### Wednesday, August 10, 2022
BOARD OF TRUSTEES AGENDA - REGULAR MEETING

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
1000 Hensley Creek Road Ukiah, CA 95482
Ukiah Campus Room 4210
5:30 PM
Zoom meeting information:
https://mendocino-edu.zoom.us/j/98399026688
Or by telephone dial: +1 669 900 9128
Meeting ID: 983 9902 6688

### 1. CALL TO ORDER

<table>
<thead>
<tr>
<th>Subject</th>
<th>1.1 Pledge of Allegiance</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</td>
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<tr>
<td>Category</td>
<td>1. CALL TO ORDER</td>
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<tr>
<td>Access</td>
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<td>Type</td>
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<tr>
<th>Subject</th>
<th>1.2 Roll Call</th>
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<td>Procedural</td>
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<thead>
<tr>
<th>Subject</th>
<th>1.3 Agenda Approval</th>
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<td>Public</td>
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<td>Type</td>
<td>Action</td>
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<tr>
<td>Recommended Action</td>
<td>Motion to approve the agenda</td>
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<thead>
<tr>
<th>Subject</th>
<th>1.4 Approval of Minutes of the regular meeting held on June 8, 2022</th>
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<tr>
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2. CLOSED SESSION

Subject 2.1 Public Comments on Closed Session Items
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Access Public
Type Procedural

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.

Subject 2.2 Convene Into Closed Session
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Access Public
Type Procedural

Subject 2.3 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Access Public
Type Discussion

Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCBU

**Subject 2.4 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case**

Meeting  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
2. CLOSED SESSION

Access  
Public

Type  
Discussion

Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations  
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

**Subject 2.5 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957**

Meeting  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
2. CLOSED SESSION

Access  
Public

Type  
Discussion

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

**Subject 2.6 Return to Open Session**

Meeting  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
2. CLOSED SESSION

Access  
Public

Type  
Procedural

**Subject 2.7 Report of Action Taken in Closed Session**

Meeting  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
2. CLOSED SESSION

Access  
Public

Type  
Information, Reports

### 3. PUBLIC COMMENTS

**Subject 3.1 Public Comments**

Meeting  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
3. PUBLIC COMMENTS

Access  
Public
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.

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4. SUPERINTENDENT/ PRESIDENT AND ADMINISTRATION REPORTS

Subject 4.1 Superintendent/President and Administration Report
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 4. SUPERINTENDENT/ PRESIDENT AND ADMINISTRATION REPORTS
Access Public

I hope everyone had some time over the summer to relax and recharge. This summer saw the return of Shakespeare the Lake on July 30-31. Shakespeare at the Lake is a co-production of Mendocino College and the Lake County Theatre Company partnering with the Lake County Friends of Mendocino College, the Clear Lake Chamber of Commerce, the City of Clearlake and the City of Lakeport.

With this academic year, we begin our 50\textsuperscript{th} Anniversary celebration. There will be events/programs throughout the year culminating with commencement in May 2023. Thank you to Tony Novelli for designing our 50\textsuperscript{th} logo!

Return of the Eagle

Over the summer, the eagle returned to the water tower behind campus. It's great to see it. I want to thank the Millview Water
Board and General manager Jared Walker for approving the eagle to be re-painted on the water tank.

Robinson Tribal Council

I had the honor to meet with the Robinson Tribal Council on July 11. I want to thank Trustee Anderson for his assistance in connecting me to Robinson. It was a privilege to meet on their land to share our histories and brainstorm ideas to build stronger links together.

Tonight, the Board will consider the adoption of the 2022-2024 District Priorities. One of the priorities focuses on strengthening connections with the Native American community. A tangible outcome of this will be Mendocino College having the highest percentage of Native American student population in California Community Colleges. According to data from the Chancellor Office for the 2020/21 academic year, Mendocino College was number 2 at 4.14%. Below is a table showing all the colleges that have above 1% Native American student population. There are a total of 116 community colleges, which 10 are above the 1% threshold.

<table>
<thead>
<tr>
<th>FY20/21</th>
<th>College</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Redwoods</td>
<td>4.79</td>
<td></td>
</tr>
<tr>
<td>Mendocino</td>
<td>4.14</td>
<td></td>
</tr>
<tr>
<td>Lassen</td>
<td>2.16</td>
<td></td>
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<tr>
<td>Siskiyous</td>
<td>2.14</td>
<td></td>
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<tr>
<td>Cerro Coso</td>
<td>2.02</td>
<td></td>
</tr>
<tr>
<td>Shasta</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>Feather River</td>
<td>1.68</td>
<td></td>
</tr>
<tr>
<td>Columbia</td>
<td>1.31</td>
<td></td>
</tr>
<tr>
<td>Butte</td>
<td>1.08</td>
<td></td>
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<tr>
<td>Palo Verde</td>
<td>1.05</td>
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Dedication of Essential Worker Mural in Lakeport

On July 1, 2022, I and Trustee Tomkins attended the dedication of an essential workers mural dedication in Lakeport. Members of the city/county government and community members were present at the dedication. Below is a link to a Lake County News article about the event.

Board of Trustee Health Benefits

At the June 8, 2022 Board of Trustees meeting I was asked to research the how many of the community college districts in our region offer health benefits to trustees while serving on the board. To define our region, I used the districts comprised in my CEO region. Below is a table listing each district and the status of health benefits. The cost of health benefits differs between districts because there is no universal plan, and some districts have monthly premium co-shares.

<table>
<thead>
<tr>
<th>District</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Mendocino</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Redwoods</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Siskiyous</td>
<td>X</td>
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<td>Shasta</td>
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<td>Feather River</td>
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<td>X</td>
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<td>Sierra</td>
<td>X</td>
<td></td>
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<tr>
<td>Tahoe</td>
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Cal Poly Humboldt

In the spring semester we began having leadership meetings with Cal Poly Humboldt to strengthen ties, build partnerships, and streamline transfer to Humboldt. Initial work is focused on transfer, articulation, and financial aid. Vice President Velasco is leading the dialogue.

Additionally, we received word that Humboldt has received a Regional K-16 Education Collaborative grant [https://k16collaborative.org/](https://k16collaborative.org/). Mendocino College, in addition to College of the Redwoods, Sonoma State, UC Davis, are part of the collaborative. The Regional K-16 Education Collaborative brings together educational institutions throughout the Redwood Coast region (Lake, Humboldt, Del Norte, and Mendocino Counties) to support the development of pathways from cradle to career in Education, Social Work, and Health Care. The first year will be for planning.

UC Davis

UC Davis has been selected as one of four Regional Hubs of Healthcare Opportunity (RHHOs) that will be awarded state funding for the California Medicine Scholars Program. Mendocino College will be in the first cohort along with Cal Poly Humboldt, College of the Redwoods, College of the Siskiyous, Los Rios Community College District, Sacramento State, Shasta College, Yuba College and Woodland Community College. Eric Hoefer, Director of MESA/STEM Success, is the Mendocino contact person.

Heavy Equipment Operator

There was a question posed about offering heavy equipment operator courses at Mendocino College. An entry level position in this field requires a high school diploma or general education degree (GED) and to possess or willing to obtain a Class "C" Drivers License. There is no requirement for a college-level certificate of degree. Many careers with this level of skills have trainings to provide short hands-on experience. This type of training is generally delivered through the trade associations or private businesses. In our region, the Operating Engineers Local 3 provides trainings in heavy equipment specialty areas.
I did some preliminary search of labor market and job opening data through the California Employment Development Department (EDD). For information on the fastest growing occupations in the North Coast Region, heavy equipment drivers and mechanics is listed as flat (0%) growth. In a search of the CalJobs portal one current opening was listed.

There are four California community colleges offering an 18-unit certificate program for heavy equipment operation. The closest being Butte College. Its certificate program is part of the agriculture department.

If a local agency or employer is looking to support training in specialized trade fields, we would be open to a conversation about potential partnerships. Trustees play a critical role in collecting community feedback and bringing it back to the district for review.

Program Development Processes

As there is often discussion at Board meetings about offering new programs, it seemed like a good idea to include a brief description of the processes required. Mendocino College has clearly defined Program Management Guidelines and Curriculum Committee processes which define local requirements. Career Technical Education Programs need to be approved by the North Far North Regional CTE Consortium, and all programs need to be approved by the Chancellor's Office. These local, regional and state steps can sometimes occur within a year or even sooner depending on the complexity of the program and the amount of internal research, resource development, and course development needs to be done.

The basic steps of program development are these:

1. Education Action Plan Committee: A Program Concept Form is submitted to the Education Action Plan (EAP) committee which includes a description of the program, an explanation of the need, and identification of any new resources required to implement the program. This form can be submitted by anyone at the college and can even be an idea from a community member if there is an EAP committee member that “sponsors” the proposal
   
   a. If the program is simply a re-configuration of classes already offered and will not require any additional fiscal or human resources, EAP can approve the program at one meeting to move forward to the Curriculum Committee.
   
   b. If there are new courses that need to be developed and/or there are new resources needed to support the program, EAP will assign a Program Advisory Team (PAT) to look into the program further. The PAT will include a dean, at least two faculty and our researcher. They will examine the strength of the proposal, including whether or not the program meets a labor market demand, whether or not needed resources are available and whether or not the program supports the Mission, Vision Value and Goals of the college. The PAT process can take as little as one month or as long as several months depending on the complexity of the proposal
   
   c. The PAT will make a recommendation to EAP and then the committee will make a decision about moving the program forward to the curriculum committee

2. Curriculum Committee: The program will need a faculty to move it through the curriculum process as Education Code requires that matters of curriculum are primarily the purview of faculty.
   
   a. First, any new courses will need to be approved by curriculum committee as well as changes to existing courses. New courses require two curriculum meetings.
   
   b. Then, the new program can be presented at Curriculum Committee. This also takes two meetings, but the first one can overlap with the 2nd reading of the courses. (Curriculum Committee meets every three weeks.)

3. North Far North Regional CTE Consortium: New programs in CTE are required to be discussed at a North Far North Consortium meeting. This consortium of colleges in this region examine programs based on the labor market need and whether or not it is duplicating a program already offered by a nearby college. This group meets monthly and is very responsive.

4. Chancellor’s Office: Final approval of courses and programs occur with the assignment of a code from the Chancellor’s Office. Until this occurs, the college cannot offer the course or program to the students. The wait time for this step in the process varies.

5. Other considerations: If there are new UC transferable courses being proposed as part of the program, those will also need to be submitted for approval for articulation.

Even though the process described above seems daunting, we have successfully shepherded many programs into our catalog. Some recent examples are included here. All of these programs have current full-time faculty with expertise in these disciplines.

These three degrees had full-time faculty support, required very few new courses or course modifications, and went through
the process quickly:

- A.A.-T Social Justice Studies for Transfer (Ethnic Studies)
- A.A.-T Social Justice Studies for Transfer (General Studies)
- A.A. Ethnic Studies

These non-credit certificates were only required to go through our local processes and the Chancellor’s Office approvals (which came quickly):

- Introduction to the Construction Trades
- Basic Computer Skills

Career Technical Certificates that met a clear labor market need and for which we had courses already being offered include:

- Digital Arts and Media
- Technical Theater
- Recording Arts and Technology

We also have some certificate programs that are moving through our processes now:

- Advanced Automotive Hybrid and Electric Vehicles
- Cybersecurity
- Chemistry Lab Technician

Programs that can take three or more years are typically ones that require an additional external accreditation process, such as the Physical Therapy Assistant program (PTA). Other programs that have been discussed by the Board of Trustees have been the Psychiatric Technician and the Paramedics programs. In order to offer these programs at the college they need to be approved by an external agency. This not only adds time to the process, but these agencies usually have fairly specific requirements about how the college will need to staff the program and the nature of the facilities. Therefore, there is a significant amount of resources the college will have to commit to the program before students can be served. Unlike most of the programs listed above, a new program such as these do not already have full-time faculty in the discipline nor is there an available facility to house them and the specialty equipment needed. Additionally, programs like these that are in the Allied Health fields require that the college be able to secure local clinical opportunities for students.

Institutional Student Learning Outcomes (ISLO)

Through the participatory governance process the college reviewed and revised our institutional student learning outcomes. These outcomes are part of a scaffold system of course level student learning outcomes; service level student learning outcomes; program level student learning outcomes; and institutional level student learning outcomes.

Introduction: The ISLOs describe the learning students will achieve while completing an Associate Degree at Mendocino College and are designed to recognize that the skills we foster in our students are applicable across disciplines and describe the entirety of the student experience at Mendocino College. Each one is explained with a “definition,” a “goal” for student learning and more specific and measurable bullet points beginning with the heading, “Students will be able to...” The bullet points are the focus of the ISLOs and will be assessed institutionally.

A. Creative and Critical Thinking:

Definition: Creative and critical thinking represents students’ ability to analyze and evaluate texts, materials, experiences, and positions, as well as to develop solutions to problems and issues.

Goal: Students will be able to develop, evaluate, and explore ideas and opinions with appropriate evidence and argument; maintain the ability to reevaluate positions based on new evidence; and solve problems.

Students will be able to:

- Identify and apply multiple methods for addressing issues and solving problems
• Consider issues from multiple perspectives
• Reevaluate positions based on new evidence
• Compare and contrast texts, ideas, opinions, experiences, and beliefs
• Evaluate sources for validity, bias and applicability to research topics

B. Inquiry and Analysis:

Definition: Inquiry and analysis represents students' ability to gather and interpret research, information, or data using systematic, discipline-specific approaches, along with asking meaningful questions that expand on existing ideas.

Goal: Students will be able to develop systematic methods for gathering research; designing and performing experiments; exploring ideas, issues or artifacts; and interpreting data, arguments, or information.

Students will be able to:
• Apply numeric reasoning to mathematic and scientific issues
• Create research questions and hypotheses
• Develop research methods or experiments to gather information or data
• Craft and support an argument with informed evidence
• Examine and analyze cause and effect relationships
• Use appropriate technology to collect, display, and analyze results
• Analyze the factors that lead to global, social, and cultural changes or issues

C. Communication:

Definition: Communication is meaningful exchange. Students communicate in diverse situations to deliver, interpret, express, and question information, ideas, and experiences.

Goal: Students will be able to communicate effectively in at least one language or medium to accomplish relevant academic and professional tasks for various objectives. They will do so with an awareness of their audience or interlocutor, including the ways race, ethnicity, economic class, culture, gender identity, ability, and language background contribute to the construction of meaning.

Students will be able to:
• Written, spoken, and signed communication: Convey ideas clearly, accurately, and logically, incorporating relevant evidence and citing credible, pertinent sources.
• Interpersonal collaboration: Meaningfully foster interpersonal communication to complete relevant academic and professional tasks in group and/or partner settings.
• Aesthetic and creative expression: Engage in the creative process while following respective conventions to produce work in disciplines and/or genres of interest.
• Digital Literacy: Effectively use digital programs, services, platforms, and tools for applicable academic and professional purposes and technological communication.

D. Lifelong Wellness:

Definition: Lifelong wellness represents students' ability to capably pursue physical, emotional, and social health.

Goal: Students will develop the knowledge and skills to effectively advocate for their own and their communities' emotional and physical wellbeing. Students will practice resiliency strategies to maintain lifelong wellness.

Students will be able to:
Identify and practice the components of a physically healthy lifestyle

Identify and practice the components of socially and emotionally healthy lifestyles

Identify and access appropriate resources for academic success

Recognize trauma and identify strategies to develop the resilience necessary to overcome adversity

E. Intercultural Knowledge:

Definition: Intercultural knowledge represents the awareness of global diversity in culture, art, language, religion, and history with respect toward the ability to interact across cultures.

Goal: Students will study different governments, economies, artistic and literary traditions, religions, and other cultural institutions and how they are produced. They will develop the ability to recognize how cultural expectations impact interactions, to consider how culture shapes human experiences and perceptions, and to identify, analyze, and challenge their own cultural assumptions.

Students will be able to:

- Articulate aspects of cultures, religions, and ethnic groups throughout the world
- Evaluate and analyze interactions between global communities both historically and in the modern world
- Recognize and reflect on the cultural experience of others
- Interact with diverse culture

New Student Welcome

On August 3rd and 5th, Mendocino College faculty, staff and managers collaborated on creating an in-person and online welcome to new students for the Fall semester. Approximately 150 students in total were expected to participate. During this event, students receive general orientation to college, plus additional information for their specialized programs, such as EOPS and CAMP. Students attending the in-person event received dinner and were able to meet in person with support staff to get them ready for the Fall semester.

Financial Aid Updates

On June 28th, Mendocino College received notification that the Department of Education found that our institution had met all the requirements of "institutional eligibility, administrative capability, and financial responsibility" to continue administering federal financial aid. Certification is granted for a period of six years before a thorough analysis is conducted for each financial aid granting institution to ensure they meet all federal requirements. In preparation for this process, Director of Financial Aid & EOPS Yuliana Sandoval ensured that all financial aid policies and procedures were in accordance with federal requirements. The announcement of this recertification will allow Mendocino College to continue granting federal financial aid for another six years.

The Department of Education has announced that it would continue to waive income verification requirements for most Free Application for Federal Student Aid (FAFSA) information. The California Student Aid Commission also announced that they will be following the ED guidance and waiving the income verification requirements for the California Dream Act Application. These changes will greatly benefit our students by providing relief to students financially challenged by the pandemic and aim to reduce barriers to enrollment for millions of low-income students to access financial aid.

The Financial Aid Office continues to process HEERF awards to students who have expressed a need as a result of COVID-19. Mendocino College received $3,070,756 in HEERF III funds to grant as emergency aid and these funds are expected to be exhausted this Fall semester. To date we awarded $3,974,088 in HEERF I, II, and III. Students who are experiencing financial needs should be encouraged to contact the financial aid office.

Supporting Incarcerated Students

This month, Student Services teamed up to provide support to students inside of the Mendocino County Jail. Student Equity and Achievement Specialist Bonnie Lockhart coordinated the participation of Admissions and Records, Financial Aid, Counseling and Outreach support for students in the County Jail. The team served 12 students, both male and female, through enrollment, counseling, and financial aid support. Students were given the opportunity to ask questions and share concerns with our team. They truly appreciated our presence and time we spent to support them. They look forward to our return. Many of the students
will be getting out mid semester, so we plan to continue coordination.

CAMP Update

CAMP Program Manager Dr. Mariana Martinez and CAMP Counselor Jose Hernandez Venegas attend the DC Directors Meeting in person earlier this summer. This year marks the 50th anniversary of CAMP and 55th anniversary of HEP. The DC Director's Meeting is a good opportunity for CAMP directors to connect, share strategies, and support one another. Those in attendance have the ability to connect with the Office of Migrant Education and CAMP's program officer.

The CAMP Summer Bridge began on July 11 with 22 new CAMP scholars participating. Summer Bridge consists of multiple online classes to set-up students for success in the Fall semester.

5. CONSENT AGENDA

Subject 5.1 Approval of Consent Agenda
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 5. CONSENT AGENDA
Access Public
Type Action (Consent)
Recommended Action Motion to approve consent agenda items as presented.

6. CONSENT: PERSONNEL

Subject 6.1 Consideration to approve Personnel List - Short Term Non-Continuing Employees
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)
Recommended Action Recommendation that the Mendocino-Lake Community College District Board of Trustees approves/ratifies the employment of the short-term non-continuing (STNC) employees as presented pending receipt of all necessary employment eligibility requirements.

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. 7300.

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.
Subject 6.2 Consideration to approve Personnel List - Part-Time Faculty

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 6. CONSENT: PERSONNEL

Access Public

Type Action (Consent)

Recommended Action Recommendation that the Mendocino-Lake Community College District Board of Trustees approve the employment of the part-time faculty for the Fall 2022 semester as presented pending receipt of all necessary employment eligibility requirements.

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2022 semester.

RECOMMENDATION:

The Superintendent/President recommends 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

Subject 6.3 Consideration to approve List of Volunteers

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 6. CONSENT: PERSONNEL

Access Public

Type Action (Consent)

Recommended Action Recommendation that the Mendocino-Lake Community College District Board of Trustees approve the list of volunteers as presented.

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. 7500). The attached volunteers are approved by the administration are recommended for Board approval.

Reference Board Policy 7500, Volunteers

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**SYNOPSIS:**

Employment of Director of Community Relations and Communications - Classified Administrator

RECOMMENDATION:

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

ANALYSIS:

Rose Bell
Director of Community Relations and Communications
Effective: September 1, 2022
Initial Contract Period: September 1, 2022 - August 31, 2023
Range 30/ Step 1

Rose Bell holds a master's degree in History from the Royal Holloway University of London. Ms. Bell worked for Mendocino College in 2007 as an Executive Assistant leaving only to continue her education in England and returning to the College once she obtained her master’s as an Adjunct Faculty member in 2014-present. Rose has held the Director of Communications and Donor Services for the last 5 years with The Community Foundation of Mendocino County. In this role Bell has had many accomplishments including successfully designing, implementing and completing an organizational rebrand, website redesign and more.

Reference Board Policy 7120, Recruitment and Hiring
Subject 6.5 Consideration to approve Working Out of Class Compensation

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)

Recommended Action Recommendation that the Mendocino-Lake Community College District Board of Trustees approve the Working Out of Class Compensation for Jana Rauch as presented.

SYNOPSIS:
Due the training period of another Classified staff member, Classified staff has been assigned additional duties.

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

ANALYSIS:
The following Classified Employee will be compensated for out of class and/or additional duties as follows:

Jana Rauch (Office Services Assistant)
Due to duties completed during onboarding period of new Accounting Specialist
Period: 7/1/2022-9/30/2022
Compensation: 5% increase

Subject 6.6 Consideration to approve Assignment Change - Classified

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)

Recommended Action Recommendation to approve the increase of assignment for Narayana Henneberger effective August 1, 2022 as presented.

SYNOPSIS:
Assignment change to 1.0 FTE (40 hours) for 10 months, increased from .75 (32 hours) FTE for Laboratory Technician (Auto) due to increased programmatic needs.

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

ANALYSIS:
Effective August 1, 2022

Narayana Henneberger
Lab Technician (Auto)
1.0 FTE
10 month assignment
40 hours per week
6.7 Consideration to ratify Resignations - Classified

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)

Recommended Action Recommendation to ratify the resignation of Toni Fort, Instruction Schedule Technician effective September 30, 2022; Cathleen Kucz, Accounting Specialist effective December 31, 2022; and Celina Fuentes effective August 31, 2022.

SYNOPSIS:

Resignation of Classified employees.

RECOMMENDATION:

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

ANALYSIS:

Celina Fuentes
Custodian
Effective: August 31, 2022

Toni Fort
Instruction Schedule Technician
Effective: September 30, 2022

Cathleen Kucz
Accounting Specialist
Effective: December 31, 2022

Reference Board Policy 7350, Resignations

7. CONSENT: OTHER ITEMS

7.1 Authorization For Remote Teleconference Meetings - Resolution #08-22-01

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 7. CONSENT: OTHER ITEMS
Access Public
Type Action (Consent)

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #08-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.
SYNOPSIS:
Adoption of Resolution #08-22-01, Authorization for Remote Teleconference Meetings

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

ANALYSIS:
Assembly Bill AB361 provides legislation that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions. Those conditions include:

1. If a state of emergency remains active, or state or local officials have imposed or recommend measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) or paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
   A. The legislative body has reconsidered the circumstances of the state of emergency.
   B. Any of the following circumstances exist:
      1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
      2. State or local officials continue to impose or recommend measures to promote social distancing.

File Attachments
Resolution 08-22-01.pdf (248 KB)

SYNOPSIS:
Board of Trustees authorization is requested for the sale of surplus property.

RECOMMENDATION:
The Superintendent/President recommends authorization of the sale of surplus property as presented.

ANALYSIS:
The District recommends disposition by sale of the surplus property listed on Attachment A. None of the items listed exceeds the value of One Thousand Dollars ($1,000). This is a comprehensive list of what is now in surplus. The
District reserves the right to remove from surplus all items that are subsequently found to be needed elsewhere in the District.

Reference Board Policy 6550, Disposal of Property

File Attachments
Surplus Property for 8-10-22 meeting.pdf (190 KB)

Subject 7.3 Fiscal Report as of June 30, 2022
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 7. CONSENT: OTHER ITEMS
Access Public
Type Action (Consent), Reports
Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as presented.

SYNOPSIS:
A report on District fiscal data as of June 30, 2022

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

ANALYSIS:
The Fiscal report as of June 30, 2022 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

File Attachments
21-22 Monthly Fiscal August 2022 Board.pdf (71 KB)

8. PUBLIC HEARING

Subject 8.1 Public Hearing on the Proposed Secondary Access Roadway Project
Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 8. PUBLIC HEARING
Access Public
Type Procedural
A public hearing will be held on the proposed secondary access roadway project.

9. ACTION ITEMS
**SYNOPSIS:**

Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (MMRP) for the Mendocino-Lake Community College Secondary Access Roadway Project.

**RECOMMENDATION:**

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

**ANALYSIS:**

The District proposes to construct a secondary access roadway from the Ukiah Campus to Orr Spring Road located southwest of the College in order to provide an alternate route in the event of an emergency. The proposed roadway would begin on the north side of the existing track field and extend south through undeveloped grasslands to an existing paved private road at the southern end of the site, which provides access to Orr Springs Road. The proposed Project would be located on District-owned parcels which are currently utilized as the College and open space comprised of undeveloped grassland in hilly terrain.

The District prepared an Initial Study/Mitigated Negative Declaration for the proposed Project consistent with CEQA Guidelines Section 15063 and was circulated for public review from July 1, 2022 to July 31, 2022 at the State Clearinghouse (No. 20022060729). The District has considered all comments received during the public review process. A MMRP has been prepared consistent with the requirements of Public Resources Code Section 21081.6 listing all mitigation measures, parties responsible for implementation, and time frames for implementation.

Pursuant to CEQA Section 15074, all documents and files which constitute the record of all proceedings upon which the decisions associated with the project are on file with the District and electronically on the District’s website. A public hearing will be held on August 10, 2022 at which time the District will hear and receive all relevant testimony and evidence presented orally or in writing regarding the Project.

Reference Board Policy 6600, Capital Construction
Reference Board Policy 6800, Safety

**File Attachments**

Mendo-Lake Community College District Resolution Adopting ISMND ....pdf (238 KB)

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**Subject**

9.1 Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (MMRP) for the Secondary Access Roadway Project - Resolution #08-22-05

**Meeting**

Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**

9. ACTION ITEMS

**Access**

Public

**Recommended Action**

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does here adopt Resolution 08-22-05, Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (MMRP) for the Mendocino-Lake Community College Secondary Access Roadway Project.

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**Subject**

9.2 Contracts and Agreements - Quarterly Ratification

**Meeting**

Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**

9. ACTION ITEMS

**Access**

Public
SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the April 1, 2022 through June 30, 2022 quarter of fiscal year 2021/2022.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2021/2022 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

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

Reference Board Policy 6340, Bids and Contracts

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**Subject** 9.3 Appropriation Limit for 2022/2023 - Resolution #08-22-02

**Meeting** Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category** 9. ACTION ITEMS

**Access** Public

**Type** Action

**Recommended Action** RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt attached Resolution #08-22-02 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2022/2023 at $25,598,204.

**SYNOPSIS:**

Board of Trustees adoption of the 2022/2023 Appropriation Limit.

**RECOMMENDATION:**

The Superintendent/President recommends the adoption of the attached proposed Board Resolution 08-22-02, Appropriation Limit for 2022/2023.

**ANALYSIS:**

The District is required under Article XIII-B of the State Constitution and Government Code Section 7900 et seq. to compute an annual appropriation limit. Government Code Section 7908(c) requires each community college district to report to the Chancellor of the California Community Colleges at least annually this appropriation limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts
excluded from the appropriations subject to limit.

All districts are required to calculate appropriate limits based on data supplied by the California Community Colleges Chancellor’s Office. The 2021/2022 limit calculation is provided on the attached worksheet.

This limit is also commonly known as Proposition 4 or the Gann Limit. The appropriation limit for fiscal year 2022/2023 is $27,628,834 and appropriations subject to limit is $25,598,204.

Reference Board Policy 6200, Budget Preparation

File Attachments

22-23 Gann_Limit_Worksheet_May2022.xlsx (30 KB)
Resolution 08-22-02.pdf (419 KB)

Subject 9.4 2022/24 District Priorities

Meeting Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 9. ACTION ITEMS
Access Public
Type Action
Preferred Date Aug 10, 2022
Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted Yes
Recommended Action RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby establish the 2022/24 District Priorities as presented.

SYNOPSIS:

Establishment of the 2022/24 District Priorities

RECOMMENDATION:

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

ANALYSIS:

The 2022/24 District Priorities were reviewed through the participatory governance process. The Planning and Budgeting Committee (PBC) approved the draft 2022/2024 District Priorities in June 2022. These establish two-year priorities for the district. An update will be presented to the Board in August 2023.

A report highlighting accomplishments of the 2021/22 District Priorities is attached as an informational item.

Reference Board Policy 2200, Board Duties and Responsibility

File Attachments

2022-24 District Board Priorities.pdf (214 KB)
2021-22 District Board Priorities Accomplishments.pdf (395 KB)
Subject  9.5 Child Development Center Contract - Resolution #08-22-03

Meeting          Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category         9. ACTION ITEMS
Access           Public
Type             Action
Recommended Action RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution #08-22-03, California Department of Education Contract #CCTR-2149 in the amount of $232,990.00.

SYNOPSIS:
The California Department of Education has provided a General Child Care & Development Program Contract (CCTR-2149), with a Maximum Reimbursable Amount of $232,990.00.

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

ANALYSIS:
Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

Reference Board Policy 6340, Bids and Contracts

File Attachments
- CCTR-2149-00 contract.pdf (443 KB)
- Resolution 08-22-03.pdf (186 KB)

Subject  9.6 Child Development Center Contract - Resolution #08-22-04

Meeting          Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category         9. ACTION ITEMS
Access           Public
Type             Action
Recommended Action RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution #08-22-04, California Department of Education Contract #CCSP-2285) in the amount of $259,298.00.

SYNOPSIS:
The California Department of Education has provided a General Child Care & Development Program Contract (CCSP-2285), with a Maximum Reimbursable Amount of $259,298.00.

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

ANALYSIS:
Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

Reference Board Policy 6340, Bids and Contracts

File Attachments

- CSPP-2285-00 contract.pdf (127 KB)
- Resolution 08-22-04.pdf (187 KB)

**Subject**

9.7 2022-23 COVID-19 Emergency Conditions Allowance Application

**Meeting**

Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**

9. ACTION ITEMS

**Access**

Public

**Type**

Action

**Preferred Date**

Aug 10, 2022

**Absolute Date**

Aug 10, 2022

**Fiscal Impact**

No

**Budgeted**

No

**Recommended Action**

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the district applying for the 2022-2023 COVID-19 Emergency Conditions Allowance.

**SYNOPSIS:**

2022-23 COVID-19 Emergency Conditions Allowance Application

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the district applying for the 2022-2023 COVID-19 Emergency Conditions Allowance.

**ANALYSIS:**

In March 2020, the Chancellor's Office provided this protection to all districts that applied, as it was understood certain courses would not seamlessly convert to an online format and districts would experience FTES losses. The final extension of this protection and the 2022-23 COVID-19 emergency conditions allowance requirements and application are due September 1, 2022.

The application requires the district to prepare and present an Emergency Conditions Recovery Plan Update to the Board of Trustees and furnish a copy to the Chancellor's Office no later than February 28, 2023.

**Emergency Conditions Requirements**

Title 5 section 58146 provides criteria for funding allowances due to emergency conditions, including pandemics. The intent behind this section of regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition. These regulations require each district to demonstrate:

1. the applicability of an emergency condition, and
2. good faith efforts to avoid a material decrease in general purpose apportionments.
10. INFORMATIONAL ITEMS AND REPORTS

Subject           10.1 Mendocino College Foundation Report
Meeting           Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category          10. INFORMATIONAL ITEMS AND REPORTS
Access            Public
Type              Information, Reports

SYNOPSIS:
This is an informational report from the Mendocino College Foundation Executive Director, Julie McGovern.

ANALYSIS:
With the grant funding received from Redwood Credit Union for Food Pantry services to Mendocino College students, the Foundation is kicking off a matching campaign for basic needs. Turning the original donation from $12k to $24k! Again, thank you, Redwood Credit Union, for your continued support to Mendocino College students!

The annual AAFG flyer will begin production and provides the following highlights: The program began in 2007 with 1 student; in 2022 there were 82 recipients; the program has been going for 15 years and in that timeframe, we have awarded 817 children an incentive to graduate from high school and attend Mendocino College; over $817,000 raised in scholarship funds.

The Foundation’s appeal letter is in production. The appeal letter will be distributed in late August and is featuring scholarship recipient, Joseph Ditto; recipient of the Osher Scholar Award and Ned Walsh Memorial Scholarship. Joseph is a re-entry student pursuing a degree in Alcohol & Other Drug Studies with a goal of becoming an alcohol and drug counselor. He is the first in his family to attend college, while working full time as the Harm Reduction, Outreach and Housing Services Manager at MCAVHN Care and Prevention Network.

Gala 2023 is scheduled for Saturday, May 13, 2023, on the Stadium Field at the Ukiah Campus.

The Foundation has hired, Jason Morse, as the Coast Development and Community Liaison. Jason brings valuable experience in the K-12 arena as well as close connections to the Mendocino Coast community. Welcome, Jason!

During their June 14th Foundation Board of Directors meeting, the board approved the 2022/2023 budget and budget for the thirteen affiliate organizations. Additionally, the board approved new Board of Director, Jared Hull. Jared is an Ukiah native working as a Broker for Farmers Insurance. Welcome, Jared!

The next Foundation Board of Directors meeting will be held on Tuesday, August 9th in Library Room 4210 beginning at 12:00pm.

Subject           10.2 Constituent Group Reports
Meeting           Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category          10. INFORMATIONAL ITEMS AND REPORTS
Access            Public
Type              Information, 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 Nicholas Petti:

There has been no Academic Senate meeting since the last Board of Trustees meeting and the only action taken by the senate was finalizing committee and screening committee assignments that were in process before the academic year ended.

My students and I have had the pleasure of feeding most, if not all members of the Board of Trustees and I am looking forward to engaging with the board to continue to make the college an affordable, inclusive, and supportive institution for all our students.

Please join me in thanking outgoing president, Catherine Indermill. She noted in her last report to the board that she valued the spirit of cooperation and mutual respect between the board and faculty representatives. I look forward to continued shared governance with you all.

**Classified Senate:**

The following report was submitted by Classified Senate President Isabel Lopez:

In early June, five members attended the Classified Leadership Institute in Riverside. At this conference, Mendocino College was praised for the exceptional work the Mendo Cares team has done. Brad Phillips, President and CEO of the Institute for Evidence-Based Change said they often refer other colleges to the Mendo Cares website for inspiration. According to him, our quarterly newsletters have been well received.

As the summer semester comes to an end, Classified is preparing to put in practice the Mendo Cares commitments this upcoming fall semester. We are eager to welcome students back and ready to institute our monthly Departmental Open Houses.

Classified elected their new officers for the 2022-2023 term. This team is eager to represent the Classified Professionals in all participatory governance committees and college functions. The Classified Senate Governing Council consists of:

- **President** - Isabel Lopez
- **Vice President** - Kelly Keyes
- **Secretary** - Mayra Sanchez
- **Treasurer** - Karen Cavanaugh
- **Senators** - Tony Novelli, Eliza Grider, Nancy Heth, Jenny Yang, and Amber Shrum

**Management Team:**

There was no report submitted by the Management Team President Amanda Zu.

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

### 11. TRUSTEE COMMUNICATIONS

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**SYNOPSIS:**

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

**ANALYSIS:**

*Oral reports by Trustees may be presented at the meeting.*

**Subject**  
**11.2 Future Agenda Items**

**Meeting**  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
11. TRUSTEE COMMUNICATIONS

**Access**  
Public

**Type**  
Information

**SYNOPSIS:**

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

**ANALYSIS:**

Items currently on the list include:

- 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.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.

**12. ADJOURNMENT**

**Subject**  
**12.1 Adjourn**

**Meeting**  
Aug 10, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
12. ADJOURNMENT

**Access**  
Public

**Type**  
Procedural