian	\$16.62
Gallery Technician	\$19.89
Groundskeeper	\$19.26
Instructional Aide	\$16.32
Office Assistant	\$14.54
Program Assistant	\$16.32
Program Specialist	\$21.68
Recycle Worker	\$14.54
Security/Utility Worker	\$19.26
Test Proctor	\$16.58



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Article 7: HEALTH AND WELFARE BENEFITS

7.9 Retiree Plan

Coverage: Beginning 7/1/96, retiree health benefits include medical, dental, prescription, and vision coverage equivalent to the active plan. Any coverage changes subsequently agreed to through the collective bargaining/meet and confer process for the active plan will also apply to retiree coverage.

The intent of the plan is to provide coverage until an individual is Medicare eligible. If Medicare age eligibility changes from 65, the District will re-evaluate the age at which coverage under this plan terminates. This re-evaluation will occur on a timely basis, prior to when the change in Medicare eligibility would be effective.

The death of a retired Classified employee participating in the retiree health benefit plan will not affect continuance of coverage for the spouse/registered domestic partner or dependent which will be continued according to the retiree health benefit provisions.

Employees Retired on or Before June 30, 2024 – with eligible dependents

Retiree **group** coverage will terminate at age 65.

Coverage for the spouse/registered domestic partner will be for a maximum of 15 years, or to age 65, whichever occurs first. Dependent children are covered until age 26 **or as required by legal mandate, per active plan specifications.** **Continuation of dependent coverage is contingent upon election of Medicare Supplement through the Joint Trust.**

Employees Retired after June 30, 2024 – with eligible dependents

Retiree group coverage will terminate at age 65. Coverage for the spouse/registered domestic partner will be for a maximum of fifteen (15) years, or

to age 65, whichever occurs first. Dependent children are covered until age 26 or as required by legal mandate. Continuation of dependent coverage is contingent upon election and premium contribution for the retiree's Medicare Supplement through the Joint Trust unless subsidy election requirement for dependent coverage is waived by the Joint Trust.

A. Eligibility:

Employed prior to 7/1/11:

To participate, Classified employees must have 15 years' service as a permanent employee of the District and be PERS or STRS retirement eligible. Should an active Classified employee die when he/she has at least 15 years' service as a permanent employee of the District and is at least 50 years old (PERS employee) or 55 years old (STRS employee), benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree benefit provisions.

Employed 7/1/11 or after:

To participate, Classified employees must have 20 years' service as a permanent employee of the District and be 58 years old. Should an active Classified employee die when he/she has at least 20 years' service as a permanent employee of the District and is at least 58 years old, benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

B. Contributions:

Retired Prior to 7/1/2020

Eligible retirees who work an average FTE equal to or greater than 79% over their work history as a Classified employee, will not be required to make a monthly contribution. Eligible retirees who worked an average FTE less than 79% over their work history as a Classified employee will contribute the annual amount required of a less than 79% employee enrolled in the active plan, payable on a monthly basis.

Retired After 7/1/2020

Retiree coverage will mirror the benefit package provided to active plan participants

Employees retired after June 30, 2024 who wish to maintain dependent coverage after attaining Medicare eligibility:

Upon Medicare eligibility, the retiree is responsible for associated premium for subscriber's (retiree's) Medicare supplemental coverage as determined by the premium structure of the particular plan year. Failure to contribute the subscriber's Medicare supplement premium amount will terminate eligibility for dependent coverage under the plan unless subsidy election requirement for dependent coverage is waived by the joint trust.



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Article 10 – PERSONNEL FILES

10.3 Employees shall have the right to inspect such materials upon request, **with the presence of a Human Resources employee**, provided that the request is made at a time when such person is not actually required to render services to the employing District, unless otherwise agreed to by the District.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino-Lake Community College District and SEIU 1021

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Article 13 – VACATION

13.12 Each fiscal year full-time Classified employees may cash-out up to ~~three~~**four** days of accrued vacation leave per fiscal year if they have accrued 20 days of vacation leave or up to ~~five~~**six** days of accrued vacation leave per fiscal year if their maximum allowable vacation leave has been accrued. The threshold requirements of vacation used and accrued for part-time Classified employees will be applied pro rata.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino-Lake Community College District and SEIU 1021

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Article 20 – PROFESSIONAL DEVELOPMENT

20.3 Academic Coursework:

20.3.1 Each fiscal year ~~\$\$2,000~~ **\$7,000** shall be set aside in a professional development fund for use by individual unit members for academic coursework.

20.3.2 Individual non-probationary employees may apply to Human Resources for a portion of these funds, not to exceed ~~\$\$250~~ **\$350** per semester, for reimbursement of tuition fees and required books. Requests for reimbursement must be submitted no later than June 10. Reimbursements will be made at the end of the fiscal year. Should the total requests for reimbursement exceed ~~\$\$2,000~~ **\$7,000**, reimbursements will be prorated based on the total amount requested and the limits set forth herein. Courses must be taken from an accredited institution and be of benefit to the District and employee by being:

- A. A course which has a clear relationship to improving the employee's knowledge, skills, or abilities in his/her current position; or
- B. A course at Mendocino College; or
- C. A course clearly related to preparation for movement to another position within the District for which the employee has a reasonable expectation of advancement.

20.4 Classes During Working Hours

20.4.2 Classified employees may take a course during work hours and have it count as work hours, if such supports the assigned work duties. Written approval of the immediate supervisor, intervening supervisors, and the applicable Vice President must be secured in advance and included in the Classified employee's personnel file. **Eligible classes are defined as having synchronous class meetings during working hours.**



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Article 22 – DISCIPLINARY ACTION

22.1 This article does not supersede the article on Probationary Employees included in this contract.

22.2 Permanent employees shall not be disciplined or discharged except for reasonable cause as prescribed herein or in the Education Code of the State of California.

22.3 The District and Union agree to the general principles of progressive discipline. on the severity of the rule or regulation that has been violated as well as whether or not the same or a similar violation has previously occurred.

22.4 Disciplinary Action is defined as any action whereby a Classified employee is demoted, suspended, involuntarily transferred in lieu of other disciplinary action, or dismissed, excluding a layoff for lack of work or lack of funds.

22.5 Reasonable cause is defined as the grounds for disciplinary action, or offenses, enumerated in the law or in this article.

22.6 Disciplinary action shall not be taken for any cause which arose prior to the employee becoming permanent, nor for any cause which arose more than two years preceding the filing of the notice of cause, unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

22.7 Employees are subject to disciplinary action for any of the following causes:

22.7.1 Unauthorized or excessive absence from work.

22.7.2 Abuse of sick leave.

22.7.3 Possession and use of controlled substances on the job, or reporting for work while under the influence of controlled substances. Possession and proper use of drugs prescribed by a licensed physician are not prohibited.

22.7.4 Discourteous, offensive, or abusive conduct or language toward other employees, pupils or the public when on duty.

22.7.5 Dishonesty.

22.7.6 Drinking alcoholic beverages on the job, or reporting for work while under the influence of alcohol.

22.7.7 Willfully falsifying any information supplied to the District on application forms, employment records, or any other District records.

22.7.8 Incompetence or inefficiency in the performance of duties.

22.7.9 Insubordination (including, but not limited to, refusal to do assigned work ~~and~~ or follow lawful directives).

22.7.10 Repeated unexcused absence or tardiness.

22.7.11 Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo contendere to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the means of this section.

22.7.12 Abandonment of position.

22.7.13 Carelessness or negligence in the performance of duty or in the care of or use of District property.

22.7.14 Conduct unbecoming an employee of the District which brings discredit to the College and or its staff and students.

22.7.15 Conduct which may render the employee unable to adequately perform his/her assigned duties.

22.7.16 Conduct of personal business for personal gain while on work assignment.

22.7.17 Political activity during paid working hours which is prohibited for public employees by State and Federal law.

22.7.18 Refusal to take and subscribe any oath or affirmation which is required by law in connection with employment.

22.7.19 Disorderly or immoral conduct.

22.7.20 Willful or persistent violation of the Education Code or Title 5 regulations of the State of California, or of any provision of this Agreement.

22.7.21 Incapacity due to mental or physical disability (to the extent permitted by law).

22.8 Procedures for Disciplinary Action

22.8.1 The Governing Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

22.8.2 A notice of disciplinary action shall be served upon the employee in the form of a written document by certified mail or by personal delivery.

22.8.3 The document shall include:

A. The proposed discipline;

B. A clear and concise statement of the acts and omissions upon which the proposed discipline is based;

C. A statement of the cause(s) for the action;

D. Rules/regulations of the Board which may have been violated;

E. The employee's right to an **appeal** hearing, and the time within which such hearing may be requested which shall not be less than 15 calendar days after service of the notice to the employee; and

F. A **card or paper notice**, the signing and filing of which constitutes a request for a hearing and a denial of all charges; failure to request a hearing within the time limit stated on the document constitutes a waiver of the right to a hearing.

22.8.4 Pre-Disciplinary Conference

A. The purpose of the Pre-disciplinary Conference is to review the Notice of Intended Discipline and allow the unit member to respond to each charge and incident.

B. The conference shall be an informal meeting. The conference may be tape recorded. The conference shall be conducted on the date stated on the original Notice of Intended Discipline provided to the unit member, unless a change is mutually agreed to by the administrator conducting the pre-disciplinary conference and the unit member. During the conference the unit member may be represented by a person of their choice.

C. After the conclusion of the conference, the administrator conducting the pre-disciplinary conference will make a determination of the appropriateness of the recommended disciplinary action and the charges and incidents upon which such disciplinary action is recommended. The District will retain the taped copy of the conference for possible reference, and a copy shall be made available to the unit member upon request. The District will determine which administrator will conduct the pre-disciplinary conference. This administrator will be impartial and unbiased.

D. The administrator conducting the pre-disciplinary conference may accept, modify, or reject the Notice of Intended Discipline prior to forwarding his/her/their recommendation to the Board of Trustees.

22.8.5. Unit Member Status Pending Decision by Governing Board:

With the exception of a unit member placed on short-term suspension or administrative leave, the recommended disciplinary action shall not take effect until the Governing Board takes action. The unit member against whom disciplinary action has been recommended shall remain on active duty status and shall be responsible for fulfilling the duties of the position pending a decision by the Board unless otherwise stated in these rules.

22.8.6. Governing Board:

The Board retains the right to accept, modify, or reject any portion of the Notice of Intended Discipline. The Board may ask for further evidence or information prior to mailing its decision. Finally, the Board may accept the recommendation of the district administration, take action in closed session, and report that action.

22.8.7 Hearing:

A. The hearing shall be conducted by a licensed arbitrator. An arbitrator shall be selected from a list of arbitrators obtained via a joint request to the State

Mediation and Conciliation Service, ~~and/or~~ the American Arbitration Association. The arbitrator shall be selected from the list by the parties alternately striking names with the first strike determined by chance.

B. The decision and award of the arbitrator shall be made solely upon the evidence and arguments presented to the arbitrator by the respective parties. Offers and concessions for settlement made prior to the hearing shall not be admissible in arbitration.

C. The decision of the arbitrator shall be advisory. The Board of Trustees shall act to accept or reject the arbitrator's decision within ~~45~~³⁰ days of receipt of the decision. The decision of the Board shall be in writing, and include a finding of facts and justification for the decision. The decision of the Board shall be final. An employee not satisfied with the final decision of the Board may resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to her/him.

D. The hearing shall be scheduled within 30 days following selection of an arbitrator, or as soon as possible thereafter.

E. The cost of employing the arbitrator and court reporter shall be borne equally by the Union and the District. All other costs such as, but not limited to, attorney's fees, witness fees, and transcript fees shall be borne only by the party incurring the cost. Employees of the District called to testify at a hearing by either party shall do so on work time if said testimony coincides with the employee's regular work schedule.

~~22.8.8-5~~ **The final n** Notice of disciplinary action to be imposed ~~after a hearing~~ shall be given to the employee in writing by certified mail or personal delivery.

~~22.9~~ Disciplinary actions shall be governed solely by the provisions of this article and shall not be subject to the grievance procedure.

~~22.9.10~~ The parties may mutually agree to alternative methods of resolving disciplinary matters, including but not limited to mediation and informal hearings prior to submitting a disciplinary matter to arbitration.

~~22.10~~ Disciplinary actions shall be governed solely by the provisions of this article and shall not be subject to the Grievance Procedure except as related to protected activities as described in the article on Protected Union Activity included in this contract.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Mendocino-Lake Community College District and SEIU 1021 2021-2024 Tentative Agreement

Article 27: DURATION

- 27.1** This contract shall have effect from July 1, ~~2019~~ **2021**, and shall remain in force until June 30, ~~2021~~ **2024**. Each party may re-open negotiations under the following articles: Article 6- Salary (Salary); Article 7 (Health and Welfare Benefits); and an additional two (2) articles each year.
- 27.2** The Union shall submit its initial proposal on reopened articles on or before ~~March 15th~~ **September 15th** of the preceding fiscal year. The District shall present its response at a meeting of the Board of Trustees on or before ~~April 15th~~ **November 15th** and negotiations shall commence within ten (10) days of the sunshining of the District's response.

The date for submittal of an initial proposal, a response, or commencement of negotiations may be changed by mutual agreement of the Union and the District. Should neither the Union nor the District elect to submit an initial proposal as outlined above, the contract shall not be reopened for the subject fiscal year without the mutual consent of the parties.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Mendocino-Lake Community College District and
SEIU 1021 Negotiations**

**Memorandum of Understanding (MOU)
Regarding: Article 13
Vacation
Effective September 1, 2021-December 31, 2021**

In recognition of the COVID-19 Pandemic and limited availability for travel and reduced accessibility to recreational activities, The District and SEIU 1021 hereby agree to two (2) additional vacation cash out days payable on or before December 31, 2021. These two (2) days are in addition to any cash outs that have been previously submitted for the 21/22 fiscal year or added to future requests made for a pay date prior to December 31, 2021.

ITEM NO: 4.11
DATE: September 8, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE MANAGEMENT TEAM,
2021/22 TENTATIVE AGREEMENT

SYNOPSIS:

The 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

RECOMMENDATION:

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

ANALYSIS:

District and Management Team representatives recently reached a Tentative Agreement (TA) on the attached Meet and Confer Agreement regarding 2021/22 salary schedule adjustment effective September 1, 2021.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Tentative Agreement between Mendocino Lake Community College District and
The Management Team (Managers/Supervisors/Confidential) of MLCCD**

*Regarding: 2021-22 Tentative Agreement
Effective: September 1, 2021*

The Mendocino Lake Community College District (here in referred to as “the District” and The Management Team of MLCCD (herein referred to as “Management Team”) have mutually agreed to the following salary increase effective the September 1, 2021:

Salary: 0.5% increase to on-schedule salary effective September 1, 2021

Longevity Steps: Increase longevity steps to \$150 per month (up from \$125 per month, a 20% increase)

Date Agreed Upon: August 31, 2021

For Management Team

Janet Daugherty, Management Team President

For the District:

Timothy Karas, President/Superintendent

**MENDOCINO COLLEGE
MANAGEMENT TEAM SALARY SCHEDULE
(Effective 9/01/21)**

MANAGEMENT

	1	2	3	4	
45	\$129,091	\$135,546	\$142,323	\$149,439	Dean of Applied Academics Dean of Centers Dean of Counseling & Student Programs. Dean of Instruction Interim Executive Dean - Nursing
40	\$124,993	\$131,243	\$137,805	\$144,695	Director of Human Resources Director of Information Technology Assistant Dean Health Careers/Nursing Director
30	\$113,523	\$119,199	\$125,159	\$131,417	Director of Admissions and Records Director of Community Relations & Communications Director of Facilities Director of Financial Aid Director of Fiscal Services Director of Institutional Effectiveness, Research and Grants Executive Director-Mendocino College Foundation, Inc.
20	\$99,650	\$104,633	\$109,864	\$115,357	Director of Athletics Director of Lake Center
15	\$87,436	\$91,808	\$96,398	\$101,218	Director of Child Development Center Director of MESA/STEM Success Director of Teaching and Learning Success
10	\$75,321	\$79,087	\$83,041	\$87,193	Program Manager - H.S.I Program Manager-CAMP Program Manager-HEP Program Manager-MLACE

SUPERVISORS

15	\$60,135	\$63,142	\$66,299	\$69,614	Center Operations Supervisor
10	\$53,150	\$55,808	\$58,598	\$61,528	Custodial Supervisor

CONFIDENTIAL

15	\$71,735	\$75,322	\$79,088	\$83,042	Executive Asst II-Superintendent/President
10	\$67,721	\$71,107	\$74,662	\$78,396	Executive Asst I-Vice-Presidents
5	\$62,066	\$65,169	\$68,428	\$71,849	Human Resources Technician (Confidential)

Longevity Pay: An additional \$150 per month will be paid upon completion of 9, 14, 19, 24, 29 and 34 years of service with the District.

Doctoral Stipend: A doctoral stipend, equivalent to the doctoral stipend (\$2,957) available to full-time faculty, will be paid for an earned doctorate.

SUBJECT: VICE PRESIDENT SALARY SCHEDULE 2021/22 (Rev. September 1, 2021)

SYNOPSIS:

2021/22 salary schedule adjustment effective September 1, 2021, between the Mendocino-Lake Community College District and the Vice Presidents reflects the equivalent salary adjustment offered to the Management Team (previously referred to as M/S/C).

RECOMMENDATION:

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

ANALYSIS:

Vice President of Academic Affairs

Debra Polak

Increase of salary schedule by 0.5% effective September 1, 2021

Vice President of Student Services

Ulises Velasco

Increase of salary schedule by 0.5% effective September 1, 2021

Assistant Superintendent/Vice President of Administrative Services

Eileen Cichocki

Increase of salary schedule by 0.5% effective September 1, 2021

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 effective September 1, 2021, salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

**MENDOCINO COLLEGE
INDEPENDENTLY ADJUSTED SALARY SCHEDULE
(Effective 09/01/21)**

Superintendent/President

1	2	3	
\$220,000	\$226,600	\$233,398	Superintendent/President (effective 7/13/2020)

Assistant Superintendent/Vice-President, Administrative Services

1	2	3	4	
\$169,841	\$178,333	\$187,250	\$196,613	Assistant Superintendent/Vice-President, Administrative Services

Educational Programs & Student Services

1	2	3	4	
\$161,754	\$169,842	\$178,334	\$187,251	Vice-President, Academic Affairs Vice-President, Student Services

Longevity Pay: An additional \$150 per month will be paid upon completion of 9, 14, 19, 24, 29 and 34 years of service with the District.

Doctoral Stipend: A doctoral stipend, equivalent to the doctoral stipend available to full-time faculty, will be paid for an earned doctorate.

8/31/2021

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

~1,500 board feet of Dalbergia Oliveri (Burmese Rosewood) donated by Donald Canaparo

~Hand sanitizer and wipes donated by Safeway, Ukiah

RECOMMENDATION:

The Superintendent/President recommends acceptance of the donations.

ANALYSIS:

The Burmese Rosewood will be used by students in the Fine Woodworking Program. The hand sanitizer and wipes will be handed out to students on campus to support safety from Covid-19.

A thank you letter will be sent to the donors.

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 Donald Canaparo and Safeway, Ukiah.

SUBJECT: 2021/22 ADOPTED BUDGET

SYNOPSIS:

Board of Trustees adoption of the proposed 2021/22 Adopted Budget.

A public hearing on the proposed 2021/22 Adopted Budget will be held at 4:30 p.m. on September 8, 2021 at the regular Board of Trustees meeting.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2021/22 Adopted Budget for the Mendocino-Lake Community College District Unrestricted General Fund, Restricted General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments "A" through "I". The Superintendent/President also recommends that Proposition 30 funds, estimated to total \$2,927,190 for 2021/22, be spent on salaries and benefits for instructional activities.

ANALYSIS:

California community college districts are required to adopt final budgets for the current fiscal year and file those adopted budgets with the County Superintendent of Schools and the Community College Chancellor by September 15 of each year. The attached Adopted Budget reflects the best estimates of current year revenue and expenditures known at the time of submission.

The COVID-19 pandemic has dramatically affected the daily lives of everyone at the national, state, and local levels. However, the pandemic has not had the negative impact on the finances of State of California that were predicted at this time last year.

The Governor signed the 2021/22 State Budget Act on July 12, 2021. State revenues are robust and continue to exceed estimates. State revenues continue to remain strong in the three most significant areas of income to the State: personal income tax, corporate tax, and sales tax. At the State level the budget focuses on pandemic relief and recovery for Californians, including:

- Significant deposits to protect the state from future economic downturns, including the Budget Stabilization Account (rainy day fund) and Public School System Stabilization Account.
- Direct payments to individuals and small businesses. Investments in childcare, food, homelessness, and anti-poverty programs.

The Community College Budget in particular focuses on Equity and Success. The budget includes significant investments in California Community Colleges, \$3.5 billion in total:

- \$765 million ongoing
- \$1.2 billion in one-time
- \$1.5 billion to completely eliminate cash deferrals
- \$250 million in Federal funds

The State funded COLA of 5.07% on apportionment comprised of the following:

- 2.31% to catch up for unfunded COLA in 2020/21
- 1.7% COLA for 2021/22, as statutorily required
- 1.0% COLA additional, beyond the statutorily required amount

It is important to note that not all categorical programs receive COLA from the State, and those that do received a COLA that varies by program from 1.7% to 5%.

The budget act included an extension of the Student-Centered Funding Formula (SCFF) Hold Harmless through 2024/25.

The State budget for Community Colleges also includes funding for many individual programs and initiatives, including:

- \$511 million for deferred maintenance and instructional equipment (\$1 million to MLCCD)
- Faculty
 - Full time faculty hiring
 - Part time faculty office hours
- Basic Needs/College Affordability
 - Cal Grant modernization
 - Emergency grants to students
 - Food and Housing insecurity
 - Basic needs center at each college
 - Mental health
 - Zero cost textbooks
 - Housing - \$2 billion over 3 years, CC, CSU, and UC
- Employment
 - Learning aligned employment, student work in field of study
 - Regional collaboratives for career pathways
 - Guided Pathways
 - Strong Workforce
- Diversity, Equity, and Inclusion
 - Anti-racism activities (CCCCO)
 - EEO best practices
 - CC Registry improvements
 - LGTBQ+ services
 - Enrollment, Outreach, and Re-engagement

The details and allocation methods for these initiatives are still under development by the State and the Chancellor's Office, therefore most of these programs are not yet included in this budget. Budgets will be added when details are known and will be included in the 2021/22 Revised Budget when it is presented to the board in April 2022.

REVENUE:

The General Fund revenue included herein is based on the most recent 2021/22 fiscal year budget information received from the Chancellor's Office. General Fund unrestricted revenue is projected to total \$27,183,365.

General Apportionment

General apportionment is budgeted at \$25,248,224. This proposed Adopted Budget assumes that the District will earn apportionment based upon the Student-Centered Funding Formula (SCFF) and the COVID-19 Emergency Conditions Allowance. The SCFF Hold Harmless specifies that districts will receive at least the 2017/18 total computational revenues (TCR), adjusted by COLA each year, through 2024/25. In 2019/20, the college no longer needed this hold harmless because we earned more funding under the new formula by increasing our FTES, assisting students in receiving financial aid, and improving student success metrics. However, the pandemic has caused our enrollment to decrease approximately 15%. We are receiving funding protection by way of the COVID-19 Emergency Conditions Allowance. That protection is for 2020/21 and 2021/22. Should that protection not extend into 2022/23 and our enrollments not recover, we may fall back into reliance on the SCFF Hold Harmless.

Deficit Factor

This budget includes a deficit factor on general apportionment of 1% or (\$255,000). A deficit factor on apportionment is a result of the difference between what the State assumes all 73 districts will receive for property taxes and enrollment fees and what districts actually receive. The actual deficit factor for 2021/22 will not be known until February 2023.

In order to close the books for 2020/21, a 0.5% deficit factor is being assumed. The actual deficit factor for 2020/21 will not be known until February 2022.

COLA Revenue

The State funded COLA in 2021/22 totals 5.07%. This is comprised of a 1.7% statutorily determined COLA for the current year, plus an additional 1%. The 5.07% also includes a 2.31% COLA to catch up for the fact that in 2020/21, the State did not fund the statutorily determined COLA of 2.31%. It is noteworthy that while the college will receive funding on a go forward basis, it will not receive the \$550,000 funding lost by not funding the COLA in 2020/21.

A history of Statutory COLA vs. Actual Funded COLA is below:

Fiscal Year	Statutory COLA due to college from State	Actual COLA funded to college from State
2007/08	4.53%	4.53%
2008/09	5.66%	0.00%
2009/10	5.02%	0.00%
2010/11	-0.38%	0.00%
2011/12	2.24%	0.00%
2012/13	3.24%	0.00%
2013/14	1.57%	1.57%
2014/15	0.85%	0.85%
2015/16	1.02%	1.02%
2016/17	0.00%	0.00%
2017/18	1.56%	1.56%
2018/19	2.71%	2.71%
2019/20	3.26%	3.26%
2020/21	2.31%	0.00%
2021/22	1.7%	5.07%
TOTAL	35.29%	20.57%
<u>Difference:</u>		-14.72%

Education Protection Account

Proposition 30 is the Schools and Local Public Safety Protection Act of 2012 passed in November 2012. Proposition 30 temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) was created in the State General Fund to receive and disburse these temporary tax revenues. The District has sole authority to determine how the funds received from the EPA are spent, estimated by the Chancellor's Office to total \$2,927,190 on the 2021/22 Advance Principal Apportionment, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent as well as record the EPA expenditures annually on the CCFS-311.

Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. Proposition 30 was temporary, the sales tax increase ended in 2016 and the income tax portion was scheduled to terminate at the end of 2018. In 2016, Proposition 55 passed which extended the income tax portion of Proposition 30 to the year 2030.

EXPENDITURES:

General Fund unrestricted expenditures are projected to total \$28,652,663.

Salaries, Wages, and Benefits:

Projected 2021/22 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$230,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This budget includes the settlement agreements with the part-time faculty (MPFA) and the Management Team for 2021/22. This budget does not include the costs associated with the full-time faculty (MCFT) nor the Classified (SEIU) settlement agreements. 2021/22 tentative agreements with both groups are included elsewhere in this agenda.

The General Fund Budget includes a cost for health benefits of \$1,800 per plan participant per month or \$21,600 per year which is an increase from the \$1,700 level budgeted in 2020/21. This results in a cost increase of \$165,000.

The proposed Adopted Budget includes a PERS (Public Employees Retirement System) District contribution rate of 22.91% effective July 1, 2021. The 2020/21 contribution rate was 20.70%, an increase in costs of \$134,000 to the Unrestricted General Fund.

The STRS (State Teachers Retirement System) District contribution rate increased to 16.92% effective July 1, 2021. The 2020/21 rate was 16.15%, an increase of \$56,000 to the Unrestricted General Fund.

Categorical Programs:

The proposed Adopted Budget for the Restricted General Fund (12) includes approximately 60 categorical programs, totaling over \$19.2 million. Categorical revenues are projected based on information from various state and federal agencies. There are a number of new and increased categorical programs over the past few years including: Higher Education Emergency Relief Fund (HEERF), Hispanic Serving Institution (HSI), California Adult Education Program (CAEP), Equal Employment Opportunity (EEO), Student Equity and Achievement (SEA), and Strong Workforce Program (SWP). There are a few categorical program budgets not yet established for 2021/22 and, therefore, are not included in this proposed Adopted Budget.

Retiree Health Benefits:

The College provides post-employment health care coverage for eligible retired employees and their dependents in accordance with negotiated contracts with the various bargaining units. The College is required by GASB 75 to plan for Other Post Employment Benefit (OPEB) liabilities and disclose the Total OPEB Liability (TOL) in its financial statements. The College contracts with an actuary to estimate the future liability of these benefits. The most recent study conducted August 2021 determined the TOL to be \$5,614,919. In December 2013, PBC

reviewed a plan to address the OPEB liability and set aside funds from the Health Benefits Fund in years when that fund ends with a surplus. Based on PBC recommendation the District has set aside \$1,595,950 for the GASB 75 OPEB liability in the Special Reserve Fund, which is 28% of the total TOL. These funds are set aside in Fund 61.

Transfer to the Capital Projects Fund:

This budget includes a transfer of \$2,050,000 from the General Fund to the Capital Projects Fund. This transfer is made up of three purposes. First, \$400,000 is being transferred to the Capital Projects fund as a result of the debt service on the solar field having been paid off. The funds that had been used to pay the debt will now be allocated annually to the Capital Projects Fund to make investments in information technology and the physical plant.

Second, \$900,000 is being transferred to partially fund an emergency exit road out the western boundary of the College, across Foundation lands to Orr Springs Road. The College currently only has Hensley Creek Road as an entry/exit to the campus which can become very congested with emergency personnel entering campus while students and employees evacuate. Additionally, Hensley Creek Road passes under Highway 101, which could become impassable in a major earthquake. This single entry/exit option is a safety concern in times of emergency. Over many years, the Foundation purposely acquired parcels of land to make this exit road possible. The preliminary cost estimate for the emergency exit road is \$2.4 million. Additional planning and research is being conducted in an attempt to reduce the cost of the road. We will have revised, more accurate estimated costs in mid-October. \$1.5 million in HEERF funds have been earmarked for the road, but will require Federal Department of Education approval. The emergency exit road would allow the College to continue to respond to requests by the County and other partners in times of crisis such as acting as an evacuation site, shelter, testing or vaccine center.

The third portion of the transfer is for a temporary interfund loan to fund a Battery Energy Storage System (BESS) for the solar field. In May 2020, the board authorized administration to enter into an agreement with SunPower Corporation for a battery energy storage system. The project will be funded with a Self-Generation Incentive Program (SGIP) grant. Grant funding will cover the majority of the cost of the battery system but will be paid to the College over five years. The College could borrow funds from an outside agency over that five-year period, but it is more advantageous to avoid financing costs by funding the project with College funds and reimbursing the general fund as the grant funds come in. This is similar to how the debt service on the solar field was handled. The battery storage system will cost \$1.7 million, of which \$1.5 million will be covered by the SGIP grant, therefore the net cost to the District will be approximately \$200,000. The District is guaranteed to save \$146,000 each year for the next fifteen years, \$2.2 million in total savings. The District will purchase a service and maintenance agreement which will cost around \$17,000 per year, \$250,000 in total over 15 years. The net savings to the District over the 15-year period will be \$1.7 million.

ENDING BALANCE:

The projected 2021/22 Unrestricted General Fund beginning balance is \$9,526,540 based on unaudited actual revenues and expenditures for 2020/21. Not all accounts are closed for 2020/21, therefore, this amount may change when all accounts are reconciled.

The projected Unrestricted General Fund ending balance is \$8,057,242 or 28.12% of expenditures and transfers, meeting one of the Board of Trustees' budget parameters which requires a minimum 5% reserve and a targeted reserve of 15%. The Board has directed administration to set aside funds to address future STRS/PERS rate increases, this amount is estimated to be \$468,000 and lowers the General Fund reserve to 26.49%.

The most significant factors which could change the complexion of this budget, future budgets, and compliance with Board budget parameters are:

Economy of the State and Nation

The College budget is very dependent on the economy of the State of California. The State budget is currently robust, and the State is setting aside funds to have on hand during the next downturn. The COVID-19 pandemic has created great uncertainty and is not yet behind us.

Enrollment

The funding for the college is dependent upon student enrollment, the number of students receiving financial aid, and student success. All three of these metrics are in decline due to the pandemic. The COVID-19 Emergency Conditions Allowance is set to expire June 30, 2022. The college will need to see a rebound in student enrollments and restore FTES in 2022/23.

BOARD BUDGET PARAMETERS:

1. General Fund Budget Parameters

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

1.2 Balanced Budget

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

The unrestricted general fund is out of balance by \$1,469,298; however, there are \$1,798,000 in one-time expenditures. Therefore, the ongoing expenditures are \$328,702 less than ongoing revenues.

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

MET

This budget uses \$1,469,298 of reserves, all of which are for one-time expenditures.

OTHER FUND BUDGETS:

The Debt Service Fund Budget (Attachment "B"), this fund is no longer necessary as of 6/30/21, it will no longer be included in future budget documents.

The Child Care Fund Budget (Attachment "C"), reflects a program similar to the 2020/21 program. The transfer from the General Fund in 2020/21 was lower than budgeted due to higher contract earnings. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a General Fund subsidy of \$137,018. Also included are negotiated childcare subsidies for all four constituent groups of \$5,000 for each group, \$20,000 total.

The Capital Projects Fund Budget (Attachment "D"), includes projected revenues and expenditures as well as reserves set aside for capital projects. The proposed budget reflects a transfer in from the General Fund of \$400,000. This transfer is a result of funds made available by the end of debt service as mentioned above.

The Special Reserve Fund Budget (Attachment "E"), includes the reserves for accrued vacations, load banking, and self-insurance (active/retiree/GASB 75 health plan, property, liability, worker's compensation). Accrued vacation is reserved at 25% of the total value of vacation accruals projected as of June 30, 2021. Load banking is reserved at 25% of the book value as of June 30, 2021. The GASB 75 OPEB reserve now totals \$1,595,950.

The Health Fund Budget (Attachment "F"), this fund is no longer necessary as of 6/30/21, it will no longer be included in future budget documents.

The Student Representation Fee Fund Budget (Attachment "G"), is included to reflect the \$1 per semester that each student pays to support student government here at the College. As of January 1, 2020, an additional \$1 per semester, per student has been collected based on law to support student government at the State level. This additional dollar is not for College use and is paid to the State.

The Student Center Fund Budget (Attachment "H"), is included to reflect the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Center.

The Student Financial Aid Award Projections (Attachment "I"), reflects estimates of Student Financial Aid Awards for 2021/22.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2021/22 Adopted Budget as presented and shown on Attachments A through I:

Attachment A-1	Adopted Unrestricted General Fund Budget, 2021/22
Attachment A-2	Adopted Restricted General Fund Budget, 2021/22
Attachment B	Debt Service Fund – Information only for 2020/21 estimated actuals
Attachment C	Adopted Child Care Fund Budget, 2021/22
Attachment D	Adopted Capital Projects Fund Budget, 2021/22
Attachment E	Adopted Special Reserve Fund Budget, 2021/22
Attachment F	Adopted Health Fund - Information only for 2020/21 estimated actuals
Attachment G	Adopted Student Representation Fee Fund Budget, 2021/22
Attachment H	Adopted Student Center Fund Budget, 2021/22
Attachment I	Adopted Student Financial Aid Award Projections, 2021/22

The Board of Trustees also hereby determines to spend Proposition 30 funding on salaries and benefits for instructional activities.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22**

	2020/21 REVISED BUDGET FUND 11	2020/21 UNAUDITED ACTUALS FUND 11	2021/22 ADOPTED BUDGET FUND 11	
BEGINNING FUND BALANCE	\$ 6,465,652	\$ 6,465,652	\$ 9,526,540	
REVENUE:				
A. Federal	37,500	39,522	42,500	
B. State	15,197,359	14,181,639	14,667,711	
C. Local	11,668,446	13,296,997	12,463,154	
D. Transfer In (COVID-19)	14,600	14,600	10,000	
TOTAL REVENUE	<u>\$ 26,917,905</u>	<u>\$ 27,532,758</u>	<u>\$ 27,183,365</u>	
EXPENDITURES:				
A. Certificated Salaries and Wages	\$ 9,929,838	\$ 9,548,799	\$ 10,732,644	
Classified Salaries and Wages	4,929,574	4,828,814	5,157,537	
Subtotal Salaries and Wages	<u>14,859,412</u>	<u>14,377,613</u>	<u>15,890,181</u>	
Fringe Benefits	6,391,933	6,837,722	7,060,137	
Total Personnel Costs	<u>21,251,345</u>	<u>21,215,335</u>	<u>22,950,318</u>	
B. Supplies	609,619	340,225	689,913	
C. Contractual Services	2,428,680	2,274,385	2,732,584	
D. Capital Outlay	107,710	115,788	72,830	
E. Transfers				
To Child Care Fund	144,286	122,092	157,018	
To Debt Service Fund	278,567	279,045	-	
To Capital Project Fund	125,000	125,000	2,050,000	
	<u>547,853</u>	<u>526,137</u>	<u>2,207,018</u>	
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 24,945,207</u>	<u>\$ 24,471,870</u>	<u>\$ 28,652,663</u>	
FUND BALANCE:				
A. Designated (PERS/STRS)			468,000	1.64%
B. Undesignated	<u>8,438,350</u>	<u>9,526,540</u>	<u>7,589,242</u>	26.49%
TOTAL ENDING FUND BALANCE	8,438,350	9,526,540	8,057,242	28.12%
CHANGE IN RESERVES	<u>\$ 1,972,698</u>	<u>\$ 3,060,888</u>	<u>\$ (1,469,298)</u>	

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
RESTRICTED GENERAL FUND
2021/22**

	2020/21 REVISED BUDGET FUND 12	2020/21 UNAUDITED ACTUALS FUND 12	2021/22 ADOPTED BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 276,603	\$ 276,603	\$ 279,200
<u>REVENUE:</u>			
A. Federal	5,454,724	2,605,971	6,772,805
B. State	11,270,708	6,653,931	12,219,954
C. Local	249,705	406,763	220,000
TOTAL REVENUE	<u>\$ 16,975,137</u>	<u>\$ 9,666,665</u>	<u>\$ 19,212,759</u>
<u>EXPENDITURES:</u>			
A. Certificated Salaries and Wages	\$ 2,711,864	\$ 1,956,575	\$ 2,584,210
Classified Salaries and Wages	1,872,928	1,515,757	2,128,247
Subtotal Salaries and Wages	<u>4,584,792</u>	<u>3,472,332</u>	<u>4,712,457</u>
Fringe Benefits	1,689,733	1,561,435	1,925,250
Total Personnel Costs	<u>6,274,525</u>	<u>5,033,767</u>	<u>6,637,707</u>
B. Supplies	1,461,175	445,208	1,245,060
C. Contractual Services	3,679,966	1,374,697	3,785,427
D. Capital Outlay	3,671,833	885,108	4,089,624
E. Transfers to Student Financial Aid Fund and Capital Funds and Other Payments To/For Students and Payments Directly to ML ACE Consortium Members	<u>1,898,275</u>	<u>1,925,288</u>	<u>3,479,401</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 16,985,774</u>	<u>\$ 9,664,068</u>	<u>\$ 19,237,219</u>
ENDING FUND BALANCE	265,966	279,200	254,740
CHANGE IN RESERVES	<u>\$ (10,637)</u>	<u>\$ 2,597</u>	<u>\$ (24,460)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 29	2020/21 UNAUDITED ACTUALS FUND 29	2021/22 ADOPTED BUDGET FUND 29
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -
<u>REVENUE:</u>			
A. Interest	(750)	(1,227)	-
B. Transfer from General Fund - Solar	278,567	279,044	-
TOTAL FUNDS AVAILABLE	<u>\$ 277,817</u>	<u>\$ 277,817</u>	<u>\$ -</u>
<u>EXPENDITURES:</u>			
A. Solar debt service payments	\$ 277,817	\$ 277,817	\$ -
RESERVES	-	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 277,817</u>	<u>\$ 277,817</u>	<u>\$ -</u>

NOTE: Fund 29 closed as of 6/30/2021.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 33	2020/21 UNAUDITED ACTUALS FUND 33	2021/22 ADOPTED BUDGET FUND 33
REVENUE:			
Federal			
A. Food Program	\$ 20,000	\$ 23,294	\$ 22,000
State			
B. CA State Preschool Program	249,815	249,815	249,209
C. Food Program	1,000	1,178	1,000
D. General Contract	224,925	224,925	223,908
Local			
E. Parent Fees - Certified/Subsidized	-	10,288	-
F. Parent Fees - Non-Certified/Full Fee	48,000	46,237	48,000
G. Other Income	-	13,826	-
Transfers			
H. General Fund Subsidy	124,286	102,092	137,018
I. Employee Child Care Benefit	20,000	20,000	20,000
J. Other Transfers In (COVID-19)	43,000	43,000	43,000
TOTAL REVENUE	<u>\$ 731,026</u>	<u>\$ 734,655</u>	<u>\$ 744,135</u>
EXPENDITURES:			
A. Personnel Costs			
1. Salary and Wages			
Classified Regular	\$ 259,895	\$ 259,895	\$ 264,731
Classified Hourly	193,738	169,385	183,238
	<u>453,633</u>	<u>429,280</u>	<u>447,969</u>
2. Benefits	206,579	229,716	227,352
Total Personnel Costs	<u>660,212</u>	<u>658,996</u>	<u>675,321</u>
B. Supplies	51,100	57,368	49,100
C. Contractual Services	19,714	18,291	19,714
TOTAL EXPENDITURES	<u>\$ 731,026</u>	<u>\$ 734,655</u>	<u>\$ 744,135</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2021/22**

	2020/21 REVISED BUDGET FUND 41	2020/21 UNAUDITED ACTUALS FUND 41	2021/22 ADOPTED BUDGET FUND 41
BEGINNING FUND BALANCE			
Unrestricted	\$ 562,163	\$ 562,163	\$ 582,481
TOTAL BEGINNING FUND BALANCE	562,163	562,163	582,481
<u>REVENUE:</u>			
A. Interest	4,800	4,051	4,000
B. Physical Plant Block Grant	4,451	4,451	600,000
C. Redevelopment Agency On-going	150,000	158,488	150,000
D. NCCCSIA Safety Credit	17,000	20,603	20,000
E. Retro-Commissioning rebate	44,218	44,218	-
F. Other Local Grants	17,500	17,500	-
G. Self-Generation Incentive Program (SGIP)	-	-	750,000
H. Transfer From COVID-19 Funds	-	-	1,500,000
I. Transfer From General Funds	125,000	125,000	2,050,000
TOTAL REVENUES	362,969	374,311	5,074,000
TOTAL FUNDS AVAILABLE	\$ 925,132	\$ 936,474	\$ 5,656,481
<u>EXPENDITURES AND TRANSFERS:</u>			
A. McMillan Chiller	\$ 160,000	\$ 169,064	\$ -
C. Physical Plant Block Grant	-	-	600,000
B. HVAC Upgrades	20,000	16,476	20,000
C. Fire Alarm Battery Backup	20,000	17,684	-
D. Emergency Exit Road	18,800	17,500	2,400,000
E. Battery System	-	-	1,500,000
F. Campus Signs	7,500	-	7,500
G. Disabled Access Improvements	50,000	-	50,000
H. Technology Master Planning	2,500	2,459	-
I. Network Upgrade	62,500	43,365	200,000
J. Safety Improvements	40,000	39,752	40,000
K. Other Capital Projects	78,700	47,693	80,000
TOTAL EXPENDITURES	460,000	353,993	4,897,500
RESERVES	465,132	582,481	758,981
TOTAL EXPENDITURES AND RESERVES	\$ 925,132	\$ 936,474	\$ 5,656,481

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 61	2020/21 UNAUDITED ACTUALS FUND 61	2021/22 ADOPTED BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 2,306,316	\$ 2,306,316	\$ 2,538,243
<u>REVENUE:</u>			
A. Interest	17,000	15,410	15,000
B. Transfer from Health Fund	250,000	216,517	-
TOTAL FUNDS AVAILABLE	<u>\$ 2,573,316</u>	<u>\$ 2,538,243</u>	<u>\$ 2,553,243</u>
<u>EXPENDITURES AND TRANSFERS:</u>			
A. Self-Insurance Claims	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>RESERVES:</u>			
A. Accrued Vacation Reserve	185,010	227,652	227,652
B. Load Banking Reserve	100,896	104,641	104,641
C. Health Fund Reserve	525,000	525,000	525,000
D. Retiree Healthcare (GASB 75) Reserve	1,662,410 *	1,580,950 *	1,595,950 *
E. Self-Insurance Reserve	100,000	100,000	100,000
TOTAL RESERVES	<u>2,573,316</u>	<u>2,538,243</u>	<u>2,553,243</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 2,573,316</u>	<u>\$ 2,538,243</u>	<u>\$ 2,553,243</u>

*Total GASB 75 liability per actuarial study dated August 18, 2021 is \$5,614,919.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2021/22**

	2020/21 REVISED BUDGET FUND 62	2020/21 UNAUDITED ACTUALS FUND 62	2021/22 ADOPTED BUDGET FUND 62
BEGINNING FUND BALANCE	\$ 491,221	\$ 491,221	\$ -
<u>REVENUE:</u>			
A. Contribution from Other Funds	-	-	-
B. Employee Contributions	-	-	-
C. Interest	-	-	-
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS AVAILABLE	<u>\$ 491,221</u>	<u>\$ 491,221</u>	<u>\$ -</u>
<u>EXPENDITURES:</u>			
A. Health Care Services	\$ 241,221	\$ 274,704	\$ -
B. Transfer to Special Reserve Fund	250,000	216,517	-
TOTAL EXPENDITURES	<u>491,221</u>	<u>491,221</u>	<u>-</u>
RESERVES	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 491,221</u>	<u>\$ 491,221</u>	<u>\$ -</u>

NOTE: Fund 62 closed as of 6/30/2021

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 72	2020/21 UNAUDITED ACTUALS FUND 72	2021/22 ADOPTED BUDGET FUND 72
BEGINNING FUND BALANCE	\$ 51,230	\$ 51,230	\$ 60,522
<u>REVENUE:</u>			
A. Student Representation Fees	8,500	8,824	8,500
B. State Portion of Representation Fees	8,500	8,812	8,500
C. Interest	550	480	500
TOTAL REVENUE	<u>17,550</u>	<u>18,116</u>	<u>17,500</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 68,780</u></u>	<u><u>\$ 69,346</u></u>	<u><u>\$ 78,022</u></u>
<u>EXPENDITURES:</u>			
A. Services (Travel)	\$ -	\$ -	\$ 9,000
B. Other Outgoing (State Portion of Rep Fee)	8,500	8,824	8,500
TOTAL EXPENDITURES	<u>8,500</u>	<u>8,824</u>	<u>17,500</u>
RESERVES	<u>60,280</u>	<u>60,522</u>	<u>60,522</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 68,780</u></u>	<u><u>\$ 69,346</u></u>	<u><u>\$ 78,022</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2021/22**

	2020/21 REVISED BUDGET FUND 73	2020/21 UNAUDITED ACTUALS FUND 73	2021/22 ADOPTED BUDGET FUND 73
BEGINNING FUND BALANCE	\$ 328,495	\$ 328,495	\$ 360,782
<u>REVENUE:</u>			
A. Student Center Fees	28,000	28,197	28,000
B. Charging Station Revenue	1,000	986	25,000
C. Interest	3,000	2,590	2,500
D. Other Transfers In (COVID-19)	24,000	24,014	-
TOTAL REVENUE	<u>56,000</u>	<u>55,787</u>	<u>55,500</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 384,495</u></u>	<u><u>\$ 384,282</u></u>	<u><u>\$ 416,282</u></u>
<u>EXPENDITURES:</u>			
A. Student Salary & Benefits	\$ 1,020	\$ -	\$ 28,631
B. Supplies	1,000	-	4,000
C. Services	1,000	-	4,500
D. Equipment	25,000	23,500	25,000
TOTAL EXPENDITURES	<u>28,020</u>	<u>23,500</u>	<u>62,131</u>
RESERVES	<u>356,475</u>	<u>360,782</u>	<u>354,151</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 384,495</u></u>	<u><u>\$ 384,282</u></u>	<u><u>\$ 416,282</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2021/22**

	<u>2020/21 ESTIMATED AWARDS</u>	<u>2021/22 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$ 5,000,000	\$ 4,900,000
B. FSEOG	225,400	120,000
C. BUREAU OF INDIAN AFFAIRS	4,500	4,500
D. DIRECT LOANS	800,000	790,000
E. AMERICORPS	30,000	30,000
F. FEDERAL WORK STUDY	25,000	120,000
G. HEERF	654,919	2,739,744
TOTAL FEDERAL SOURCES	<u>6,739,819</u>	<u>8,704,244</u>
STATE SOURCES		
A. CAL GRANT	750,000	730,000
B. EOPS GRANT	160,000	148,000
C. CHAFEE GRANT	50,000	40,000
D. DISASTER RELIEF FUND	30,210	15,410
E. MENDOCINO COLLEGE PROMISE PROGRAM	58,051	85,000
F. STUDENT SUCCESS COMPLETION	537,515	665,584
TOTAL STATE SOURCES	<u>1,585,776</u>	<u>1,683,994</u>
LOCAL SOURCES		
A. SCHOLARSHIPS	461,778	460,000
TOTAL	<u>\$ 8,787,373</u>	<u>\$ 10,848,238</u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u>\$ 8,787,373</u>	<u>\$ 10,848,238</u>

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Foundation's Fall newsletter is underway. Content has been constructed for the newsletter and is beginning production. The estimated time of mailing will be the beginning of October.

Foundation and Fiscal staff have been working with the Nursing department to better inform students of the resources available to them. A presentation will be made to the nursing students on September 8th.

The Foundation continues to conduct outreach to AAFG recipients to take advantage of their AAFG scholarships for attending Mendocino College or completing HS graduation.

The annual AAFG flyer was sent out mid-August and has been well received.

The Foundation has received grant funding from the Community Foundation of Mendocino County for the purpose of providing food and basic needs supplies through the Mendocino College Food Pantry for those impacted by the COVID-19 pandemic. Thank you to the Community Foundation for your continued support!

During the Fall, we have seen an increase in the number of students who are accessing the student emergency fund and food pantry. The Foundation's role is to fundraise gifts to support these critical programs that support students at the most basic level.

The Governance Committee is actively recruiting new board members for the Foundation Board of Directors.

Reconstruction of the scholarship software, "AwardSpring", has begun. The scholarship application period will open on Monday, December 6, 2021 and close on Tuesday, March 1, 2022.

The next Foundation Board of Directors meeting will be held on Tuesday, October 5th tentatively in-person in Board Room 1060.

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

SYNOPSIS:

This is an informational report from Dr. Steve Cardimona, Professor of Earth Science

ANALYSIS:

- Thanks to the efforts of community members Richard Shoemaker and Phil Clark, a beautiful monument has been installed at the facility to highlight special donors to the Friends of the Mendocino College Coastal Field Station and Natural Sciences. Along with our plan to add “Anonymous” to represent a Keystone Donor who already asked for the faculty recognition on the monument, additional donor names will be added to commemorate those providing new donations of \$2500 or more.



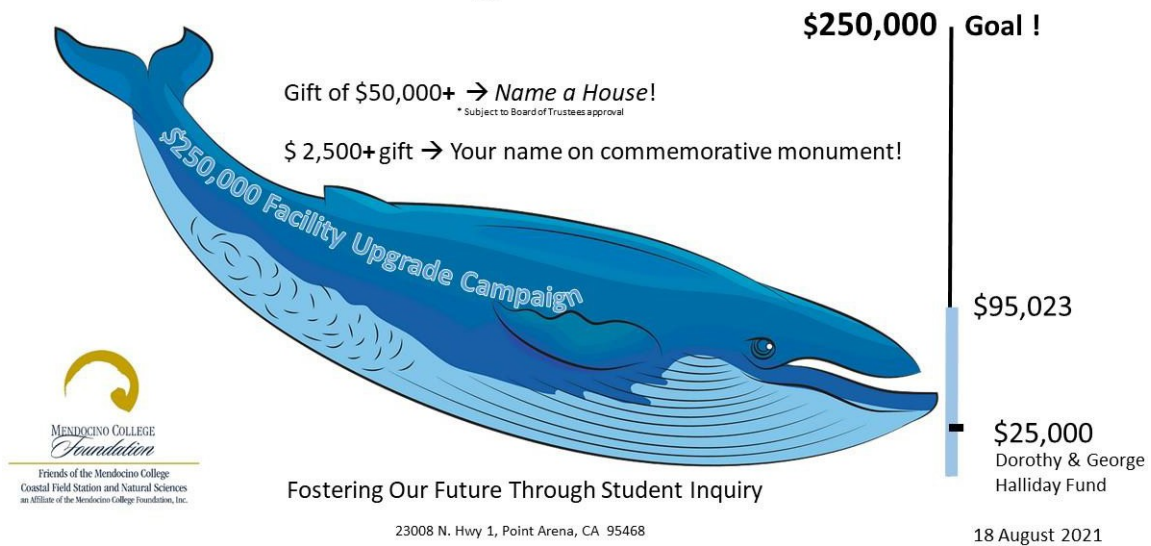
- Building on the Foundation’s donation to our affiliate of \$25K from the Halliday Trust fund, our capital campaign continues!
 - o Recent notable donations

\$500 donation in honor of Phyllis Curtis of Ukiah, whose many interests included preserving the integrity of the unique and valuable properties on the coast of Mendocino County.

\$500 donation in honor of Robert Nordman of Palo Alto, who supported the Friends of the Mendocino College Coastal Field Station and Natural Science since 2015.

- Please consider participating in this campaign with your own donation and help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.

Mendocino College Coastal Field Station



SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

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

ANALYSIS:

Academic Senate:

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

It is that time of year again to remind the Board of Trustees that the Academic Senate conducts an annual training related to participatory governance and the faculty's role in *leadership* and *collegiality*.

When I conduct these trainings I am re-energized by the degree of inclusivity the California Community College has. It is far and above other institutions of higher education. I am also humbled by this enormous responsibility. The Academic Senate does not take this obligation lightly and attempts to model good judgement, objectivity, and a student focused approach in all of our discussions and actions.

Therefore, we formally review the legislation and local protocols that regulate our roles and responsibilities. A cornerstone of this review includes the history of AB 1725 and how it laid the groundwork for establishing new and expanded responsibilities for faculty (as well as classified staff and students). It also significantly influenced the Education Code and Title 5. Of particular interest are Ed Code §70902 (b)(7) and Title 5 § 53203, § 53203(c) and §53200 (d). In addition, we discussed these legislation regulations as they relate to Board Policy 213 and Administrative Procedure 213.1; and how they specifically address our participation in the decision-making for the District.

I look forward to a productive year and engaging with the Board of Trustees to ensure we are making educationally sound decisions for the betterment of the student and their success.

Classified Senate:

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

The Classified Senate is currently working on improving classified representation on the various campus committees and identifying the classified professionals that will be reporting back to the Classified Senate at our monthly meetings. We see this as a way of showing the value and importance of communication and delegation across our constituent group. Through improved communication amongst the Classified Professionals, we hope to ease some of the tension felt during uncertain times.

We will be polling our Classified Professionals very soon regarding the proposed Board policies on COVID-19 vaccinations. Our staff members will be asked to choose between the following questions:

1. I support mandated vaccination by MLCCD
2. I do not support mandated vaccination by MLCCD

The results of our survey will be shared in our October board report.

We would also like to take this opportunity to share with you the latest edition of our Mendo Cares newsletter which was recently shared with the college staff.

Management/Supervisory/Confidential:

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

The Management Team held their first meeting of the semester on August 24, 2021 where the following items were discussed:

- There will be sprinkler testing taking place on the Ukiah campus on Friday, August 27th.
- Vice President Polak updated the group about our fall enrollments.
- With a testing protocol in place, athletes will soon begin traveling to participate in sporting events.
- Superintendent/President Karas updated the group about the upcoming implementation of Board Docs which is a meeting platform software. Board Docs will provide a searchable database for all Board of Trustees documentation as well as all the campus committees. The anticipated result is to streamline the process with things like approvals which would be similar to what we are using with HR documents such as PAF's and absence reports.
- There are incentives in process which will be used to entice students to get vaccinated. Disbursement of those incentives (gift cards) will begin September 13, 2021.
- Director of Fiscal Services Atherton discussed the proxy approver procedure and reminded members to use the process if they will be out of the office on vacation, etc. He also informed the group the Finance Department will be providing ESCAPE training this semester with the dates to be announced.
- Human Resources Director Marin re-emphasized the importance of employees using the check-in form when on campus since it is used by HR to contact the necessary personnel that may have been exposed on campus. She added there is an emergency sick leave provision available which has been extended through September. Additionally, there are N-95 masks available for anyone that needs them. Contact HR to receive those masks.
- There was a request to place a COVID-19 vaccination message in Spanish on the digital sign at the intersection of Hensley Creek Road and State Street. Director of Community Relations and Communication Bird will help with implementing this request.

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



An initiative of the Mendocino College Classified Professionals

ISSUE NO 3 | SEPTEMBER 2021

*Students go where they feel welcome
and stay where they feel cared for.*

–IEBC Caring Campus motto

We are back!

MendoCares Team is excited to see students, staff, and faculty walking around campus and in the hallways this semester. We are really happy to see you wearing your redesigned name tags and lanyards, which makes us approachable and identifiable for students and the community.

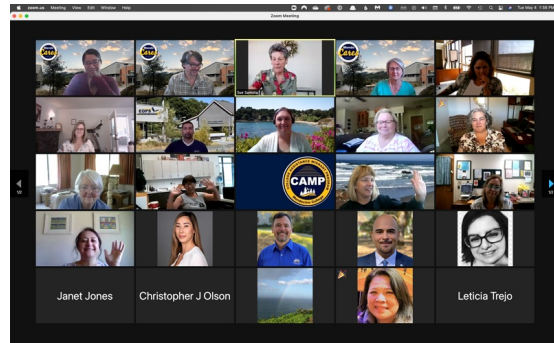
If you have not requested a new name tag, please make sure to complete the form in the link below:

[Request a New Name Tag](#)

Our Virtual Departmental Open Houses are Back!

THANK YOU, Janet Daugherty and Eric Hoefler for presenting the services and people in for the Learning Center and MESA.

The recording, along with all MendoCares information is available on our website.



[MendoCares Website](#)

Let's Interact *We want to hear from you!!*

Have you seen MendoCares in action on campus ?

I see the commitments in action frequently !

Select

Yes, and I have taken action too !!!

Select

I have not been on campus, but love the newsletters.

Select

Nope, but I will keep my eyes open from now on !

Select

OUR VIRTUAL COMMITMENTS

These commitments have been developed with our limited in-person presence on campus.

Warm referrals – connecting students to the right person or department with follow-up to be sure the issue is addressed.

Connect with Colleagues – to learn about one another and what our roles are at Mendocino College. Plays well with Warm Referrals, as knowing what each person does will help make sure we direct students and colleagues accordingly.

Smile – it has been proven that smiling improves your tone of voice and leads to positive interactions, on the phone, via zoom and in person. It is important that everyone feels welcome and heard.

OUR TRADITIONAL COMMITMENTS

Once we transition back to more on-campus activities, we have three additional traditional commitments for face-to-face interactions with students and fellow staff:

Name badges – redesigning and increased use of name badges or picture IDs and making sure **all** staff have them. Make staff identifiable and approachable.

10 foot rule – Being conscious of the way we're approaching students; keeping a comfortable distance based on visual cues, though making sure the student knows we are available if they need assistance.

Hosting departmental open houses – so all campus groups—faculty, students, and others—know what each department does, the resources they offer, and who works there.



MendoCares Shout Out !!!

We would like to recognize Ulises Velasco and David Johnston for all their support in the MendoCares initiative.

Thank you!

Caught in the Act of Caring



We received an inspiring testimonial from Joe Atherton about Patti Gulyas, Accounting Technician.

"A few months ago an out-of-state volleyball student came into the fiscal office to endorse her scholarship check. Once Patti looked at her account balance she noticed that the student had a high balance and she noticed that she didn't have COVID relief funds or Finish Line scholarship funds applied to her account. Patti worked with this student for over an hour and made sure she had the right forms and right financial aid contacts in order for the student to access additional funds. By the time she left Fiscal, she was very happy knowing that she would receive an additional \$2,450 which part of the funds were applied to the student's debt and part went directly to the student. If Patti didn't take the time to look over her account screens and just had her endorse the check, this student would have lost out on \$2,450."

*Send us your own testimonials to
mendocares@mendocino.edu*

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.

The ongoing COVID pandemic has created unique challenges to be responsive to the changing conditions. Board action is required to implement vaccination/testing requirements for employee and/or students. The mandates in place for California State employees announced by the Governor do not apply to community colleges. The State Chancellor Office does not have the authority to require or implement vaccination/testing mandates. The authority rests with each local community college district. There are no Education Code or Regulations enacted to guide or require vaccination/testing mandates; nor is there local public health order requiring vaccination/testing mandates. The current local health order requires indoor masking regardless of vaccination statuses. The district complies with the local health orders.

To respond to the increasing cases of COVID in Mendocino and Lake Counties, with both counties classified in the Center of Disease Control (CDC) high community transmission category. Two board policies have been drafted for review as a first read. The two policies are in Chapter 2 of the Board Policy manual. This chapter was chosen because, without a legal template from CCLC, Educational Code, Title 5 Regulations, or other specific legal directives the Board needs to exercise its authority in a measured and precise manner.

Approximately, 37 districts out of 73 community college districts are considering/implementing vaccination/testing mandates. Without a board policy template from CCLC or other regulatory agencies, we reviewed policies developed by other districts that have internal and external legal services. In the future, policy templates may come that embed items related to COVID-19 in existing policies, such as, *communicable diseases*.

Board Policy 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Employees – This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President's Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

Board Policy 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Students – This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President's Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

Board members will review the policies and may offer suggestions for changes as deemed necessary. Discussion and/or adoption of the policies will take place at the October 2021 Board meeting.



BOARD POLICY

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 2900

NEW

SARS-COV-2 (COVID-19) VACCINATION REQUIREMENT - EMPLOYEES

Obligation to Protect the Health and Welfare of the Campus Community

California law requires the Board of Trustees to cooperate with local health officials in taking measures necessary to prevent and control the spread of communicable diseases among its student body.

California law also requires the Board of Trustees to obtain medical documentation from each academic employee certifying that the employee is free from all communicable diseases that could render the employee unfit to instruct or associate with students. Remaining free from communicable disease is a condition of employment for all academic employees.

To fulfill these statutory obligations, and to protect campus community from further spread of the SARS-CoV-2 virus and its variants, the Board of Trustees hereby adopts the following vaccination and testing requirements. These requirements shall apply to all employees physically accessing District buildings, classrooms, libraries, gymnasiums, facilities, and other indoor settings.

Vaccination and Testing Requirements

As a condition to physically accessing any District building, classroom, library, gymnasium, facility, or other indoor setting, all District employees shall either:

- 1) present proof that they have been fully vaccinated against the SARS-CoV-2 virus (COVID-19);
or
- 2) undergo regular testing for COVID-19 infection and produce proof of negative COVID-19 test results.

Violation of this Board Policy

District employees may be subject to discipline for failing or refusing to comply with the vaccination or testing requirements set forth in this Board Policy. Academic and classified employees may be disciplined for cause as set forth in Education Code Section 87732.

Delegation of Authority to the Superintendent-President

The Board of Trustees hereby delegates authority to the Superintendent/President to develop and implement any Administrative Procedure necessary to implement this Board Policy.

Reference: Education Code Sections 70902, 76020, 76032, 76403, 87408, and 87732



BOARD POLICY

NO. 2901

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NEW

SARS-COV-2 (COVID-19) VACCINATION REQUIREMENT - STUDENT

Obligation to Protect the Health and Welfare of the Campus Community

California law requires the Board of Trustees to cooperate with local health officials in taking measures necessary to prevent and control the spread of communicable diseases among its student body. California law further requires the Board of Trustees to exclude any student suffering from a contagious or infectious disease.

To fulfill these statutory obligations, and to protect campus community from further spread of the SARS-CoV-2 virus and its variants, the Board of Trustees hereby adopts the following vaccination and testing requirements. These requirements shall apply to all students physically accessing District buildings, classrooms, libraries, gymnasiums, facilities, and other indoor settings.

Vaccination and Testing Requirements

As a condition to physically accessing any District building, classroom, library, gymnasium, facility, or other indoor setting, all students shall either:

- 1) present proof that they have been fully vaccinated against the SARS-CoV-2 virus (COVID-19);
or
- 2) undergo regular testing for COVID-19 infection and produce proof of negative COVID-19 test results.

Violation of this Board Policy

Students may be removed from in-person classes, disciplined, or expelled for failing or refusing to comply with the vaccination or testing requirements set forth in this Board Policy.

Delegation of Authority to the Superintendent/President

The Board of Trustees hereby delegates authority to the Superintendent/President to develop and implement any Administrative Procedure necessary to implement this Board Policy.

Reference: Education Code Sections 70902, 76020, 76032, 76403, 87408, and 87732

ITEM NO: 8.1
DATE: September 8, 2021

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.