

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

**April 6, 2022 – 4:00 PM**

**Mendocino College North County Center – 372 E. Commercial Street– Room 8020 –  
Willits, CA 95490**

**Zoom meeting information:** [April 6, 2022, zoom meeting link](#)

Or by telephone phone dial: +1 669 900 9128

Meeting ID: 983 9902 6688

**CALL TO ORDER**

**1. APPROVAL OF AGENDA AND MINUTES**

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on March 9, 2022

**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**

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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**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 List of Volunteers  
Recommendation to approve the list of volunteers as presented
- 4.3 Consideration to approve Employment - Classified  
Recommendation to approve the employment – classified as presented.
- 4.4 Consideration to Ratify Resignation - Faculty  
Recommendation to ratify the resignation - faculty as presented
- 4.5 Consideration to Ratify Resignation – Management Team  
Recommendation to ratify the resignation – management team as presented
- 4.6 Consideration to Approve Working Out of Class Compensation  
Recommendation to approve the Working Out of Class Compensation as presented

**5. Other Items**

- 5.1 Fiscal Report as of February 28, 2022  
Recommendation to accept the report as presented
- 5.2 Donations  
Recommendation to accept the donated items as presented
- 5.3 Authorization for Remote Teleconference Meetings – Resolution #04-22-01  
Recommendation to adopt Resolution #03-22-01 as presented

**6. ACTION ITEMS**

- 6.1 2021/22 April Revised Budget  
Recommendation to adopt the proposed 2021/22 April Revised Budget as presented
- 6.2 Contracts and Agreements – Quarterly Ratification  
Recommendation to ratify the contracts and agreements as presented
- 6.3 Award of Contract – Road Repairs and Resurfacing Project  
Recommendation to award the Road Repairs and Resurfacing Project to American Asphalt Repair & Resurfacing Co, Inc. as presented.
- 6.4 Classified Professionals Week – Resolution 04-22-02  
Recommendation to adopt resolution 04-22-02 in honor of Classified employees
- 6.5 Board Policy Additions and Revisions – Second Reading  
Recommendation to approve the board policy additions and revisions as presented
- 6.6 Specifications of Election Order and Request for Consolidation – Resolution 04-22-03  
Recommendation to adopt resolution 04-22-03 as presented
- 6.7 2022 California Community College Trustees (CCCT) Ballot for Board of Directors  
Recommendation to be determined at the meeting

**7. BIG PICTURE**

- AB 705 Progress and Changes  
A presentation by Vice President of Academic Affairs Polak

**8. INFORMATIONAL ITEMS AND REPORTS**

- 8.1 Mendocino College Foundation, Inc.  
Mendocino College Foundation informational report
- 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 – May 11, 2022, 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, March 9, 2022, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA and also using ZOOM remote meeting technology.

**GENERAL MATTERS**

*Call to Order*                      Trustee Pinoli, Board President, called the meeting to order at 4:00 PM.

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

*Secretary*                      Timothy Karas, Superintendent/President (present)

*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	Isabel Lopez, President (present)
	Management Team	Janet Daugherty, President (present)

*Agenda Approval*                      M/S (Nickereman/Myers) to approve the agenda as amended. The amendment being the board will not be adjourning into closed session this evening. The matter was approved via the following vote:

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

*Approval of Minutes*                      M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on February 9, 2022, as presented. The matter was approved with the following vote:

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

M/S (Nickerman/Myers) to approve the minutes of the special board meeting held on February 9, 2022, as presented. The matter was approved with the following vote:

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

*Recognition of Recently Tenured Faculty*

Vice President of Academic Affairs Polak and Vice President Velasco presented information about each of the recently tenured faculty members after which they were congratulated by the members of the Board of Trustees. Vice President Polak also stated these faculty members are all genuinely good people and it truly is a pleasure to be working with all of them.

Gregory Allen – Chemistry

Gregory did his Graduate and Post Doctorate research in student learning of Chemistry. He is a faculty leader on the Academic Senate and the Student Learning Outcomes team and presented at the last inservice on “From Reflection to Action: Anti Racism and Equity”.

Fernando Calderon – Psychology

Fernando holds a master’s degree in counseling as well as a Bachelor of Arts in Psychology. Fernando began his educational journey at Mendocino College and obtained an AA and 3 AS degrees from Mendocino before moving on to Southern California to complete his education. He returned to Mendocino College as an EOPS counselor and continues to provide some counseling services and service to Veterans in addition to teaching Psychology.

Jason Davis – English

Jason has a degree in Interdisciplinary Studies so he can teach English, Philosophy and Theatre all of which he has done for Mendocino College. He began teaching part-time for Mendocino College in 2005. Academic Senate President Indermill added he previously was also a part-time faculty representative on the Academic Senate.

Phillip Lenberg – Music

Phillip holds a Doctorate of Musical Arts in Orchestral Conduction as well as a master’s degree in orchestral conduction and a Bachelor of Fine Arts in Classical Guitar. He currently conducts the Ukiah Symphony in addition to

having his own podcast “Up Close and Classical” and will soon have a show airing on KZYX.

Vincent Poturica – English

Vincent earned a MFA in Creative Writing from the University of Florida and has taught English, Composition and Creative Writing at numerous institutions. Currently, he teaches primarily at the North County and Coast Centers. He is a faculty leader on the Student Learning Outcomes Team and has presented on understanding poverty and other issues in our rural communities.

Nicholas Wright – DSPPS Counselor/Coordinator

Nicholas earned a BA in Psychology from CSU Long Beach and a MS in Rehabilitation Counseling from San Diego State University prior to working as a counselor at Long Beach City College. When working with the many varied organizations in our communities, there is no stronger advocate for our students with disabilities than Nicholas. He works tirelessly to keep the college apprised of any changes in these areas.

*Public Comments*

There were no comments from the public.

**PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Superintendent/President Karas who added the following information:

He congratulated the faculty members who were recognized tonight upon receiving their tenure. I’m sure it was a much bigger accomplishment given the times we’ve lived in over the past two years.

He also informed the board we have a student who has family in Ukraine, and we have reached out to them to offer our support during this difficult time.

March 17<sup>th</sup> we will be holding College Day at the Lake Center followed by College Day at the North County Center on March 31<sup>st</sup>. High school students currently attending high school in those areas have been invited to come to the center where they will be able to experience Mendocino College and all we have to offer.

Schat’s is now open again and we are very appreciative of their commitment to Mendocino College.

**CONSENT AGENDA**

M/S (Nickerman/Myers) Board of Trustees does hereby approve the items on the Consent Agenda as presented. The items were approved with the following vote:

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

Absent O'Neill  
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 ratify the employment of the Part-Time Faculty for the Spring 2022 semester as presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to  
approve the List of  
Volunteers*

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

*Consideration to  
approve  
Employment -  
Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Lisa Caito as Human Resources Specialist, effective April 1, 2022 pending receipt of all necessary employment eligibility requirements as presented.

*Consideration to  
approve Educational  
Administrator  
Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the one-year (categorical) educational administrator contract for Eric Hoefler as presented.

*Consideration to  
approve  
Reclassification -  
Management*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the reclassification of the position of Director of Facilities to Management Team Range 40 and to the title of Director of Facilities Planning, Operations and Sustainability.

*Consideration to  
approve the Working  
out of Class  
Compensation  
Professional  
Development Leave*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class Compensation for Amber Shrum and Jana Rauch as presented.

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies an academic year 2022-23 Professional Development Leave for David Pai as presented.

### **Other Items**

*Fiscal Report as of  
January 31, 2022*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of January 31, 2022, as presented.

*Authorization for Remote Teleconference Meetings – Resolution 03-22-01*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #03-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

**ACTION ITEMS**

*Awarding of Audit Contract for Fiscal Year Ending June 30, 2022*

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

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby award the audit contract for the fiscal year ending June 30, 2022 at a price of \$37,750/District and \$8,616/Foundation to the Certified Public Accounting firm Cossolias, Wilson, Dominquez, Leavitt (CWDL) and approve a three-year contract with two additional optional one-year extensions for audit services with CWDL with the following vote:

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

*Board Policy Additions and Revisions – Second Reading*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2720 – Communication Among Board Members; Board Policy 2725 – Board Member Compensation; Board Policy 2730 – Board Member Health Benefits; Board Policy 2735 – Board Member Travel; and Board Policy 2740– Board Education as presented with the following vote:

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

**INFORMATIONAL REPORTS**

*Mendocino College Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation Executive Director Julie McGovern who stated she had nothing to add at this time.



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

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

*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 Isabel Lopez 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.

*Board Policies  
Additions and  
Revisions – First  
Reading*

Board Policy 2435 – Evaluation of the Superintendent/President; Board Policy 2510 – Participation in Local Decision Making; Board Policy 2610 - Presentation of Initial Collective Bargaining Proposals; and Board Policy 2716 – Political Activity were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the April 2022 board meeting.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson congratulated the recently tenured faculty members and added it was nice to see the Native American Land Acknowledgement from the Academic Senate.

Trustee Anderson would like to explore the possibility of becoming a Native American Serving Institution further. He will meet one-on-one with Superintendent/President Karas begin this process.

Trustee Martinez congratulated the staff and the newly tenured faculty for all the great work being done.

Trustee Myers stated it was exciting to hear about all the new faculty and their wide variety of educational backgrounds. She also informed the board of the passing of former trustee Paul Ubelhart.

Trustee Nickerman stated he feels very strongly we need to start writing contracts for the students in our Construction and Automotive programs to be placed in businesses in our communities.

Trustee Tomkins stated he is thankful for those faculty members who are staying with the college and is appreciative of those who have put in the time

and effort to become tenured.

Student Trustee Rodriguez congratulated the newly tenured faculty members. He added March 17<sup>th</sup> will be a webinar on CalFresh. He informed the board food insecurity is something that almost every college student suffers from.

Trustee Pinoli asked if we have any statistics from our Construction and Automotive programs showing on how many of our students are employed as a result of completing those programs. It was decided the information would be included in a future President and Administration report.

Trustee Pinoli also acknowledged former trustee Ubelhart who dedicated himself to the college as a trustee for 15 years. He passed away on February 28, 2022 in his home. Former trustee Ubelhart was a retired educator who always placed students in the forefront of any decisions he made. Trustee Nickerman added he would like to see something placed at the North County Center in his memory.

The next regular meeting is scheduled for Wednesday, April 6<sup>th</sup> due to spring break. This meeting will be held at the North County Center in Willits.

Trustee Pinoli ended his statement by saying at this time there is additional turmoil in the world and our hearts go out to those impacted by that turmoil.

*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 – move to try and find a date for a workshop – wants to wait a little longer in order to have outside presenters, etc.
- 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.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 4:47 PM.

Submitted by:  
Tim Karas, Superintendent/President  
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

With spring upon us, a sense of normalcy is in the air. I had the great pleasure of attending the in-person College Days at the Lake and North County Centers, an in-person Lake County Economic Development Board meeting, and dinner at the Lakeport Yacht Club with Trustee Nickerman. Hopefully, over the coming months many events and activities that have been postponed or moved online will transition back to in-person.

**Indoor Masking Update**

On March 10<sup>th</sup> both Mendocino and Lake Counties moved into the CDC “low” community transmission rate. Details of the CDC guidance can be viewed at [https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html#anchor\\_47145](https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html#anchor_47145).

Upon reviewing the guidance this morning at the participatory governance leadership COVID meeting, there was consensus to sunset the universal masking mandate for students and employees beginning **March 28, 2022**.

Universal indoor masking will be strongly recommended, but not mandatory. Understandably, individuals will experience different levels of stress over the changing environment. We will have face masks available in classrooms. Employees can request face masks from the district at no cost to them and can wear them at work, regardless of vaccination status, without fear of retaliation. We should not make assumptions about individuals based on their decision to either wear or not wear masks indoors. I know we will continue to treat each other with empathy, dignity, and support during this transition.

As we are headed into new territory, directions may change in the future based on regulatory guidance, local conditions and data. The mindful, collaborative, and deliberative approach has served us well over the past two years.

I encourage eligible employees to sign up for vaccination/booster opportunities. Vaccines are now available to anyone 5 and over and can be scheduled through the My Turn website at <https://myturn.ca.gov>.

**Summer 2022 Registration**

Beginning June 2022, the COVID vaccination/testing requirement for students physically accessing District buildings, classrooms, libraries, gymnasiums, facilities, and other indoor settings will be suspended. Students will not be “blocked” from registering for courses beginning with the summer session. Reflecting the changes in guidance, health orders, and government mandates, I am suspending AP2901.1 (COVID-19 Vaccine Requirement-Students)

There is no universal agreement on campus about this topic. Constituent group leaders have been forthcoming on feedback, survey results, and input they have received. Both favorable and non-favorable information/views have been shared. The decision to suspend AP290.1 falls to me.

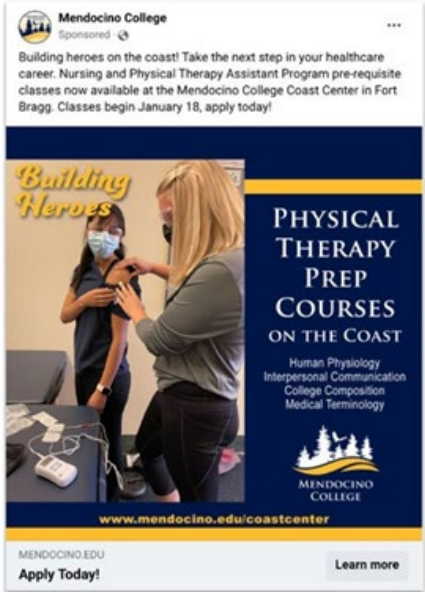
However, this is not the final decision in the endemic journey. As we have experienced during these long two years of pivots and changes, decisions need to happen continuously related to the evolving environment, guidance, and regulations. Our college has taken the guidance of local, state, and federal professionals in decisions taken during this difficult journey. Doing so has served us well as we have not experienced a COVID outbreak, and our facilities have remained a safe learning environment for the entire community.

There was no universal agreement on this direction. The opening paragraph of the AP states “With the Center for Disease Control (CDC) classifying Mendocino and Lake Counties having high/substantial COVID community transmission rates, the Mendocino-Lake Community College District adopts the following procedures...”. With the counties remaining in the CDC low community transmission tier, my recommendation will be to suspend the AP. If the situation changes, we can bring it back. The BP2901 adopted by the board will remain.

This does not alter the requirements for district employees.

**Marketing Update**

The marketing and public information department utilizes many different platforms and media types to publicize about college programs and services. The different media modalities include print (mailers, hometown shopper, newspapers, radio (Spotify and local radio stations), and online (google AdWords, geo fencing ads, Facebook, Instagram). Below are some highlights of several marketing campaigns for Spring 2022.

<p style="text-align: center;"><b>TOP PERFORMING AD</b></p> 	<p><b><u>Facebook/Instagram:</u></b></p> <ul style="list-style-type: none"> <li>• 488k impressions</li> <li>• 5051 clicks</li> <li>• 1.03% CTR (industry avg .95%)</li> <li>• 313 post reactions</li> </ul>
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## SPRING 2022 AGRICULTURE CLASSES

Earn credit toward your Nursery Practices Certificate with this class:

**PLANT PROPAGATION (AGR 102)**

Assist in the establishment of our new greenhouse!

**GREENHOUSE PROJECTS (AGR 147)**

WE ALSO OFFER  
A FULL RANGE OF  
AG CLASSES FOR THE  
BACKYARD GARDENER  
TO THE AGRICULTURAL  
PROFESSIONAL



CLASSES  
BEGIN  
JANUARY 18TH

Both will earn credit toward a Nursery Practices Certificate or Horticulture Associate of Science visit [mendocino.edu/agr](http://mendocino.edu/agr)



### Hometown shopper front page ads.

- Circulation ~44k homes

## LEARN • GROW • EXPLORE @ the Lake Center

### Partial List of On-Ground Spring 2022 Courses\*

- AGR 102 Plant Propagation
- AGR 147 Greenhouse Projects
- AGR 100 Fundamentals of Growing Intermediate Caring
- AGR 200 Concepts of Botany
- AGR 205 Business Writing
- AGR 210 Introduction to Business
- AGR 100 Child, Family, and Community
- AGR 200 Fundamentals of Horticulture Through Adolescence to Spanish
- AGR 200 Introduction to Public Speaking
- AGR 210 Introduction to Horticulture
- AGR 201 Computer and Computer Applications
- AGR 100 Horticulture Computer Skills
- AGR 100 Emergency Medical Technician
- AGR 200 Adult Emergency Care & CPR
- AGR 200 College Composition
- AGR 200 Critical Thinking
- AGR 210 Creative Writing/Introduction Creative Writing
- AGR 200 Writing for Other Media
- AGR 100 ESL/Non-English Learner
- AGR 100 ESL/Overseas/Immigrant Skills
- AGR 100 ESL/Immigrant Skills
- AGR 214 Food & Nutrition
- AGR 200 The United States since 1800
- AGR 100 Fundamentals of Interpersonal & Counseling
- AGR 100 Applied Math
- AGR 100 Psychology
- AGR 200 Music in World Cultures
- AGR 200 Spanish
- AGR 200 Spanish Language
- AGR 200 American Government & Politics
- AGR 200 Introduction Psychology
- AGR 100 Narrative Theater
- AGR 100 Writing



### Spring 2022 Registration Dates

Online schedule is now available:  
[www.mendocino.edu/schedule](http://www.mendocino.edu/schedule)

OPEN REGISTRATION NOW AVAILABLE!

\*Want to register for classes? Need to apply? Need to meet with a counselor? Contact us today!

### The Mendocino College Lake Center is OPEN!

Full 2021 Hours  
Monday-Thursday 8:00am-5:00pm  
Friday 9:00am-5:00pm  
2001 Park Drive, Ukiah, CA 95616 707.253.4944



### Newspapers

- FB Advocate,
- Lake – Record Bee,
- Willits Weekly

**SAFE • SUPPORT PROGRAMS**  
FLEXIBLE • FINANCIAL AID  
IN PERSON • ONLINE • HYBRID

SPRING OPEN REGISTRATION BEGINS NOVEMBER 20 CLASSES BEGIN 1/18

LA INSCRIPCIÓN ABIERTA DE PRIMAVERA COMIENZA EL 20 DE NOVIEMBRE LAS CLASES COMIENZAN EL 18 DE ENERO

[WWW.MENDOCINO.EDU/REGISTER](http://WWW.MENDOCINO.EDU/REGISTER)

SPRING OPEN REGISTRATION BEGINS NOVEMBER 20 LA INSCRIPCIÓN ABIERTA DE PRIMAVERA COMIENZA EL 20 DE NOVIEMBRE CLASES BEGIN 1/18 LAS CLASES COMIENZAN EL 18 DE ENERO

[WWW.MENDOCINO.EDU/REGISTER](http://WWW.MENDOCINO.EDU/REGISTER)

**MENDOCINO COLLEGE**  
BACK TO SCHOOL

SAFE • SUPPORT PROGRAMS • FINANCIAL AID  
FLEXIBLE • IN PERSON • ONLINE • HYBRID


SPRING OPEN REGISTRATION BEGINS NOVEMBER 20 CLASSES BEGIN 1/18

LA INSCRIPCIÓN ABIERTA DE PRIMAVERA COMIENZA EL 20 DE NOVIEMBRE LAS CLASES COMIENZAN EL 18 DE ENERO

[WWW.MENDOCINO.EDU/REGISTER](http://WWW.MENDOCINO.EDU/REGISTER)

### GeoFence:

- 132k impressions
- 181 clicks
- .14% CTR (industry average .13%)

<p style="text-align: center;"><b>TOP PERFORMING AD</b></p> 	<p><b><u>Google AdWords</u></b></p> <ul style="list-style-type: none"> <li>• 5420 clicks,</li> <li>• 39k impressions,</li> <li>• 14.05% CTR (industry avg is 2%)</li> <li>• 244 phone calls</li> </ul>
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**Fort Bragg Blue Economy Symposium (May 19-22)**

The Blue Economy Symposium, <https://visitfortbraggca.com/blue-economy-symposium/>, is a collaboration between the City of Fort Bragg and California Sea Grant focusing on exploring the needs and potential for developing a resilient and vibrant blue economy in and around Fort Bragg. Mendocino College is one of the partner organizations for the event.

As part of the weekend Blue Economy Learning Festival, <https://visitfortbraggca.com/blue-economy-learning-festival/>, the Coast Center will host an open house & specimen exhibit. Special thanks to, biology faculty Brianna Zuber, Dean Amanda Xu, and for leading the planning for this event.

Brianna Zuber, VPAA Debra Polak and I participate in monthly Blue Economy Coalition meetings hosted by the City of Fort Bragg.

**Finish Line Scholars Program**

On March 9th the Network of California Community College Foundations awarded the 2021 Bernard Osher Philanthropist of the Year Award to the Jay Pritzker Foundation, in honor of its historic commitment to the California Community Colleges and the \$100 Million gift that launched the Finish Line Scholars Program. Several Mendocino College students who received support from Finish Line were featured in a video during the event!

**Financial Aid Professional Development**

Financial Aid staff attended the California Community Colleges Student Financial Aid Administrators Association Conference held virtually from March 21st to 23rd. This conference is organized annually between CCCSFAAA and the Chancellor’s Office to provide financial aid professionals with updates on the latest policy changes. The California Student Aid Commission extended the Cal Grant deadline of March 2 to April 1. The Financial Aid Office is communicating with students who haven’t yet completed the 2022-2023 FAFSA or CADAAA to take advantage of the extension.

### **Latino Males in Higher Education Panel**

On March 30th, Student Leonardo Rodriguez, EOPS/Counselor Coordinator Roberto Renteria, Senior Programmer Analyst Gus Calderon, CAMP Counselor Jose Hernandez Vargas, and Vice President of Student Services Ulises Velasco participated in a workshop aimed at sharing the experiences of Latino men in higher education. Men of color are disproportionately underrepresented and have lower success rates than their college peers. All panelists shared their educational, career and personal paths that ultimately led them to Mendocino College. Discussions are currently taking place to create a male student success structure that will incorporate a mentorship component, as these practices have been proven to be successful in leading to improved outcomes for male students of color. The presentation was organized by College Assistance Migrant Program (CAMP) Program Manager Dr. Mariana Martinez.

### **Transfer Center Update**

The Transfer Talks 2022 series started Tuesday, March 1st and will conclude Tuesday March 29th. The response to the Transfer Talks has been positive and will continue to be improved incorporating student, faculty and staff input. The plan for 2022-23 will be to offer monthly Transfer Talks starting in August. In-Person Transfer Services have been expanded to our Centers, Transfer Counselor/Coordinator Mark Osea has been providing support in person to students at all Mendocino College center locations, in addition to the main campus in Ukiah.

Counselor/Coordinator Mark Osea was contacted by the UC Office of the President to present to the UC Board of Regents. On March 16th, he presented to the UC Board of Regent's Academic and Student Affairs committee about community college students transferring as STEM majors to the UC system. This is a testament to his expertise in the subject and the great work he is doing at Mendocino College to serve our students.

### **Improved Early Alert Process**

The Counseling department and counselors have been busy assisting students with progress reports and Early Alerts notices. Improving our Early Alert process has been an ongoing interest and effort by instructional and counseling faculty. Recent feedback from a Mendocino College instructional faculty member to the Counseling Department indicates that there is progress towards this interest: "I want to convey my appreciation for the changes to the Early Alert program and the good work that the counseling faculty and Yolanda (Vasquez) are doing following up with the students and with me. It has been very helpful and I feel like we are truly taking a team approach to help our students be successful." The Counseling Department has made updating the Early Alert process, which is intended to provide "just in time" support for students during the semester, a priority and incorporated it into their regular meetings. The feedback from instructional faculty is a good sign that great progress has been made to improve our internal collaboration in support of our students.

### **CAMP Outreach**

The College Assistance Migrant Program has participated in various outreach and recruitment events this month. CAMP Program Manager Dr. Mariana Martinez shared information to the MCOE Transition Partnership Program Camps Tour, which included over 30 students as part of the tour. Dr. Martinez and CAMP Counselor Jose Hernandez Vargas attended and shared CAMP information at the Lake Center College Day event attended by over 100 students from Lake County high schools and middle schools. They also presented to a Ft. Bragg Migrant Education parent group about CAMP and technical career options. Dr. Martinez and Mr. Hernandez Vargas are scheduled to attend the North County Center College Day (3/31).



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. 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.

*Reference Board Policy 7300, Employment/Termination of Short-Term and Substitute Employees*

MOTION/ACTION:

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

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

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Albuquerque	Lilia	Program Specialist	ESL	5/21/2022	6/20/2022
Feliciano	Diana	Program Specialist	ESL	5/21/2022	6/20/2022
Franz	Connor	Program Specialist	Athletics	4/7/2022	6/20/2022
Whipple	Nikcole	Program Assistant	Centers	4/7/2022	6/20/2022
Whipple	Nikcole	Program Specialist	Centers	4/7/2022	6/20/2022

### **Student Employees**

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Arias	Jonathan	Student Worker	Learning Center	4/7/2022	6/20/2022
Billy	Anthony	Student Worker	MASRC & MESA	4/7/2022	6/20/2022
Kehle	Chesney	Student Worker	Athletics	4/7/2022	6/20/2022
Marsh	Alexander	Student Worker	Theatre	4/7/2022	6/20/2022
Olson	Erika	Student Worker	Fiscal	4/7/2022	6/20/2022
Vargas	Ruby	Student Worker	Financial Aide	4/7/2022	6/20/2022

### **Non-Student Tutors**

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Palermin	Derian	Tutor	HEP	4/7/2022	6/20/2022

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Jim Gibson	Assist with mushroom collection for class demonstration	04/07/2022-06/30/2022
Christine Schomer	Assist with various tasks in regards to plants, fungi and animals	04/07/2022-06/30/2022

*Reference Board Policy 7500, Volunteers*

MOTION/ACTION:

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

ITEM NO: 4.3  
DATE: April 6, 2022

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Athletic Trainer

RECOMMENDATION:

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

ANALYSIS:

**Brian Hoffman**  
Athletic Trainer  
Range 31/Step 1

Effective: July 1, 2022  
11 month at 40 hours/week

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby employs Brian Hoffman as Athletic Trainer, effective July 1, 2022; pending receipt of all necessary employment eligibility requirements.

ITEM NO: 4.4  
DATE: April 6, 2022

SUBJECT: RESIGNATION - FACULTY

SYNOPSIS:

Resignation – faculty

RECOMMENDATION:

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

ANALYSIS:

Steven Hixenbaugh  
Full Time Instructor – Business  
Effective: May 27, 2022

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Steven Hixenbaugh, - Instructor – Business, effective May 27, 2022.

ITEM NO: 4.5  
DATE: April 6, 2022

SUBJECT: RESIGNATION – MANAGEMENT TEAM

SYNOPSIS:

Resignation – Management Team (Confidential)

RECOMMENDATION:

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

ANALYSIS:

Cindy Chapman  
Executive Assistant I – Vice Presidents  
Effective: September 30, 2022

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Cindy Chapman, Executive Assistant I – Vice Presidents, effective September 30, 2022.

ITEM NO: 4.6  
DATE: April 6, 2022

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to leaves, Classified staff have been assigned additional duties.

RECOMMENDATION:

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

ANALYSIS:

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

Amber Shrum  
Learning Center Assistant  
Due to the leave of absence of an Administrative Assistant II  
Period: 04/01/2022-04/30/2022  
Compensation: 5% increase

Tony Toste  
Maintenance Technician  
Due to the leave of Director of Facilities Planning, Operations & Sustainability  
Period: 04/01/2022-04/30/2022  
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class of Amber Shrum and Tony Toste.

ITEM NO: 5.1  
DATE: April 6, 2022

SUBJECT: FISCAL REPORT AS OF FEBRUARY 28, 2022

SYNOPSIS:

A report on District fiscal data as of February 28, 2022

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of February 28, 2022 is submitted as information. The Board of Trustees is requested to accept the report.

*Reference Board Policy 6300, Fiscal Management*

MOTION/ACTION:

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



ITEM NO: 5.2  
DATE: April 6, 2022

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

Video equipment donated by Joyce Paterson  
Anatomical models donated by Diane Harris, MD

RECOMMENDATION:

The Superintendent/President recommends acceptance of these donations.

ANALYSIS:

The video equipment consists of a light kit, tripod, fluid head with shoe, wireless mic system, and audio recorder. Students and faculty in the Digital Arts Media Program will utilize the items.

Students and faculty in biology classes will utilize the anatomical models.

A thank you letter will be sent to each donor.

*Reference Board Policy 3820, Gifts*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the above donations to Mendocino College by Joyce Paterson and Diane Harris, MD.

ITEM NO: 5.3  
DATE: April 6, 2022

SUBJECT: AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS -  
RESOLUTION #04-22-001

SYNOPSIS:

Adoption of Resolution #04-22-01, 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 recommended 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) of 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.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #04-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.

ITEM NO: 6.1  
DATE: April 6, 2022

SUBJECT: 2021/22 APRIL REVISED BUDGET

SYNOPSIS:

The 2021/22 April Revised Budget is presented for Board of Trustees adoption.

RECOMMENDATION:

The Superintendent/President recommends Board of Trustees adoption of the 2021/22 April Revised Budget as presented.

ANALYSIS:

On September 8, 2021, the Board of Trustees approved the 2021/22 Adopted Budget. All budgets presented here reflect information received and decisions made since the approval of the Adopted Budget. Highlights are discussed below:

**UNRESTRICTED GENERAL FUND:**

Beginning Balance: The beginning balance for the 2021/22 proposed April Revised Budget is \$9,526,540 based on the June 30, 2021 audited financial statements.

Revenue highlights include:

General Apportionment Revenue: Based on the First Principal Apportionment (P-1) documents and related information provided by the California Community Colleges Chancellor's Office (CCCCO), the proposed April Revised Budget includes an assumption that our General Apportionment funding will increase by \$1,184,202 from the Adopted Budget. This increase is the result of the College receiving funding protection under the COVID-19 Emergency Conditions Allowance (ECA). The College experienced significant enrollment decline due to the pandemic, the ECA provides funding based on 2019/20 FTES levels. The ECA replaced the FTES reported for the current year (1,862.80) with the FTES reported for 2019/20 (3,119.82). Total Computational Revenue (TCR) for 2021/22 General Apportionment is \$26,699,421. This TCR is comprised of \$24,999,625 in funding based on the hold harmless provision of the Student Centered Funding Formula (SCFF) plus \$1,699,796 based on the ECA. It is important to note that the ECA ends this fiscal year and must be considered as one-time revenue.

There is currently a shortage of funding at the State level which is resulting in a 3.3548% deficit factor on apportionment which would reduce apportionment by \$895,725. However, this deficit generally becomes less as property tax and enrollment fee revenues are better known. Therefore, this April Revised Budget is based on a 1% deficit factor which computes to a \$266,944 reduction to TCR.

When this deficit factor is considered, General Apportionment is reduced to an estimated \$26,432,427 for 2021/22. The final deficit factor and total funding will not be known until February 2023.

Prior Year Recalculation/One-time Revenue: The District received the final calculation for 2020/21 apportionment from the CCCCO via the Recalculation Apportionment in February 2022. The Recalculation for 2020/21 was \$1,024,368 more than the amount calculated when the books were closed in October 2021. Final TCR for 2020/21 was \$25,411,079. The reason for this increase is the same as indicated above for 2021/22 General Apportionment; funding received under the ECA protection. The ECA replaced the FTES reported for 2020/21 (1,991.70) with the FTES reported for 2019/20 (3,119.82). The recalculated revenue for 2021 had no deficit factor.

This \$1,024,368 increase between estimated and actual is a one-time increase to revenue and to be consistent with the Board Budget Parameters should only be used for one-time expenditures. When added to the ECA received for the current year, the total one-time revenues included in this budget total \$2,724,164. This is a significant amount that makes this budget favorable yet will not be received in future years.

Expenditure highlights include:

Salaries, Wages and Benefits:

Costs for all currently authorized positions are included in this budget based on projected actual costs for 2021/22. Collective bargaining agreements with all employee groups have been settled for 2021/22 and all associated costs are included in this budget.

It is important to note that there are many vacant positions, currently being recruited, that are not included in this budget because they are not anticipated to begin before June 30, 2022. Those positions will be budgeted in 2022/23.

Uncollected Student Receivables:

This budget includes writing off \$195,400 of the student accounts receivable balance that has been determined uncollectible. This is debt incurred by students from 1/1/2020 to 6/30/2020 which remains unpaid to date and is largely due to financial aid due back from students who dropped classes after receiving financial aid. The debt will remain on the student's account even after being written off and the District intends to remain active in pursuing the uncollected student accounts receivable.

COVID-19 Pandemic Related Budget Concerns:

The pandemic caused the College to miss a deadline to submit annual 2019 1098-T forms to the IRS in March 2020. The 1098-T forms were due to the IRS on March 31, 2020. At that same time, mid-March 2020, the stay-at-home order and State of Emergency caused by the COVID-19 pandemic began. The IT Department was supporting all students and employees in the pivot to remote learning and working, while at the same time working from home themselves. This resulted in an oversight and the 1098-T submission was not made. The College identified the issue itself when preparing to submit the 2020 1098-T forms in January 2021 and immediately made the submission for 2019. The IRS has imposed a penalty of \$1.5 million in response. The College has filed an appeal and is expecting the penalty to be waived.

In the meantime, to avoid paying interest on the penalty, it is prudent to pay the penalty while the appeal is under consideration. This budget includes allocation of \$1.5 million from General Fund reserves to authorize the payment of the penalty. When the College prevails in its appeal, the IRS will refund the payment and the refund will be deposited back to the General Fund and thus restore the General Fund reserves.

While the budget presented here for 2021/22 is very positive, there are several expenditures that will return as the operations of the College continue to return to normal post-pandemic. The Planning and Budgeting Committee (PBC) has discussed the uncertainty caused by the pandemic and made certain recommendations to reduce expenditures, such as reducing supplies and services budgets. Recruiting for some positions was put on hold during the pandemic, but recruitment has largely resumed. Additionally, the pandemic resulted in a passive reduction in expenditures in some areas, such as a lower cost of instruction due to fewer class sections, lower utility costs, lower sign language interpreting costs, and less travel related costs. As operations return to normal, the budgets for these expenditures will need to be restored as the budget for 2022/23 is developed.

### **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**

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**

### Unrestricted Ending Balance:

The April Revised Budget as presented adds \$548,348 to the unrestricted reserves of the General Fund.

The budgeted ending fund balance is \$10,074,888, which is 34.77% of expenditures. The Board has directed administration to set aside the amount estimated to cover future year increases to PERS/STRS rates through 2023/24. Therefore, \$468,000 has been set aside in the Unrestricted General Fund reserve, which results in a remaining fund balance of \$9,606,888 or 33.15%.

The projected reserves percentage of 34.77% is in excess of the 15% target set by the Board, however also per the Budget Parameters set by the Board, reserves shall not be used to fund ongoing expenditures, but may be used for one-time purposes that do not create obligations in future years.

These figures assume that all revenues and expenditures will materialize at 100% of budgeted amounts. Past experience suggests that some budgeted expenditures could be unspent at year end which would increase the ending balance.

Impact of one-time revenues and one-time expenditures 2021/22:

There is no question that this budget for 2021/22 is a very good one, it is balanced, adds a fair amount to reserves, and projects a strong ending fund balance of 34.77%. However, it is prudent to consider there are considerable one-time revenues and one-time expenditures in this budget that will not occur next year. The one-time revenues are a result of the ECA which will end this year. The one-time expenditures are the IRS Penalty described above and the Battery Energy Storage System (BESS) described in the Adopted Budget. The one-time expenditures that were included in the Adopted Budget for the Emergency Exit Road have been removed in this April Revise, as the project will occur next fiscal year.

The following table shows a summary of how the on-going operational surplus of the college would calculate if these one-time amounts were removed:

Current year revenue over expenditures (surplus)	\$548,348
Current year one-time revenue	(\$2,724,164)
Current year one-time expenditures	\$2,499,800
Surplus when one-time amounts removed	\$323,984

**OTHER FUNDS:**

Restricted General Fund (Attachment A-2), includes all funds that come from categorical and grant sources. Approximately 60 unique funding sources are accounted for in this fund and come from local, state, and federal sources.

The District has received substantial funding from Federal Stimulus programs to address the economic impacts of COVID-19. These Higher Education Economic Relief Funds (HEERF) are to be used in direct financial aid to students and by the institution to fund expenses that address the impacts COVID-19 has had on the operations of the College. A summary of HEERF allocations is below:

Phase	Approved	Student Aid	Institutional	HSI	Total
HEERF I	March 2020	\$655,000	\$655,000	\$86,000	\$1,396,000
HEERF II	December 2020	\$655,000	\$2,788,000	\$192,000	\$3,635,000
HEERF III	March 2021	\$3,036,500	\$3,036,500	\$200,000	\$6,273,000
		\$4,346,500	\$6,479,500	\$478,000	\$11,304,000

It is expected that at the end of this fiscal year, there will be \$516,000 remaining in Student Aid funds and \$1,803,000 in Institutional funds, which will be carried over to next fiscal year.

The Child Care Fund Budget (Attachment B), was revised to reflect salary, benefit, supply, and service expenditure revisions made since the adoption of the budget in October. The proposed April Revised Budget includes a General Fund subsidy of \$155,231, an increase of \$18,213 over the Adopted Budget.

The Capital Projects Fund Budget (Attachment C), reflects budgets similar to those presented in the Adopted Budget, with the exception of the budget for the Emergency Exit Road. This budget includes \$200,000 in planning expenditures for the road, but the project construction costs will be budgeted in next fiscal year.

The Special Reserve Fund Budget (Attachment D), includes the reserves for accrued vacations, load banking and self-insurance needs (property and liability insurance, workers' compensation). Accrued vacation and load banking are both reserved at 25% of the total value projected as of June 30, 2021. The GASB 75 Reserve begins to address the need to fund the future liability of retiree health benefits: reflecting approximately 28% of the \$5.6 million GASB 75 OPEB liability. The OPEB liability is calculated in the actuarial study dated August 2021. The Self Insurance Reserve is set aside to address other unforeseen costs associated with the District being self-insured for property, liability, and workers' compensation.

The Student Representation Fee Fund Budget (Attachment E), was included to reflect the \$2 per semester that each student pays to support student government here at the College and state-wide.

The Student Center Fee Fund Budget (Attachment F), was 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 Centers.

The Student Financial Aid Award Projections (Attachment G), includes projected revenues and expenditures in direct financial aid to students.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2021/22 April Revised Budget as presented and shown on Attachments A-1 through G:

Attachment A-1	April Revised Unrestricted General Fund Budget, 2021/22
Attachment A-2	April Revised Restricted General Fund Budget, 2021/22
Attachment B	April Revised Child Care Fund Budget, 2021/22
Attachment C	April Revised Capital Projects Fund Budget, 2021/22
Attachment D	April Revised Special Reserve Fund Budget, 2021/22
Attachment E	April Revised Student Representation Fee Fund Budget, 2021/22
Attachment F	April Revised Student Center Fee Fund Budget, 2021/22
Attachment G	April Revised Student Financial Aid Award Projections, 2021/22

ITEM NO: 6.2  
DATE: April 6, 2022

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the January 1, 2022 through March 31, 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, the Assistant Superintendent/Vice President of Administrative Services, the Vice President of Academic Affairs, and the Vice President of Student Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

*Reference Board Policy 6340, Bids and Contracts*

MOTION/ACTION:

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



Contract/Agreement	Income or <Expense>	Responsible VP
<p><b><u>Adventist Health Ukiah Valley, Howard Memorial, and Mendocino Coast Hospitals</u></b>  March 7, 2022 to March 7, 2023  <i>Hospital use of Nursing Department Simulation Lab and equipment to educate its employees.</i></p>	\$0	Debra Polak
<p><b><u>Career America LLC dba Ocelot</u></b>  February 1, 2022 through January 31, 2025  <i>Online financial aid video service.</i></p>	<\$22,500>	Ulises Velasco
<p><b><u>Cumulus Technology Services</u></b>  January 25, 2022 to completion date of May 12, 2022  <i>Onsite and remote consulting services to perform a full assessment of options for cloud-hosting of Information Technology assets.</i></p>	<\$10,000>	Eileen Cichocki

ITEM NO: 6.3  
DATE: April 6, 2022

SUBJECT: AWARD OF CONTRACT – ROAD REPAIRS AND RESURFACING  
PROJECT

SYNOPSIS:

Board of Trustees award of contract for the Road Repairs & Resurfacing Project.

RECOMMENDATION:

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

ANALYSIS:

The scope and intent of the Road Repairs & Resurfacing Project is to resurface and restripe the parking lot at the Lake Center, grind and repave the parking lot at the North County Center and repair the road damage in Hensley Creek Road at the Ukiah Campus, including Add/Alternate #3 repaint (restripe) a portion of Hensley Creek Road.

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 March 10, 2022, Mendocino College held a mandatory job walk for the project; three companies attended the job walk and two companies submitted a bid. The lowest bid amount was from American Asphalt Repair & Resurfacing Co., Inc., for a base bid amount of \$181,616, plus the Add/Alternate #3 for \$13,403.

*Reference Board Policy 6340, Bids and Contracts*

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees hereby awards the contract for the MLCCD Road Repairs & Resurfacing Project to American Asphalt Repair & Resurfacing Co., Inc for \$195,019.

ITEM NO: 6.4  
DATE: April 6, 2022

SUBJECT: CLASSIFIED PROFESSIONALS' WEEK – RESOLUTION 04-22-02

SYNOPSIS:

Board of Trustees adoption of Resolution 04-22-02 is requested.

RECOMMENDATION:

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

ANALYSIS:

The California State Legislature has designated the third week in May as Classified Employees week. To recognize and commend the contributions of classified staff in furthering the mission and goals of the District to provide excellence and opportunity for all, the Board is asked to approve a resolution proclaiming the fourth week of May as Classified Professionals Appreciation Week.

*Reference Board Policy 7230, Classified Employees*

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-22-02 in honor of Classified Professionals Week as presented.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION 04-22-02**

**CLASSIFIED PROFESSIONAL APPRECIATION WEEK**

WHEREAS, classified professionals provide valuable services to the schools and students of the Mendocino-Lake Community College District; and

WHEREAS, classified professionals employed by Mendocino-Lake Community College District strive for excellence in all areas relative to the educational community; and

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees support and enhance the educational process by assisting instructors, maintaining building and grounds, and performing all technical business, clerical and secretarial functions; and

WHEREAS, in the absence of these services the quality of our educational process would be greatly diminished; and

WHEREAS, the Board has designated the fourth week of May, rather than the third week of May, as Classified Professional Appreciation Week.

THEREFORE, BE IT RESOLVED that the Board of Trustees and the Superintendent/President acknowledge, with confident appreciation and commendation, the classified professionals of Mendocino-Lake Community College District.

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

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

PASSED AND ADOPTED THIS sixth day of April, 2022, by the Board of Trustees of the Mendocino-Lake Community College District.

ITEM NO: 6.5  
DATE: April 6, 2022

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – SECOND  
READING

SYNOPSIS:

New and revised board policies are presented for adoption.

RECOMMENDATION:

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

ANALYSIS:

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

The following policies were reviewed by the Board of Trustees ad-hoc committee on January 20, 2022; shared with the President's Policy Advisory Committee on January 28, 2022 and are now presented to the Board of Trustees for review and final approval.

The following policies were reviewed by the Board of Trustees ad-hoc committee on February 17, 2022; shared with the President's Policy Advisory Committee on February 25, 2022 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2435 – Evaluation of the Superintendent/President – This legally required board policy was last updated in May 2011 and has now been revised to include the evaluation criteria regarding diversity, equity and inclusion statement. It also now includes an updated Education Code reference.

Board Policy 2510 – Participation in Local Decision Making– This board policy was last updated in May 2011 and has now been updated to include the legally required language and Accreditation Standard references.

Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals – This new legally required board policy has been created using the League template as a guide.

Board Policy 2716 – Political Activity – This new legally required board policy has been created using the League template as a guide.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board Policy 2435 – Evaluation of the Superintendent/President; Board

Policy 2510 – Participation in Local Decision Making; Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals; and Board Policy 2716 – Political Activity as presented.

ITEM NO: 6.6  
DATE: April 6, 2022

SUBJECT: SPECIFICATIONS OF ELECTION ORDER AND REQUEST FOR  
CONSOLIDATION – RESOLUTION 04-22-03

SYNOPSIS:

Board of Trustees adoption of Resolution 04-22-03

RECOMMENDATION:

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

ANALYSIS:

Education Code 5304 defines certain duties of governing boards with respect to elections. These duties include the ordering of elections and identifying the process to resolve tie votes.

Education Code 5322 specifies that school district governing boards must consolidate their board elections with other elections such as County Board of Education and college boards of education.

*Reference Board Policy 2100, Board Elections*

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-22-03 as presented.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
CONSTITUTING SPECIFICATIONS OF ELECTION  
ORDER AND REQUEST FOR CONSOLIDATION**

**RESOLUTION 04-22-03**

**RESOLVED**, That pursuant to Education Code section 5322, the authority for the specifications of the election order, I hereby submit the following with respect to the Governing Board member election in the **Mendocino-Lake Community College District**:

DATE OF ELECTION: **Tuesday, November 8, 2022**

PURPOSE OF ELECTION: To elect four (3) members to the governing board of said district

Three (3) members to terms ending December 11, 2026:

One (1) to be a resident of Trustee Area #2

One (1) to be a resident of Trustee Area #5

One (1) to be a resident of Trustee Area #6

TIE VOTE PROCEDURE: Tie vote to be determined by lot.

BE IT FURTHER RESOLVED that said election be consolidated pursuant to Education Code 5340.

**On a motion of \_\_\_\_\_ seconded by \_\_\_\_\_, ADOPTED by a formal vote of the Board of Trustees of the Mendocino-Lake Community College District on April 6, 2022.**

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

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct excerpt from the Journal of the Governing Board of the said school district, pertaining to the adoption of the foregoing resolution, for a regular meeting held on **April 6, 2022**, at four o'clock p.m.

\_\_\_\_\_  
*Clerk of the Board of Trustees of the  
Mendocino-Lake Community College District*



ITEM NO: 6.7  
DATE: April 6, 2022

SUBJECT: 2022 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)  
BALLOT FOR BOARD OF DIRECTORS

SYNOPSIS:

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

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

RECOMMENDATION:

The Superintendent/President recommends that Trustees cast their vote for CCCT Board candidates.

ANALYSIS:

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

The election of members of the CCCT board will take place between March 10 and April 25, 2022. This year, there are six (6) seats up for election on the board, with thirteen candidates including one incumbent in the running.

Candidate statements and bios are also available on the League's website below:

[https://ccleague.org/sites/default/files/pdf/2022\\_ccct\\_board\\_candidates.pdf](https://ccleague.org/sites/default/files/pdf/2022_ccct_board_candidates.pdf)

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

*Reference Board Policy 2200 – Board Duties and Responsibilities*

MOTION/ACTION:

To be determined at the meeting.

ITEM NO: 8.1  
DATE: April 6, 2022

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an informational report from the Mendocino College Foundation Executive Director.

ANALYSIS:

The Foundation has awarded Excellence and Foote scholarships totaling over \$100,000. Students will receive their congratulatory letters in the mail this week. The next round of scholarship recipients will be awarded next week.

The 2022 AAFG adoptions to date are at 56 adoptions.

The Foundation is hosting the first in-person event in two years on Wednesday, May 11, 2022. A scholarship mixer is planned from 3 – 5 pm in the courtyard in front of the CVPA building to honor the 2022-23 Mendocino College scholarship award recipients. Students and their families, scholarship donors, Foundation Directors, Trustee Directors, as well as Mendocino College faculty and staff are welcome to attend and congratulate the recipients while enjoying cookies and coffee provided by Schat's Bakery.

Staff representing the Foundation attended College Days at both the Lake Center on March 17 and the North Center on March 31, where students were encouraged to apply for scholarships during the next application round starting in December, 2022. A number of AAFG adoptees who are now seniors in high school were located.

The MCF Special Events Committee is beginning to meet to begin preparations for the 2023 Gala.

The next Foundation Board meeting will be held on June 14 beginning at noon. The board will approve their 22/23 budget at that meeting.

Thanks to generous donors of the Friends of the Mendocino College Nursing program (FMCNP), 24 nursing graduates will receive \$350 checks to be used towards their licensing examination fees (NCLEX-RN).

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:

In keeping with the California Community College Chancellor's Office *Call to Action* and the Academic Senate for California Community Colleges (ASCCC) emphasis on IDEA (Inclusion, Diversity, Equity and Anti-racism), the Academic Senate is continuing to work on ways to specifically support our marginalized Native American students. As you know, the senate approved Resolution F '21 - 01: *Faculty Adoption of a Native American Land Acknowledgement* in January and have included it in all of our public meetings since then. Our next step is to ask the district to adopt a similar acknowledgement. We approved [Resolution S'22 - 01: Support for District Adoption of a Native American Land Acknowledgement](#). We entered into the mutual agreement process with President Karas on March 24 and will meet again after Spring Break.

- **Therefore, be it resolved,** The Mendocino College Academic Senate recommends that the Mendocino - Lake Community College District Board of Trustees adopt a similar Land Acknowledgement to be included at all public meetings and events.

In addition, the Academic Senate has completed the first reading of [Resolution S'22 - 03: Request for Educational Resources and Programs to Support Native American Students](#). This resolution asks for specialized support for Native American students.

- **Therefore, Be it Resolved,** the Mendocino College Academic Senate requests that the Mendocino-Lake Community College District explore a partnership with Native American leaders to develop and/or leverage community and educational resources and programs to support the unique needs of our Native American student population;
- **And Therefore, Be it Resolved,** Mendocino College Academic Senate requests that the Mendocino-Lake Community College District provide professional development for faculty, so they may more effectively support and instruct students in these programs.

The second reading for Resolution S'22 - 03 is scheduled for March 31 and I anticipate it will be approved.

On a lighter, but historic note, the Academic Senate has entered into the mutual agreement process with President Karas regarding [Resolution S'22 - 02: Academic Support for the Naming of the Gymnasium](#). Former faculty member Ed Boyle is a Pioneer (one of the first employees hired in 1973) and had nearly 40 years in education. The faculty would like to recognize Ed's significant contribution to the College with naming of the Gymnasium in his honor.

- **Therefore be it resolved,** The Mendocino College Academic Senate recommends the Gymnasium be named to honor Ed Boyle's exceptional contribution to the college in accordance with Board Policy 6620;
- **And Therefore be it resolved,** The Academic Senate requests the President's Policy Advisory Council consider naming the Gymnasium for Ed Boyle at its earliest convenience and prior to commencing the 50th Anniversary celebrations (Fall 2022).

**Classified Senate:**

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

The Classified Senate Scholarship Committee is currently reviewing over 150 scholarship applications. These last couple of years have been extremely difficult for everyone, including college students. The uncertainty of these times has added additional financial and emotional barriers for students to continue their education. It is our intention to lessen these obstacles by providing some additional financial assistance through the Classified Senate Scholarship. Although it is impossible to award every scholarship applicant, our goal is to award six students at \$750 each.

Classified also awarded a special second scholarship to the two recipients of last year's scholarships for maintaining a 4.0 GPA. They each received an additional \$500.

**Management/Supervisory/Confidential:**

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

At the Management Team monthly meeting held on Tuesday, March 22, 2022, the following items were shared and/or discussed.

- Program Review documents for both sections 1A and 1B have been sent out for completion.
- March 28, 2022 is the date the college will no longer be requiring masks indoors but they will continue to be strongly recommended. Contact tracing scanning will continue once the mask requirement has been lifted.
- COVID testing will be moving onto campus, facilitating testing for employees and students.
- Dean of Centers Amanda Xu shared the presentation she made on Dual Enrollment in a Rural Setting at the Association for California Community College Administrators (ACCCA) annual conference which was very informative and well received.

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

ITEM NO: 8.3  
DATE: April 6, 2022

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 following policies were reviewed by the Board of Trustees ad-hoc committee on March 17, 2022; shared with the President's Policy Advisory Committee on March 25, 2022 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2100 – Board Elections – This new legally required board policy has been created using the League template as a guide.

Board Policy 2015 – Student Member– This board policy was last updated in May 2013 and has now been updated to include the legally required language as well as including the maximum number of terms a student may serve and the requirement to maintain a 2.0 grade point average during their board membership.

Board Policy 2350 – Speakers – This new legally required board policy has been created using the League template as a guide.

Board Policy 2710 – Conflict of Interest – This legally required board policy was last updated in February 2016 and has now been updated to include the legally required language and the removal of the administrative procedure reference.

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 May 2022 Board meeting.

ITEM NO: 9.1  
DATE: April 6, 2022

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.
- 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.