

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

Thursday, July 16, 2020 – 12:00 PM

Via Zoom meeting: <https://cccconfer.zoom.us/j/99230437693>

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

Meeting ID: 992 3043 7693

1. APPROVAL OF AGENDA

2. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

3. CLOSED SESSION

2.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6

Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU

2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case

Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations

2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

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CONSENT AGENDA

4. Personnel

4.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees

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

4.2 Consideration to Approve Classified Administrator Contract – Categorically Funded

Recommendation to approve the Classified Administrator – Categorically Funded contract as presented

5. **ACTION ITEMS**

5.1 Award of Contract for the MacMillan Hall Chiller Replacement Project

Recommendation to award the contract for the MacMillan Hall Chiller replacement project as presented

6. **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 : <https://www.mendocino.edu/college/board-trustees/board-trustees-agendas-and-minutes>

Future Board Meetings:

- *Regular Meeting – Wednesday, August 12, 2020, 4:00 PM, via ZOOM*

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 |
| Bertolino-Haley | Aiden | Ag Aide II | Agriculture | 6/20/2020 | 8/15/2020 |
| Harvey | Anne | Program Specialist | ML ACE | 7/1/2020 | 8/15/2020 |
| Moreno Peredia | Oscar | Special Populations Outreach Specialist | HEP/ ML ACE | 7/13/2020 | 9/30/2020 |
| Muniz | Yanira | Administrative Assistant | HEP/ ML ACE | 7/13/2020 | 9/30/2020 |
| Schwarm | Crystal | Admin I | Student Services | 6/20/2020 | 8/15/2020 |
| | | | | | |
| Student Employees | | | | | |
| (Individual assignments may not exceed 180 days within the start and end date) | | | | | |
| Last Name | First Name | Position | Department | Start Date | End Date |
| Altairano | Ricardo | Tutor | Learning Center | 6/15/2020 | 7/30/2020 |
| Baca | Gabriel | Tutor | Learning Center | 6/15/2020 | 7/30/2020 |
| Bray | Leland | Tutor | MESA | 6/15/2020 | 7/30/2020 |
| Duong | Wesley | Tutor | MESA | 6/15/2020 | 7/30/2020 |
| Gonzalez | Jorge | Tutor | MESA | 6/15/2020 | 7/30/2020 |
| Lazaro | Caitlin | Tutor | Learning Center | 6/15/2020 | 7/30/2020 |
| Morgan | Scott | Tutor | Learning Center | 6/15/2020 | 7/30/2020 |
| Pham | Nhung | Tutor | MESA | 6/15/2020 | 7/30/2020 |
| Rystad | Connie | Tutor | Learning Center | 6/15/2020 | 7/30/2020 |
| Walker | Rayna | Tutor | MESA | 6/15/2020 | 7/30/2020 |
| | | | | | |
| Non-Student Tutors | | | | | |
| (Individual assignments may not exceed 180 days within the start and end date) | | | | | |
| Hernandez | Fatima | Tutor | HEP/ML ACE | 7/1/2020 | 9/30/2020 |
| Vivas-Navarro | Monica | Tutor | HEP/ML ACE | 7/1/2020 | 9/30/2020 |
| Muniz-Madrigal | Maria | Tutor | HEP/ML ACE | 7/1/2020 | 9/30/2020 |
| Gallegos-Ruiz | Miriam | Tutor | HEP/ ML ACE | 7/1/2020 | 9/30/2020 |
| | | | | | |

SUBJECT: CLASSIFIED ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of classified administrator contracts.

RECOMMENDATION:

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

ANALYSIS:

A layoff notice for Jackeline Gonzalez de Orozco was approved at the March 11, 2020 board meeting; effective July 1, 2020, due to the end of funding for the High School Equivalency Program (HEP).

On June 10, 2020; the District received notification that the funding for continuation for HEP Funding was extended for 5 years; effective July 1, 2020.

As such, Interim Superintendent/President Cichocki approved the action to rescind the layoff notice for Ms. Gonzalez de Orozco on June 18, 2020.

Presented today is a recommendation to renew Ms. Gonzalez de Orozco's categorical contract.

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

One Year Categorical Contracts:

Jackeline Gonzalez de Orozco, Program Manager - HEP
Classified Administrator Contract, 7/1/2020-6/30/2021

MOTION/ACTION:

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

SUBJECT: AWARD OF CONTRACT
MACMILLAN HALL CHILLER PROJECT

SYNOPSIS:

Board of Trustees award of contract for the MacMillan Hall Chiller Project.

RECOMMENDATION:

The Superintendent/President recommends the award of the contract as presented.

ANALYSIS:

The scope and intent of the MacMillan Hall Chiller Project is to replace the chiller that serves all of the cooling needs of MacMillan Hall. The existing chiller is 11 years old and has come to the end of its useful life.

Costa Engineers Inc., the project's mechanical engineers, gave the District an opinion of probable cost for the project at \$130,000 with a 10% contingency of \$13,000, for a final estimated project total of \$143,000.

The project followed the rules and notification requirements of California Uniform Public Construction Cost Accounting Act (CUPCAA), including notification of the District's pre-approved contractors and public notices in regional builder exchanges. On July 6, 2020, Mendocino College held a mandatory job walk for the project; three companies attended the job walk and three companies submitted bids. The lowest bid amount was from Matrix HG, Inc., for \$149,556.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College Board of Trustees hereby awards the contract for the MacMillan Hall Chiller project to Matrix HG, Inc., for \$149,556.