

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

Aug 11, 2021 – 4:30 PM

Zoom meeting information: [August 11, 2021 zoom meeting link](#)

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

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on June 9, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

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

3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 4.4 Consideration to approve Employment – Classified
Recommendation to approve the employment of classified personnel as presented
- 4.5 Consideration to approve Employment – Full-Time Faculty
Recommendation to approve the full-time faculty contracts as presented
- 4.6 Consideration to approve Classified Transfer
Recommendation to approve the classified transfer as presented
- 4.7 Consideration to approve Working Out of Class Compensation
Recommendation to approve working out of class compensation as presented
- 4.8 Consideration to approve the Mendocino-Lake Community College Part-Time Faculty Bargaining Unit/MPFA2021/24 Tentative Agreement
Recommendation to approve the 2021/24 tentative agreement as presented

5. Other Items

- 5.1 Fiscal Report as of June 30, 2021
Recommendation to accept the report as presented
- 5.2 Donation
Recommendation to accept the donated item as presented
- 5.3 2021/2022 Mendocino College Catalog Addendum
Recommendation to approve the 2021/2022 catalog addendum as presented

6. ACTION ITEMS

- 6.1 Contracts and Agreements – Quarterly Ratification
Recommendation to ratify the contracts and agreements as presented
- 6.2 2021-2022 Appropriation Limit – Resolution 08-21-01
Recommendation to adopt resolution 08-20-01 and establish the District's 2021-22 appropriation limit as presented
- 6.3 Child Development Center Contract – Resolution 08-21-02
Recommendation to adopt resolution 08-21-02 as presented
- 6.4 Child Development Center Contract – Resolution 08-21-03
Recommendation to adopt resolution 08-21-03 as presented
- 6.5 Board Policy Deletion – Second Reading
Recommendation to approve the board policy deletion as presented

7. INFORMATIONAL ITEMS AND REPORTS

- 7.1 Mendocino College Foundation, Inc.
Mendocino College Foundation informational report
- 7.2 Constituent Group Reports
Reports from constituent groups are presented as information

8. TRUSTEE COMMUNICATIONS

- 8.1 Establishment of Board Policies and Procedures Ad-Hoc Committee
Appointment of an ad-hoc committee to review policies and procedures in section two
- 8.2 Trustee Decorum
Board President will lead discussion on decorum
- 8.3 Trustee Reports
Written and oral reports from Trustees are presented as information

8.4 Future Agenda Items

Board discussion about topics to be included on future agendas

10. **ADJOURNMENT**

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, September 8, 2021, 4:00 PM, Room 4210 and available via ZOOM*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, June 9, 2021 using ZOOM remote meeting technology.

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

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

Secretary Timothy Karas, Superintendent/President

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	Mayra Sanchez, President (present)
	Management Team	Janelle Bird, President (present)

Agenda Approval M/S (Nickerman/Martinez) to approve the agenda as amended. The amendment being item #4.10 pulled from the consent agenda for discussion and approval. The matter was approved via the following vote:

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

Approval of Minutes M/S Nickerman/Martinez) to approve the minutes of the regular board meeting held on May 12, 2021 as presented. The matter was approved with the following vote:

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

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:35 PM with Board President Pinoli stating only items 2.1, 2.3 and 2.4 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:30 PM with Board President Pinoli reporting there was no action taken in closed session.

Board President Pinoli did report the board successfully completed the evaluation of the Superintendent/President which was discussed under item #2.4.

Public Comments

There were several comments made by members of the public at this time.

C.J. Olson submitted a written comment advocating for telecommuting by college staff members. Each of the trustees received a copy of his comments. In addition, they were posted on the college website for the public to review.

Toni Fort addressed the board regarding a telecommuting policy. She advocated for the trustees to include an option for employees to be able to telecommute as we move forward to returning to the campus.

Tony Novelli addressed the board regarding the elimination of board policy 718 regarding Teaching by Staff members. He also addressed the issue of college employees being able to telecommute as well.

OATH OF OFFICE

The Oath of Office was administered to newly elected Student Trustee Leonardo Rodriguez by Board President Pinoli. Upon completion of the oath, Mr. Rodriguez assumed his duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas welcomed the new Student Trustee Leonardo Rodriguez.

He stated the enrollment snapshot included in the packet is a little outdated. Summer school began this last Monday with a few classes being offered on ground. Enrollment is looking like it will be meeting out three-year average. Currently, we are working to remove some fraudulent enrollments which will result in some lower enrollment numbers as we move forward. He added he will have an updated full report in August.

He informed the board he traveled to Round Valley yesterday where he met for three hours with the District Superintendent and the Principal from Round Valley High School. He will be returning sometime in the fall to meet with them again.

Superintendent/President Karas shared more information about the Blue Zone on the Coast in response to Trustee Myers question. Regarding the Construction Grant, the deliverables included in the grant did not include working with high school students. The monies are being used mostly to hire the full-time faculty member and other faculty in support of the program.

CONSENT AGENDA

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

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

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

Personnel

Consideration to approve Personnel List – Short Term Non-Continuing Employees

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

Consideration to approve personnel List – Part-Time Faculty

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

Consideration to approve Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mayra Sanchez, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Apryl Guisasola as a tenure-track full-time Equity Counselor effective July 1, 2021; Mr. Kurt Voigt as a tenure-track full-time instructor in Agriculture effective August 13, 2021; and Mr. Jose Hernandez Venegas as a temporary, categorical full-time instructor as CAMP Counselor

effective July 1 2021, pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve
Employment –
Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Janet Jones, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve
Employment –
Educational
Administrator*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Monica Flores, Director of Lake Center, effective: July 1, 2021, pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve
Categorically-
Funded Faculty
Contracts*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the three-month categorically funded faculty contract for Brenda Estrada, FYI Counselor effective July 1, 2021 through September 30, 2021 as presented.

*Consideration to
approve Classified
Administrator
Contracts*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the classified administrator contract for Mariana Garcia Martinez, Program Manager, CAMP (Categorical) effective July 1, 2021 through June 30, 2022 as presented.

*Consideration to
ratify Resignation -
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Marianna Cooper, Admissions and Records Specialist effective July 8, 2021.

*Consideration to
approve the Vice
President Salary
Schedule 2021/22*

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

Other Items

*Fiscal Report as of
April 30, 2021*

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

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Parducci Cellars/Mendocino Wine Company.

ACTION ITEM:

*Consideration to
approve Mendocino-
Lake Community
College
Management Team
2021/22 Tentative
Agreement*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

Ayes

Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins, Anderson, and Pinoli

Noes	None
Abstentions	None
Absent	None
Advisory Vote	Rodriguez – aye

*Big Picture -
Diversity, Equity
and Inclusion – The
Faculty Response*

A presentation on Diversity, Equity and Inclusion was made by Catherine Indermill, Academic Senate President, Tascha Whetzel, Curriculum Committee Chair; Fernando Calderon and Emily Hashemian, Counseling Faculty; and Ginny Buccelli, Academic Senate Vice President.

Three specific activities were highlighted as part of the presentation.

Tascha Whetzel outlined the activities completed in developing a cultural audit of curriculum. There were three questions developed for each area.

Counselors Fernando Calderon and Emily Hashemian outlined the various items which were important in maintaining a FERPA and ADA compliant platform in Cranium Café.

It is crucial that students in the various areas of our district were able to access and use the tools available.

Though enrollment is down across all areas, counseling attendance has improved. Scheduling is being moved from SARS to Cranium Café with self-scheduling also being explored.

Ginny Buccelli discussed the issue of Credit for Prior Learning. Regulation 55050 changed from Credit by Examination to Credit for Prior Learning.

Credit for Prior Learning can help students to access their life experiences for college credit. Knowledge and experience might be gained through

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, etc.
- Validated volunteer and civic activities such as the Peace Corps

There are many benefits of Credit for Prior Learning. Students who completed degrees with Credit for Prior Learning, completed their degrees at twice the rate of students with no Credit for Prior Learning credits. Students completing their degrees sooner equate to an increase in monies to the institution through the Student-Centered Funding Formula (SCFF).

Discussion during the fall inservice will include the next steps which will include faculty development of evaluation tools, rubrics, etc.

ACTION ITEMS

*2021/22 Tentative
Budget*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2021/22 Tentative Budget as presented and shown on Attachments A-1 through I with the following vote:

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

*District Order of
Priorities for Five-
Year Capital Outlay
Plan 2023/2027*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the District Order of Priorities for Five-Year Capital Outlay Plan 2023/2027 with the following vote:

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

*Classified
Professionals Week
– Resolution 06-21-
01*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 06-21-01 in honor of Classified Professionals with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins, Anderson, and Pinoli
Noes	None
Abstentions	None
Absent	None
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 (Martinez/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 5010, Board Policy 5020, Board Policy 5300, Board Policy 5800, Board Policy 7230, Board Policy 7260, Board Policy 7300, Board Policy 7310; Board Policy 7365, Board Policy 7370, Board Policy 7400 and Board Policy 7500 as presented with the following vote:

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

College and Career Pathways (CCAP) Partnership Agreement – Second Reading After reviewing the information presented and subsequent discussion, the board took the following action:

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the College and Career Pathways (CCAP) Partnership agreement with Point Arena Unified School District with the following vote:

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

INFORMATIONAL REPORTS

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

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

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

Management Team
A written report was submitted by Management Team President Janelle Bird who added she has enjoyed being the Management Team President and this will be her last meeting serving in this capacity.

Board Policy Deletions – First Reading Lois O'Rourke addressed the board on this item and urged the board to reject this policy deletion.

Board policy 718 – Teaching Assignments for Staff is presented for deletion. Discussion and/or deletion of this policy will take place at the August 2021 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked everyone for their continued hard work and congratulated all the students who completed their course work this spring. He expressed his concern regarding the weeds around the buildings at the Lake Center and making sure we have a defensible space in place.

Trustee Martinez expressed her thanks to everyone for their continued work.

Trustee Myers she stated she watched graduation and hopes we will be able to be back on campus soon. She also expressed her thanks for the security training taking place.

Trustee Nickerman thanked Superintendent/President Karas for his work on the Covelo issue and thanked the staff for their work.

Trustee O'Neill stated graduation was amazing and thanked everyone including the students who graduated.

Trustee Tomkins expressed the faculty did a wonderful job of working on behalf of our students.

Trustee Pinoli stated the Governor's Executive Order to continue holding these meetings in a virtual form will be ending this fall. Our goal is to hold our meeting in September in the board room with any others joining the meetings via zoom.

He would also like the Trustees to think ahead about conducting a workshop for dates in September or early October.

Student Trustee Rodriguez stated the student senate has been focusing on activities for students which most likely won't happen before we are all able to be back on campus.

Future Agenda Items

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

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

- Site visits at all the sites including courses offered and equipment available.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:02 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The start of a new academic year and semester is always a busy time for everyone. Classes begin on Monday, August 16th. This year has been particularly busy with the countless hours of planning to re-open campus more broadly than before. We learnt much from the limited departments (instruction/student service) that maintained on-ground teaching and services throughout the pandemic.

Beginning August 2, we began a general return to campus. Employees are working a minimum 50% on site and 50% remotely until October. After October, the percentage of on-site hours will increase. Most student will continue to take on-line courses during the fall semester. A full return of student is planned for Spring 2021.

Even with the best planning efforts, aspects will change based on guidance received from County Health Departments, Cal/OSHA, and the CDC. Given the rise in positive COVID-19 cases in our counties, updated guidance may come multiple times in the coming weeks.

It was very interesting for me on August 2 to come to the Ukiah campus, see more cars in the parking lot, and to meet people “in-person” for the first time. It felt strange to have people around and to have an in-person meeting for the first time in a year. I look forward to re-acquainting myself with people. Returning causes stress and life outside of work can be a rollercoaster. We can approach everyone (employees/students/community) with kindness, openness, and patience.

White House COVID-19 College Vaccination Challenge

Mendocino College has accepted the White House COVID-19 College Vaccine Challenge! We have joined colleges and universities across the country to help reduce the spread of COVID-19. More information about specific details will be emailed to students and posted on the college webpage. Please note, Mendocino College is NOT requiring students to be fully vaccinated to return to campus.

Vaccination Clinic At Ukiah Campus

Mendocino College will be hosting a vaccination clinic during our “Week of Welcome” on August 19 from 10am to 1pm. Vaccines are available to all eligible individuals 12 years and older. We want to thank Mendocino County for collaborating with us and administering the clinic. We are working to have vaccination clinics at the Coast Center, North County Center, and Lake Center.

Inside Education

On KZYX Radio Minerva Flores (Research Director), Leonardo Rodriguez (MC Student Trustee), and John Rall (English Instructor) were interviewed on Inside Education hosted by MCOE Superintendent Hutchins. The focus was highlighting Mendocino College and the progress we have made concerning equity and addressing gaps in student completion.

Lake County Health Services

Through an introduction by Trustee Anderson, I was able to meet with the Lake County Health Programs Coordinator. We met at our Lake County Center. We discussed how our two agencies could work together to increase awareness on many health issues facing Lake County.

Fall 2021 Enrollment

Fall 2021 is trending slightly below Fall 2020. Most of the difference is stemming from fewer new students registering for classes and registered students taking less units. The pandemic and the increasing COVID numbers in Lake and Mendocino Counties is probably a major factor in people electing to take fewer courses or not to begin college.

Semester	Day	Active Students	Number of Sections	TOTAL FTES
----------	-----	-----------------	--------------------	------------

FALL 2021	-15	2084	724	641.54
-----------	-----	------	-----	--------

FALL 2020	-15	2013	532	683.75
-----------	-----	------	-----	--------

FALL 2019	-15	2500	794	757.3
-----------	-----	------	-----	-------

FALL 2018	-15	2399	751	731.21
-----------	-----	------	-----	--------

Covelo and Round Valley High School

I had the pleasure in early June to make my first journey to Covelo/Round Valley. It was impactful to visit the community and spend time in the area. A highlight was spending the morning with Round Valley High School Principal Mark Smith and Round Valley Superintendent Mike Gorman. We had an in-depth discussion on the power of education at all levels and the achievements we have accomplished. We brainstormed potential opportunities to further our partnership. Many people mention our education site located in Covelo and the significance it has to the community. I look forward to visiting the area again this fall.

Paramedic Program

In August 25 students began their paramedics program at Mendocino College. This is an innovative partnership between Mendocino College and College of the Siskiyous to offer a workforce program serving multiple counties. I believe the partnership developed will be a model statewide to deliver career and workforce education. Many of our workforce education needs can be met regionally through collaboration and cost sharing.

Construction

In early August instruction began for our new short-term construction certificate program. The program offers people a pathway to gain skills valued in the construction trades. The non-credit courses have no enrollment fees. This is part of the strategic makeover of the Sustainable Construction program. The dedicated leadership of Dean Aseltyne, VPI Polak, and faculty coordinator Woodhouse have delivered a rejuvenated instructional program.



Dual/Concurrent Enrollment Process

Our district has had great success in the past few years building our dual/concurrent enrollment opportunities throughout our district. It has taken time to strengthen our collaborative partnerships with the many K-12 districts in our service area. Each partnership is unique. Many individuals may be interested about this program. On our webpage we maintain a dedicated page on this topic <https://www.mendocino.edu/admissions/k-12-students>.

In general, below are some significant items to keep in mind about the process when advocating for the program:

- A required special admissions form needs to be signed prior to registering at the college. High-school students are required to receive permission from their high school principal and parent/guardian. There are specific legal requirements for this action.
- These are high-school students choosing to take college-level courses.
- If permission is obtained, the student can begin the college registration process.
- Enrollment fees are waived for dual/concurrent enrollment students; however, students are required to pay \$12-\$16 in other mandated fees.

2021/22 State Enacted Budget

The Governor signed the 2021 State Budget Act on July 12, 2021. State revenues are robust and continue to exceed estimates. The budget at the state level focuses on pandemic relief and recovery for Californians, including:

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

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

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

COLA of 5.07% on apportionment comprised of the following:

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

The COLA on categorical programs varies by program from 1.7% to 5%.

The SCFF Hold Harmless has been extended through 2024/25.

There are around 35 different programs and initiatives being funded, including:

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

This is just a partial list of all new and enhanced initiatives and programs. The details of these budget initiatives will continue to be refined in the coming weeks and the board will be presented with a budget for consideration of adoption at its September meeting.

Facility Improvements

The team in Maintenance and Operations is to be commended for the tremendous amount of work they have done during the pandemic as well as the work done to make our campus and centers safe. Their positive attitude and collective sustained spirit to do the work necessary to get our campus in order has been remarkable. Below is a partial list of accomplishments:

- Deep cleaning of all District facilities, including mechanical rooms/air intake systems
- District-wide air filter change out to fresh MERV 13 as of 7/26/2021
- Re-programming of building automation systems to bring in 100% outside air as much as possible
- Bi-polar Ionization systems have been installed in all feasible HVAC systems; final buildings scheduled to be complete by August 16
- Strategic deployment of free-standing air purification systems
- Additional outdoor furniture has been installed around campus to provide outdoor meeting/instruction options
- Changed out all hand-operated sinks and toilets with touchless systems (touchless paper towel dispensers coming soon)
- New health signage around District buildings
- Re-scheduled custodial staff to provide more frequent cleaning of “high-touch surfaces” during business hours
- Disinfectant wipes deployed in all classrooms & offices
- Office/classroom spaces have been reconfigured (upon request)
- Additional Plexiglas barriers have been provided (upon request)
- Additional sanitizers, masks and other PPE available to all employees from M&O (upon request)

Information Technology

The team in Information Technology has been extremely busy throughout the pandemic. While they have been at the core of the transition to remote instruction and services, they have also accomplished some major long-term projects including upgrading the network and servers used at the college.

The Information Technology Department worked over the summer with their vendor IT Management to migrate all three Center locations to the new network. Users at the centers have reported dramatic improvement in the speed and reliability of the expanded wireless network. Work continues at the Ukiah campus. To date, the science building, MacMillan Hall, and Lowery Student Center have been migrated. The team is scheduled to begin moving the CVPA soon. Over the fall semester, all buildings on the Ukiah campus will be able to take advantage of the new network. Work has also begun on bringing wireless access to the athletic fields to support video streaming of events as well as access for those attending in person when that is once again possible.

In addition to the new network, the Information Technology team has been busy with other big projects including implementing the PortalGuard single sign-on replacement to provide students with easier password recovery, migrating to a ConferZoom sub-account to improve the Canvas integration, preparing Hybrid Classroom carts, migrating to a new server infrastructure, and implementing 24/7 remote monitoring of the college’s network for cybersecurity attacks. They’ve had a busy summer and they’re looking forward to seeing people back on campus for the fall.

No Cost Extension for HSI Grant

Mendocino College was recently notified that our requested no-cost extension to the Hispanic Serving Institution (HSI) Grant has been granted. The HSI Grant funds helped us launch our First Year Institute (FYI) and with this approval, continuity of services will continue into the Spring semester. While the grant funding was vital for launching the program, FYI has helped our College identify effective student support methods to increase success. One of the ways in which we will continue with some of the valuable support structures established during the life of the successful FYI program is the implementation of support teams for students. Our Counseling Office has recently hired additional staff to replicate the structure of FYI. Now with the approval of the no-cost extension for the program, incoming students will continue to receive the support received by previous cohorts and allow for a more seamless transition of support for students as they start their education at Mendocino College.

New Student Welcome

Multiple programs and departments joined forces to host the annual New Student Welcome virtual event on August 5th and 6th. Newly appointed Lake Center Director Monica Flores led the organization efforts of the event, which was first held years ago as a way of creating a seamless transition to college for new students. In subsequent years, more programs and departments have been included to provide multiple tracks for student attendees. At this year's event, students will get assistance on registering for classes, completing the financial aid process, learning about the pathways available to them, and how to access valuable resources like our lending library, tutoring and IT support.

Student-Parents Are Reimagining CalWORKs (SPARC) Program

Mendocino College is one of 48 community colleges in the state that are participating in SPARC, which is intended to reduce poverty among families of parenting college students and increase transfers and degrees. Ultimately, this work has the potential to increase economic justice for California's families and to reduce the wage gap for women in California. The California Community Colleges CalWORKs Association implemented an exciting two-year project focused on addressing systemic inequities for parenting students in the welfare and community college system. This important work is funded through a generous grant from the Blue Shield of California Foundation. CalWORKs students attending a California Community College are being offered a work study opportunity to implement Human-Centered Design practices and conduct their own research regarding conditions and barriers within the public assistance and college systems. CalWORKs Specialist Rochelle Fink, with the support of Dean Antonio Lopez, spearheaded this endeavor so that we can offer this amazing opportunity to our students. Student Rachel Klena was selected to fill the SPARC position at Mendocino College.

CalFresh Update

On Thursday, July 22nd, Outreach Specialist Katherine Escobedo and Dean Lopez met with Alyson Wylie, Program Manager for CalFresh Outreach at the Center for Healthy Communities. Alyson is the grant monitor with our current project. This meeting was in preparation for our 3rd quarter report. In a communication after our meeting Alyson commented; *"There is much momentum for the program, even though you were not able to reach your application goals. You have posted the full time position for a Student Life Coordinator and I look forward to hearing more about your hire. The CalWORKs*

connection sounds very promising and limited in-person assistance will begin in fall, knowing that this will bring new challenges.”

The three-year grant will conclude at the end of September, however, we will be entering an additional three-year contract agreement to continue with CalFresh outreach. Despite the challenges caused by the pandemic and transitioning to remote services, we have maintained regular contact, communication and reported on our efforts to find workarounds to increase student enrollment in the CalFresh program and services. Due to our due diligence towards these efforts, we will receive extended funding, allowing us to offer a full-time Student Life Coordinator that will be funded through threaded funding, primarily through CalFresh.

Federal & State Financial Aid Updates

The Department of Education (ED) on July 13th announced that it would be making changes to the verification process for the 2021-22 award year as a means of 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. ED is waiving 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. Additionally, the Selective Service and Drug Conviction Requirements for Title IV Eligibility were removed for the 2021-22 award year as part of the FAFSA Simplification Act. These changes will greatly benefit our students. Any additional barrier or documentation request placed on students limits their ability to start College in a smooth way. By removing these major hurdles, more students will be able to have access to financial aid funding.

Professional Development

The annual *CalFresh Outreach Higher Ed Summit 2021: Food is Power* was held on June 23rd & 24th from 8:30am-12:30pm. This annual Summit provides an opportunity for all our campus partners throughout the state to come together to discuss items around food insecurity, policy changes, health equity, in addition to how to support their team's mental health and wellness. This two-day virtual conference offered an in-depth perspective and understanding to a just & educational system, where every student has healthy food and support for graduation. CalFresh Outreach Specialist Katherine Escobedo was able to participate in this professional development opportunity.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Caraballo	Anali	Program Specialist (ML ACE)	ML ACE	6/21/2021	12/20/2021
Escobedo	Katherine	Program Specialist (Cal Fresh)	Student Services	7/12/2021	9/30/2021
Feliciano	Diana	Program Specialist (ESL)	Learning Center	6/29/2021	12/31/2021
Grady	Michael	Lab Tech - Chemistry	Coast Center	8/1/2021	12/17/2021
Knutson	Robin	Professional Expert - Pianist	Coast Center	8/16/2021	12/10/2021
Lazaro	Caitlin	Program Specialist	Student Services	8/1/2021	12/31/2021
Ortega	Rebeca	Administrative Assistant I	Student Services	8/1/2021	12/31/2021
Perez de Bautista	Concepcion	Center Assistant	Lake Center	6/14/2021	12/17/2021
Ramirez	Cindyteresa	Center Assistant	Lake Center	8/2/2021	12/17/2021
Ratliff	Diana	Library Assistant	Library	8/16/2021	12/10/2021
Rodriguez- Zamora	Neydi	Center Assistant	Lake Center	8/2/2021	12/17/2021
Tassin	Saundra	Program Assistant	Physical Education	8/16/2021	12/17/2021
Thompson	Jessica	Lab Tech - Ceramics	Coast Center	8/13/2021	12/17/2021
Whipple	Monica	Program Specialist	Student Services	8/1/2021	12/31/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Klena	Rachel	Student Employee	CalWorks	8/1/2021	12/31/2021
Tipton	Caylin	Student Employee	Fiscal	08/12/21	12/31/2021

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
-----------	------------	----------	------------	------------	----------

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Aguirre, Larry	Health-Transfer Instructor / Biology Instructor	Online
Ahders, Heidi	Computer Science Instructor	Ukiah/Online
Albuquerque, Lilia	English as a Second Language Instructor	Online
Aleman, Myrna	Nursing - Registered Nursing Instructor	Ukiah
Arrington, Deborah	Health-Paramedic Instructor	Lake Center
Arthur, Lorraine	Art - Painting, Drawing Instructor	Lake Center
Avina, Meztli (maria)	Counselor, Part-Time Hourly	Online/Ukiah
Bailey, Aaron	English Instructor (Dual enrollment)	Lake Center
Bailey, Jeffrey	Business Instructor	Online
Bales, Alicia	Music Instructor	Ukiah
*Basile, Terry	Psychology Instructor	Fort Bragg
Bayer, Lucille	English Instructor	Ukiah
Becken, Arthur	Sustainable Technologies Instructor	Ukiah
Bell, Joseph	History Instructor	Fort Bragg
Bell, Rose	History Instructor	Online
Benson-Martin, May	Astronomy Instructor	Fort Bragg/Online
Bentien, Marla	English As a Second Language Non-Credit	Ukiah
*Bhandari, Keshab	Computer Science Instructor	Online
Bianucci, Brian	Athletics / Head Coach - Men's Soccer	Ukiah
Bishop, Elaine	Computer Science Instructor	Lake Center/Ukiah/Willits
Bjur, Garrick	History Instructor (Dual enrollment)	Lake Center
Black Diemer, Susan	Health-Transfer Instructor	Fort Bragg/Online
Brown, Carolyn	Agriculture Instructor	Ukiah
Brunner, Jeffrey	English Instructor	Online
Bruton, Emily	Physical Therapy	Ukiah/Online
Budlong, James	Wood Instructor	Fort Bragg
Buffalo, Daniel	Business Instructor	Lake Center
Burokas, Nina	Business Instructor	Online
Buzzell, Nancy	Child Development Instructor	Online
Byrn, Karl	History Instructor	Online
Call, Jennifer	Nursing - Registered Nursing Instructor	Ukiah
Cannon, Taylor	Sociology Instructor	Online
Cantrell, Tatiana	Child Development Instructor	Ukiah
Carey, Jill	Child Development Instructor	Ukiah/Fort Bragg
Castillo, Guillermo	Education Instructor (Dual enrollment)	Online
Chaidez, Adan	Counselor (FYI)	Ukiah/Online
Clark, Jennifer	English Instructor	Online
Cohen, Mina	Art - Painting, Drawing Instructor	Fort Bragg/Online
Colt, Herbert	Chemistry Instructor	Lake Center
Corippo, John	Fire Science Instructor	Ukiah
Coryat, Diana	Communications Instructor	Fort Bragg
Cox, Kathleen	English as a Second Language Instructor	Online
Crowley, Jared	Biology Instructor	Online
Cuellar, Angela	Child Development Instructor	Lake Center
Dachani, Akanit	Digital Arts Media Instructor	Online
*Daitoku, Katie	History Instructor (Dual enrollment)	Lake Center
Davis, Daniel	Computer Science Instructor	Ukiah/Lake Center
Davis-Lawler, Rebecca	History Instructor (Dual enrollment)	Lake Center
Dawood, Noor	Basic Skills Instructor Non-Credit	Boonville/Anderson Valley/Online

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Dease, Melanie	Counselor	Online
De Grassi, Alexander	Music Instructor	Ukiah
Decker, Melinda	Business Instructor (Dual enrollment)	Ukiah
Dewey, Christopher	Administration of Justice Instructor	Online
Diaz Gutierrez, Salvador	History Instructor	Online
Dingman-Katz, Kathy	Theatre Arts - Technical Theater Instructor	Ukiah
Dominguez, Diana	Mathematics Instructor	Fort Bragg/Online
Dunn, Jonathan	Computer Science Instructor Non-Credit	Covelo/Round Valley/Fort Bragg
Duran, Carolina	Mathematics Instructor	Fort Bragg/Online
Dwyer, Molly	English Instructor	Fort Bragg
Ecsedy, Andrea	Physical Therapy	Online
Escobedo, Katherine	Athletics	Ukiah
Escobedo, Michael	Athletics	Ukiah
Esserman Melville, Sara	Learning Skills Instructor	Ukiah
Falandes, Helen	Alcohol and Other Drugs Instructor	Ukiah
Feigin, Kathryn	Human Services Instructor	Online
*Feliciano, Diana	English as a Second Language Instructor	Ukiah
Fenwick, Richard	Automotive Technology Instructor	Ukiah
Finch, Alison	Librarian, Part-Time Hourly	Ukiah
Fry, Joseph	Philosophy Instructor	Willits
Fuller, Kirk	Digital Arts Media Instructor	Online
Gallegos, Miriam	Basic Skills Instructor Non-Credit	Ukiah
Garcia, Alonso	Nursing - Registered Nursing Instructor	Ukiah
Gomez, Diana	Education Instructor (Dual enrollment)	Online
Gonsalvez, David	Counselor	Online
Gonzalez, Ignacio	Real Estate Instructor	Ukiah/Willits
Gowan, Theresa	Health-Transfer Instructor	Ukiah
Grady, Michael	Chemistry Instructor	Fort Bragg
Gray, Gary	Business Instructor	Online
Green, Tobias	History Instructor; Anthropology Instructor	Fort Bragg/Online
Halper, Pauline	Art Instructor	Willits
Hee-Chorley, Lorraine	Speech Instructor	Fort Bragg/Willits
Hellman, Steven	English Instructor	Lake Center/Willits/Online
Hendershot, Chelsea	Business Instructor	Online
Heston, Pamela	Administration of Justice Instructor	Ukiah/Online
Holl, Merie	Counselor (EOPS)	Online
Holl, Merie	Counselor	Online
Holt, Paul	Business Instructor (Dual enrollment)	Lake Center
Hoover, Megan	Nursing - Registered Nursing Instructor	Ukiah
Hult, Amanda	English Instructor (Dual enrollment)	Willits
Ives, Aeron	Mathematics-Basic Skills Instructor	Online
Jacobsen, Maria (feodora)	Nursing - Registered Nursing Instructor	Ukiah
Jayne, Candace	Nursing - Registered Nursing Instructor	Ukiah
Jenkins, Alese	Human Services Instructor	Online

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Jensen, Zane	History Instructor	Lake Center
Jernigan, Jeremy	Music Instructor	Lake Center
Johnson, Cameron	English As a Second Language Non-Credit	Ukiah/Online
Johnson, Cassandra	Child Development Instructor	Online
Johnson, Deborah	Computer Science Instructor	Ukiah
Johnson, Shirley	Sustainable Technologies Instructor	Online
Jones, Elise	Psychology Instructor	Lake Center
Jones, Heather	Digital Arts Media Instructor	Lake Center
*Jones, Morgan	Geology Instructor; Physics Instructor	Lake Center/Online
Kanavle, Judith	Business Instructor	Laytonville
Kendl, Andrew	Administration of Justice Instructor	Fort Bragg
Kendrick, Maresa	Child Development Instructor	Ukiah/Covelo/Round Valley
Kerrigan, Trilby	Human Services Instructor	Ukiah
Killian, Rose	Clothing Instructor	Ukiah
Killops, Jessica	Nursing - Registered Nursing Instructor	Ukiah
Koch, Amanda	Mathematics Instructor (Dual enrollment)	Fort Bragg
Kuhn Fornari, Melissa	Computer Science Instructor; English as a Second Language Instructor	Fort Bragg/Online
Kyne, Lucy	Counselor	Online
Lam-Hansard, Katherine	Economics Instructor	Online
Larsen, Erick	Mathematics Instructor	Lake Center/Online
Lau, Alvin	American Sign Language Instructor	Ukiah/Willits
Law, Heather	Art - Ceramics Instructor	Ukiah
Liljeblad, Jonathan	Political Science Instructor	Online
Lukrich, Cathleen	Nursing - Registered Nursing Instructor	Online
MacDougall, Elizabeth	Music Instructor	Ukiah
Magann, Carl	Fire Science Instructor	Ukiah
Maglente, Ann	Art - Painting, Drawing Instructor	Willits
*Makdisi, Eve	Physical Therapy; Biology	Ukiah/Online
Martinez, Marcee	Physical Therapy	Online
McCallister, Donelle	Agriculture Instructor (Dual enrollment)	Lake Center
McCord, Kailyn	English Instructor	Fort Bragg
McIntire, Daniel	Real Estate Instructor	Ukiah
McKay, Carol	Child Development Instructor	Ukiah/Online
McKinney, William	Art - Ceramics Instructor	Lake Center
McNutt, Colleen	Business Instructor	Willits
Meier, Dustin	Physical Therapy	Ukiah
Melcher, Wendy	Nursing - Registered Nursing Instructor	Ukiah
Metzger, Angela	English Instructor	Lake Center
Molina, Michele	Spanish Instructor	Lake Center
Mondfrans, Wendy	Administration of Justice Instructor	Lake Center
Moore, Jazzminh	Art - Painting, Drawing Instructor	Ukiah
Morgan, Heidi	Psychology Instructor	Online
*Munoz, Lacey	Biology Instructor	Online
Myklebust, Martha	Child Development Instructor	Willits/Online

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Novak, John	Automotive Technology Instructor	Ukiah
O'mara, Steve	Business Instructor	Online
O'Meara, Melbourne	Mathematics Instructor	Lake Center
Obenyah, Christina	Nursing - Registered Nursing Instructor	Ukiah
Offill, William	Athletics	Ukiah
Olson, Menaka	Communications Instructor	Ukiah/Online
Orpustan-Love, Denise	Sociology Instructor	Online
*Ortiz, Xavier	Automotive Technology Instructor	Ukiah
Orvis, Dana	Nursing - Registered Nursing Instructor	Ukiah
Palmer, Jonathan	Art Instructor	Online
Pamintuan-Shepherd, Madeleine	Culinary Arts Mgmt - Culinary Instructor	Covelo/Round Valley
Penner, Elfriede	English as a Second Language Instructor	Lake Center
Pfitzner, Mark	Digital Arts Media Instructor	Fort Bragg
Prather, Douglas	Anthropology Instructor	Lake Center
Price, Jennifer	Anthropology Instructor	Online
Renderman, Kathryn	Mathematics Instructor	Online
Rickansrud-Young, Rebel	English Instructor	Online
Ringer, Bret	Athletics	Ukiah
Ritchley, Yuliya	Career and College Success (Dual enrollment)	Willits
Rodriguez, Teresa	Basic Skills Instructor Non-Credit	Fort Bragg
Rohlicek, Louis	Political Science Instructor	Online
Rojas, Ana	Spanish Instructor	Fort Bragg/Online
Rosales, Gladis	Basic Skills Instructor Non-Credit	Ukiah
Sabalone, Anna	Art Instructor	Lake Center
Samota, Susan	Counselor	Online
*Sarisky, Amy	English Instructor (Dual enrollment)	Fort Bragg
Schon-Brunner, Eryn	Theatre Arts - Dancing Instructor	Ukiah/Online
Schwartz, Larry	Physical Education - Fitness / Head Coach Women's Soccer	Ukiah
Scott, Melissa	Mathematics Instructor	Online
Scott, Remie	Chemistry Instructor	Ukiah
Sharrett, Zachary	Chemistry Instructor	Ukiah
Shaw, Joseph	Administration of Justice Instructor	Fort Bragg
Shepherd, Dennis	English Instructor	Covelo/Round Valley/Online
Shieh, Amanda	Mathematics Instructor	Online
Shirako, Anne	Librarian, Part-Time Hourly	Ukiah
Sholars, Teresa	Agriculture Instructor	Fort Bragg
Siderakis, Julia	Business Instructor	Online
Silva, Logan	History Instructor (Dual enrollment)	Ukiah
Simpson, Marilyn	Music Instructor	Ukiah/Willits/Online
Slocinski, Lech	Digital Arts Media Instructor (Dual enrollment)	Ukiah
Smith, Gregory	Wood Instructor	Fort Bragg
Snider, Michelle	Mathematics Instructor	Lake Center/Willits
Stump, Samuel	Career and College Success (Dual enrollment)	Fort Bragg
Summit, Debra	Nursing - Registered Nursing Instructor	Ukiah

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
*Swanson, Catherine	English as a Second Language Instructor	Covelo/Round Valley
Taylor, Riba	Career and College Success	Online
Thomas, Alexander	History Instructor	Online
*Thomas, Shirlee	History Instructor	Lake Center/Online
Thompson, Jessica	Art - Ceramics Instructor	Fort Bragg
Thomsen, Kirk	Fire Science Instructor	Online
Timm, Janice	Music Instructor	Ukiah
Tiriboyi, Marilyn	Business Instructor	Fort Bragg
Todd, Krista	Nursing - Registered Nursing Instructor	Ukiah
Tomlinson, John	Theatre Arts - Acting Instructor	Lake Center
Tunzi, Megan	Agriculture Instructor	Fort Bragg
Turner, Kirsten	Theatre Arts - Dancing Instructor	Ukiah
Turner, Lisa	English Instructor	Lake Center/Online
Tyner, Kris	Mathematics Instructor	Online
Vaccaro, Erin	Biology Instructor	Online
Von Vogt, Margaret	English as a Second Language Instructor	Online
Wakefield, Jonah	English Instructor	Lake Center
Walker, Glenn	Agriculture Instructor	Ukiah
Wallace, Rebecca	Art Instructor	Ukiah/Fort Bragg
Wang, Yini	Chemistry Instructor	Ukiah
Watson-Krasts, Dena	Theatre Arts - Dancing Instructor; Communications Instructor	Ukiah/Online
Weber, David	Computer Science Instructor	Online
Weed, Ellen	Theatre Arts - Acting Instructor	Ukiah
*Welch, Diane	Psychology Instructor	Online
White, Jaime	Nursing - Registered Nursing Instructor	Ukiah
Windsor, Jenni	Music Instructor	Fort Bragg
Wingler, Douglas	Athletics	Ukiah
Woll, Lily	English as a Second Language Instructor	Lake Center
Woods, Denise	Biology Instructor	Lake Center
*Young, Rachel	Theatre Arts - Dancing Instructor	Ukiah
Zeni, Michael	Welding Instructor	Lake Center
Zepeda, Gayle	Human Services Instructor	Lake Center/Online
Zhang, Min	Mathematics Instructor	Online
Zotter, Frank	Business Instructor; Real Estate Instructor	Lake Center/Willits/Online

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

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Sadie Parker	Assistant coach, women's soccer program	7/15/2021 - 12/10/2021
Doug Boswell	Automotive Technology classroom volunteer	7/19/2021-06/30/2022
Gabe Knight	Assistant coach, basketball program	8/15/2021-06/30/2022

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Instructional Technology Specialist and Learning Center Assistant

RECOMMENDATION:

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

ANALYSIS:

Nicholas Orloff

Instructional Technology Specialist
Range 28/Step 1

Effective: August 1, 2021
12 month at 40 hours/week

Amber Shrum

Learning Center Assistant
Range 23/Step 1

Effective: September 1, 2021
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – FULL-TIME FACULTY

SYNOPSIS:

Employment of one (1) full-time faculty in Automotive Technology and one (1) full-time counselor in EOPS/CARE.

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under First One-Year Contract

Faculty, Tenure Track - Full Time – Automotive Technology
Michael Pratt
Effective: August 13, 2021

Mr. Pratt has provided adjunct instruction for the last two (2) years with the Mendocino College Automotive Technology Program. He is currently certified through the National Institute for Automotive Service Excellence (ASE), is a licensed Emissions Technician, and has worked at BMW of North America in various positions, including a Technical Support Engineer, over the last 20 years. He earned his Associate's Degree in Automotive Service Management from the Sequoia Institute and completed the BMW Service Technical Education Program.

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

Ms. Avina Patina has worked with Mendocino College over the past two years as both an FYI and CAMP Counselor, recently transitioning to an adjunct counselor while pursuing her licensure as an MFT. She has provided instruction as an adjunct professor at Sonoma State University and provided mental health services with Sonoma Office of Education and the Roseland School District. She has worked for over 25 years in various roles providing instruction and counseling to students, families, and special populations. She received her Master of Arts in Counseling from Sonoma State University and holds a Bilingual Teaching Credential.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mr. Michael Pratt as a tenure-track full-time instructor in Automotive Technology effective August 13, 2021; and Maria (Meztli) Avina Patino as a tenure-track full-time counselor

in EOPS/CARE effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

SUBJECT: TRANSFER – CLASSIFIED

SYNOPSIS:

Transfer to Administrative Assistant II (Career Technical Education)

RECOMMENDATION:

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

ANALYSIS:

Beatriz Sanchez, currently a Human Resources Technician for the District, applied for a transfer to the vacant Administrative Assistant II in the Career Technical Education Department.

A transfer/promotion/reassignment process was followed and Ms. Sanchez was the successful candidate selected for the position.

Effective August 1, 2021-September 30, 2021

Ms. Sanchez shall work 50% in the Human Resources Technician (Range 27/Step 4) position and 50% in the Administrative Assistant II (Range 25/Step 4) position.

Effective October 1, 2021

Ms. Sanchez shall transfer 100% to the Administrative Assistant II position, Range 25/Step 4.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to a position vacancy, 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:

Amy Nelson (Curriculum Technician)
Due to the Vacancy of: Articulation Officer
Period: 6/1/2021-Position is Filled
Compensation: 7% increase

Jana Rauch (Office Services Assistant)
Due to the Vacancy of: Accounting Specialist
Period: 8/1/2021-10/31/2021
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working out of Class of: Amy Nelson and Jana Rauch.

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE PART TIME FACULTY
BARGAINING UNIT/MPFA 2021-24 TENTATIVE AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino Part Time Faculty Association (CCA/CTA/NEA)

RECOMMENDATION:

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

ANALYSIS:

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

MOTION/ACTION:

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



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

MLCCD District Proposal
June 23, 2021

Article 4: Assignments Effective August 11, 2021

~~The District retains the right of assignment within the parameters set forth in this article.~~

4.01 DISTRICT, DEPARTMENT, AND FACULTY RIGHTS AND RESPONSILITIES

~~In making assignments of part-time instructors, unit members who have previously taught a course will be given preference when that course is offered in subsequent semesters. Whether the District offers a section to a unit member will depend primarily on meeting qualifications and the previous performance of the member as evidenced by performance evaluations, student services records, and fulfilling other college requirements in a timely and professional manner.~~

A. District Rights and Responsibilities:

- 1. To meet student, community, and District needs, the District has the authority to develop the class schedule, including the array, location, and times of courses and services. The District has the right of assignment, and no obligations to employ faculty engaged in hourly assignments beyond those in law are expressed or implied in this Agreement.**
- 2. The District, as represented by the supervising administrators and in collaboration with department full-time faculty and/or faculty program coordinators/directors, will determine the schedule of classes and services to be offered.**
- 3. The District will communicate with part-time faculty in order to promote transparency in making hourly assignments. Prior to assigning classes or hours to part-time unit members for the upcoming semester/term:**

- a. The District ~~will~~**shall** request ~~part time~~ unit members notify the District of their availability ~~for the semester/term~~**and scheduling preferences for the semester/term being scheduled as follows:**
 - i.**The query for the spring will be sent the first week of the fall semester.**
 - ii.**The query for the fall will be sent the first week of the spring semester.**
 - iii.**The query for the summer will be sent by October 1 of the preceding year.**
 - b. ~~The District shall notify all unit members at least one month prior to the development of the schedule for each semester or session. Part time unit members will then have a minimum of fourteen (14) calendar days to complete the online Availability Form to the District, and the District shall specify the deadline for receipt. The form will request the following information:~~
 - i.**Their availability to teach in the semester/term being scheduled.**
 - ii.**Number of sections requested.**
 - iii.**Preferences for days and times of classes, and any restrictions on availability.**
 - iv.**Preferences for specific courses.**
 - c. If the part-time faculty member does not return the form prior to the deadline, the District may consider the unit member unavailable to consider for the ~~current~~ semester/term **being scheduled as specified in 4.02. B.**
4. To facilitate the part-time unit member reemployment **preference and assignment** process, the District ~~will~~**shall**:
- a. ~~Maintain a list of part-time unit members that includes date of initial hire by the District in any given department.~~ **an accurate length-of-service list by department, and discipline, including faculty name, number of courses taught, and most recent date of hire.**
 - b. Unit members will maintain their original date of hire until there is a break in service of two consecutive academic years. **Performing an assignment in the fourth semester preserves the part-time faculty member's position on the length-of-service list.**

- c. **Unit members who do not perform an assignment in the semester following a break in service of two (2) academic years, lose their position on the length-of-service list. Performing a new assignment establishes the date of return to paid service and a new, most recent date of hire.**
- d. **Unit members not employed by the District within the previous four semesters must ~~reactivate their file prior to February 1st for consideration during schedule preparation for the following academic year.~~reapply by the same dates as the availability forms are due for each term.**
- e. **The date of hire and number of courses taught will determine a faculty member's position on the length-of-service list. The date of hire is defined as the date of first paid service or return to service if there is a break in service as described in 4.01 A.4.b "Number of courses" is defined as courses and number of sections taught.**
- f. **The District will update its length-of-service list each semester by October 1 and March 1 and forward it to MPFA and the supervising faculty administrators prior to part-time assignments being made.**
- g. **The District will maintain an accurate history of the courses that have been taught by part-time faculty employed by the District. The District will also maintain an accurate history of the non-teaching work program areas (such as general counseling, special program counseling, library work) worked by unit members employed by the District.**
~~Maintain a data base of the courses that have been taught by part-time faculty employed by the District. The District will also maintain a data base of the non-teaching work program areas (such as general counseling, special program counseling, library work) worked by part-time faculty employed by the District.~~
- h. **The District will maintain an accurate list of the disciplines in which each unit member has been approved to meet the state minimum qualifications to teach or equivalency as determined by Board Policy (7211). This list will be available in Mendocino College Shared Documents (OneDrive), available through MyMendo, in**

the Human Resources folder. It will not include the cross-discipline courses that a faculty member may be eligible to teach.

~~Maintain a list of the qualifications of each member and the disciplines in which they meet the state minimum qualifications to teach or equivalency as determined by Board Policy 7211.1 in effect July 1, 2017.~~

- i. **The District will** evaluate part-time unit members per Article 13 – Evaluation Procedures. The lack of an evaluation will be the equivalent of a satisfactory evaluation.

(The following was moved to 4.01.A.3 with revisions)

~~4.01.2 Prior to assigning classes or hours to part-time unit members for the upcoming semester/term, the District will:~~

- ~~a. Request part-time unit members notify the District of their availability for the semester/term being scheduled early enough to complete the scheduling process.~~

~~(1) The District shall notify all unit members at least one month prior to the development of the schedule for each semester or session. Part-time unit members will then have a minimum of 14 calendar days to complete the online Availability Form to the District.~~

~~(a) If the part-time unit member does not return the form prior to the deadline, the District shall consider the unit member unavailable to consider for the current semester/term.~~

B. Faculty Rights and Responsibilities:

1. Offer Rights:

- a. **Offer Rights confer a contractual entitlement to an offer of at least one course for any given semester, according to the assignment procedure in 4.02.B. The District commits to making such offers to eligible unit members in any given term that assignments are available with respect to the unit member's position on the length-of-service list.**

- b. A right to an offer does not imply any guarantee about specific courses, specific days, specific times, or specific locations.
 - c. The names of all unit members with offer rights will be added to the length-of-service list as defined in 4.01. A.4
 - d. Unit members earn offer rights and shall be placed on the length-of-service list after having completed four (4) semesters of service to the college; and they have an evaluation rating of “Meets Professional Standards” on their initial evaluation, or a rating of “Needs Improvement” on their initial evaluation and then a rating of “Meets Professional Standards” on a subsequent evaluation.
- 2. All part-time faculty desiring hourly assignments are responsible for timely response to the District’s request for availability.
 - 3. All part-time faculty are responsible for complying with District processes for determining hourly assignments, meeting specified deadlines, and reviewing the District’s length-of-service list to confirm accuracy.
 - 4. Faculty members are responsible for timely notifying the District or MPFA of any errors.

~~4.01.3 The District will assign part time unit members classes/hours after considering the~~

~~Availability Form and considering the following criteria:~~

- ~~a. Most recent evaluation~~
- ~~b. Date of hire and course history~~
- ~~c. Qualifications~~
- ~~d. Availability~~

4.02 ELIGIBILITY AND GUIDELINES FOR MAKING HOURLY ASSIGNMENTS

A. Eligibility: To be eligible for a given hourly assignment, a faculty member must meet the following applicable criteria:

- 1. Satisfactory performance based on the most recent evaluation. Faculty with a “Meets professional standards” or “Needs Improvement” recommendation will be considered eligible for an hourly assignment, unless the faculty has a “A

Needs Improvement” evaluation for two consecutive evaluation cycles which includes an improvement plan but where identified improvements were not made.

- 2. Minimum qualifications: A part-time faculty member who meets the Minimum Qualifications as defined in the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” in the discipline of the course or service is considered eligible to teach the course(s) or provide services unless a course or modality (online) is identified as requiring Special Expertise.**
- 3. Courses will be identified as requiring Special Expertise by full-time faculty in consultation with a Dean.**
 - a. The full-time faculty in consultation with a Dean will specify the course or modality requiring special expertise and the criteria for meeting the special expertise requirements. The criteria will be relevant, objective, verifiable and reasonable. These criteria will be available on OneDrive in the Human Resources folder.**
 - b. For course level specific expertise, part-time faculty seeking a special expertise designation will submit a letter of explanation and documentation verifying they satisfy the special criteria to Human Resources to forward to the responsible Dean. For Distance Education, training documentation will be verified through the Instruction Office.**
 - c. The responsible Dean and full-time faculty in the discipline, or related discipline within same Learning and Career Pathways, will review the documentation to determine whether criteria have been met. Communication of determination will be issued to the part-time faculty and Human Resources by the responsible Dean.**
- B. Guidelines for Making Assignments: In making assignments, the District will consider the following criteria in the following order:**
 - 1. Eligibility, as described in 4.02.A**
 - 2. Timely response to the District’s solicitation of interest.**
 - 3. Position on the length-of-service list for each faculty member. The District will consider stated course and scheduling**

preferences. However, if load is available, the District will offer the assignments to which a faculty member is entitled even if there are no available assignments that satisfy the faculty member's stated preferences.

a. In ranked order of the length-of-service list, which leads with the number of sections taught, then date-of-hire, the District will offer at least one course.

b. Subsequent assignments will be made by the Dean in collaboration with the department and in communication with part-time faculty in the discipline.

C. Non-assignment of part time unit members: Part time unit members may not be given an assignment by the District for the following:

~~(1)~~ 1. One Unsatisfactory evaluation

~~(2)~~ 2. A Needs Improvement evaluation for two consecutive evaluation cycles which includes an improvement plan but where identified improvements were not made.

~~4.01.5~~ D. Release of assignment: Actions **listed below** ~~enumerated in Education code 87732 a-g*~~ with due process afforded via the grievance procedure

~~* 87732.~~

(a) Immoral or unprofessional conduct.

(b) Dishonesty.

(c) Unsatisfactory performance.

(d) Evident unfitness for service.

(e) Physical or mental condition that makes him or her unfit to instruct or associate with students.

(f) Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.

(g) Conviction of a felony or of any crime involving moral turpitude.

E. Assignment Notifications:

~~"Notification of Intention Not To Re Hire for Next Semester" (Exhibit 6) will be sent to part time instructors who are teaching in the current semester but are not teaching in~~

~~the next semester excluding summer. Notifications will be sent by November 30th for the Spring Semester and March 31st for the Fall Semester.~~

~~If an adjunct unit member requests but does not receive an assignment for any given semester or session, the Instruction Office shall notify the unit member in writing through the Notification of Intention Not to Rehire for Next Semester form (Exhibit 6).~~

- 1. If an adjunct unit member teaching in a current semester does not receive an assignment for the subsequent semester the Instruction Office shall notify the unit member in writing through the Notification of Intention Not to Rehire for Next Semester form (Exhibit 6). Notifications will be sent by November 30th for the Spring Semester and March 31st for the Fall Semester.**

2. A Teaching Assignment Report will be emailed to each part-time faculty member who are teaching in the current semester and are scheduled to teach in the next semester. This report will be sent by November 30th for the Spring semester, and March 31st for the Fall semester. The Teaching Assignment Report will list all classes assigned to the part-time instructor for the next semester as of that date. **Changes in assignment may occur between the date the Teaching Assignment Report is issued and the issuance of the official contract as the schedule is analyzed for conflicts and student access.**

3. A written contract outlining the assignment will be sent to the unit member for their signature per regular District contract timeline (normally five weeks prior to the beginning of the semester barring any extenuating circumstances). Other written or verbal agreements are non-binding.

4. The exclusive representative may request a load report for the subsequent semester by October 20 (for Spring assignment) and March 20 (for Fall assignments) and such requests will be responded to by the next business day.

~~4.02 For purposes of implementing 4.1, the District shall maintain a data base of unit members who taught for the District on a part time basis within the previous four semesters, indicating courses taught for the District and the minimum qualifications/equivalencies recognized by the District. This information will be available on the portal. It is the responsibility of the unit member to notify Human Resources regarding any incorrect information.~~

4.03 ~~For part-time assignments which remain unfilled after following 4.1, the District will then consider unit members who have not previously taught a specific course for the District but possess the appropriate minimum qualifications or equivalencies recognized by the District. These individuals will be considered along with the current applicant pool, prior to advertising the assignment.~~

4.03 LIMITATIONS ON HOURLY LOAD; PART-TIME LOADS IN EXCESS OF 67 PERCENT

A. Limitation on hourly load

- 1. Cumulative hourly assignments will not exceed 33.5 percent per semester**
- 2. Service as a substitute on a day-to-day basis will not be used for purposes of calculating eligibility for contract or regular status of the 33.5 percent limit on load.**
- 3. Service performed in non-instructional activities will not be used for purposes of calculating eligibility for contract or regular status or the 33.5 percent limit on load.**

B. Part-time Faculty Loads in Excess of 33.5 percent

- 1. At the discretion of the District, a unit member may work over 33.5% (10 lecture hour equivalents) in one semester. When this is necessary, an annual contract as a temporary employee for the Fall and Spring semesters shall be issued at the beginning of the academic year. The contract may be amended during the year, but under no circumstances shall the annual contract exceed a total workload of 67% FTE (20 lecture hour equivalents) for the academic year. Reasons for an annual contract include, but are not limited to, the following:**
 - a unit member is only available to work for one semester in an academic year
 - the teaching assignment includes a course which has a higher load in one semester than another (i.e., intercollegiate athletics)
 - the absence or termination of a full-time faculty member
- 2. A one-year agreement as defined here is not an expression of any commitment to continue offering a faculty member additional one-year agreements. As this is a commitment for the entire academic year, unemployment benefits cannot be claimed for the winter break. The faculty member's evaluations will continue on the established cycle. After completion of the one-year assignment, the provisions for offers will be those appropriate to the faculty member's classification as described in 4.03.A.**

4.04 CANCELLATION OR AMENDMENT OF HOURLY ASSIGNMENTS AFTER ELECTRONIC PUBLICATION OF THE SCHEDULE: After assignment offers are made, the District may amend or cancel an hourly assignment under the following conditions:

- A. **Enrollment: Inadequate class enrollment.**
- B. **Full-time faculty Load: To fulfill the load requirement of a full-time faculty member qualified to fulfill the assignment.**
 - 1. **For instructional assignments, the decision to cancel an hourly assignment in order to offer it to a full-time faculty member as part of their contract load must be made by the supervising administrator no later than two (2) weeks after the first scheduled class meeting.**
- C. **Contractual Remedies: To make whole a faculty member who was harmed due to a violation of the Contract. In this instance, the load will, whenever possible, be taken from the faculty member who initially and inadvertently benefited from the contractual violation, or the faculty member lowest on the length-of-service list.**
- D. **Schedule Adjustment: To accommodate a required schedule adjustment, an hourly assignment may be changed by the District in consultation with the affected faculty member, as long as the original load offered to the faculty member is not reduced.**
- E. **Faculty evaluation: Termination due to an “Unsatisfactory” evaluation rating determined in compliance with the timeline specified in Article 13: Evaluation Procedure & Exhibits 2, 3, & 4, or a “B Needs Improvement” evaluation rating per the timeline specified in Article 13 & Exhibits 2, 3, & 4.**
- F. **33.5 percent load limit: To ensure that an adjunct faculty member’s cumulative load does not exceed 33.5 percent.**
- G. **Additional conditions for cancellation of hourly assignments**
 - 1. **Financial: Change in District financial situation;**
 - 2. **Staffing: Change in District staffing needs;**
 - 3. **Program: Change in program.**
- H. **Other: As a consequence of events beyond the District's control.**

4.05 HOURLY ASSIGNMENT PRIORITY FOR UNIT MEMBERS DIRECTLY AFFECTED BY DISCONTINUATION OF A CERTIFICATE OR PROGRAM

- A. **The unit member will maintain all applicable offer rights earned in the original department or program.**
- B. **Reassignment Outside the Discipline**

1. If the unit member is not qualified for any of the assignments that exist in the discipline of the discontinued certificate or program, and if the unit member meets the minimum qualifications for assignments in other departments, then they may request a reassignment from the Vice-President of Academic Affairs within six months of the discontinuation of the certificate or program.
2. Based on the unit member's qualifications, the VPAA, in consultation with the appropriate department faculty, will assign the unit member to one or more departments. The unit member will be added to the adjunct faculty pool in the new department.
3. The date that the unit member performs an assignment in the new department will be the unit member's new departmental date of hire.

(Moved to 4.01.4.d with changes)

~~4.05 Unit members not employed by the District within the previous four semesters must reactivate their file prior to February 1st for consideration during schedule preparation for the following academic year.~~

(Moved to 4.02.E with Revisions)

~~4.06 Assignment Notifications:~~

~~4.06.1 "Notification of Intention Not To Re Hire for Next Semester" (Exhibit 6) will be sent to part time instructors who are teaching in the current semester but are not teaching in the next semester excluding summer. Notifications will be sent by November 30th for the Spring Semester and March 31st for the Fall Semester.~~

~~4.06.2 A Teaching Assignment Report will be e mailed to each part time faculty who are teaching in the current semester and are scheduled to teach in the next semester. This report will be sent by November 30th for the Spring semester and March 31st for the Fall semester. The Teaching Assignment Report will list all classes assigned to the part-time instructor in the next semester as of that date.~~

(Moved to 4.02.E without changes)

~~4.07 A written contract outlining the assignment will be sent to the unit member for his/her signature per regular District contract timeline (normally five weeks prior to the beginning of the semester barring any extenuating circumstances). Other written or verbal agreements are non binding.~~

Agreed Date:

For the District:



Debra Polak, VP of Academic Affairs



Nicole Marin, Director of Human Resources

For the Union:



Heidi Ahders, MPFA President

MENDOCINO COLLEGE
EVALUATION PROCESS FOR PART-TIME INSTRUCTORS (~~6/11~~)(8/21)

I. Purpose

The purpose of this evaluation process is to recognize the strengths and achievements of the Instructor and encourage improvement in job performance through a regular, formal review focusing on self-awareness, instructional effectiveness, and the practice of varied and effective instructional activities.

II. Content

- A. Administrative and/or Peer Evaluation and Classroom Visit (Form A)
- B. Self-Assessment (Form B)
- C. Student Evaluation (Form C)

III. Schedule

- A. Instructors will be evaluated once during their first semester of assignment and a minimum of once every six semesters thereafter. Evaluations conducted in the Fall Semester will be completed by January 31st and evaluations conducted in the Spring Semester will be completed by June 30th.
- B. Instructors who receive a rating on their evaluation summary other than "Continue on regular evaluation schedule", will receive a follow-up evaluation the next semester.

IV. Evaluator/s

- A. Part-Time Instructors will be evaluated by the supervising Dean (or other academic administrator as assigned by the Dean) and/or a Faculty Peer, if available. The Faculty Peer ~~must~~ should be a Full-Time Instructor in the discipline of the Part-Time Instructor. If the Dean determines that a Faculty Peer is available to participate in the evaluation process, he/she will complete the evaluation in cooperation with the Dean.
- B. When an Instructor teaches at more than one college location, only one administrator and/or Faculty Peer will be assigned.
- C. **If a Faculty Peer is not available to participate in the evaluation process, a Full-Time Faculty member will be assigned from a related discipline.**
 - a. **A "related discipline" is one in the "Learning and Career Pathways" meta- major groups.**
 - b. **P-T faculty shall have the right to disagree with a related discipline faculty assignment by notifying the Dean, the MPFA President, and the Academic Senate President by email within 2 weeks of being notified of their evaluator.**

i. In the event of such a disagreement, it shall be resolved in a meeting of the evaluatee, the MPFA President (or designee) and the Academic Senate President (or designee).

D. If neither a Faculty Peer nor a Full-Time faculty in a related discipline is available, the Dean will conduct the evaluation.

E. When a Faculty Peer is not available, the completed evaluation documents will be forwarded to the Academic Senate for peer review. **(moved down, previously C)**

V. Process

A. Prior to a classroom visit, the Evaluator/s will select one class taught by the Instructor to be visited, schedule the classroom visit, and at least two weeks prior to the visit (whenever possible), provide the Instructor with the following:

- a. the date of the classroom visit (not prior to census date)
- b. a copy of Self-Assessment (Form B) to be completed and returned to the Evaluator/s by the classroom visit
- c. a request that a copy of the syllabus, sample tests and supplementary instructional materials be presented to the Evaluator/s at the time of the classroom visit

B. During the classroom visit, the Evaluator/s will:

1. Visit the classroom for approximately one hour with the intent of completing the Evaluation Summary (Form A).
2. Administer the Student Evaluation (Form C) during the classroom visit and collect the completed forms.
3. Receive from the Instructor the completed Self-Assessment (Form B), the course syllabus, sample tests and supplementary instructional materials requested.

C. Following the classroom visit, the Evaluator/s will:

1. Review the completed Self-Assessment (Form B), referring to any recommendations from the prior evaluation.
2. Review the course syllabus, sample tests and supplementary instructional materials received, comparing them to the content and requirements of the official course outline.
3. Summarize the student evaluation results and comments (which may not be used as the sole basis for dismissal).
4. Complete Evaluation Summary (Form A) which is to be signed by the Evaluator/s; attach the Self-Assessment and a summary of the student evaluation results, including student comments.

- a. If a rating of B-Needs Improvement is given, check “Re-evaluate during next Mendocino College teaching assignment.” If the only change needed is a change to syllabus or other written material, a classroom visit during the next assignment is not necessary.
 5. If requested by the Instructor, conduct a post-evaluation conference with all parties involved in the evaluation process to discuss the results. (Other conferences may also be arranged as necessary to complete the evaluation process.)
 6. Forward the completed evaluation documents to the Instructor for review, comment, and signature.
 7. Forward the signed evaluation documents to the appropriate Vice-President.
- D. The Vice-President will:
1. Review and sign the evaluation documents.
 2. Forward the evaluation documents to the Academic Senate for Peer Review, if a peer did not participate in the process.
 3. Forward the signed evaluation documents to Human Resources for inclusion in the Instructor's personnel file.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

MLCCD District Proposal
June 23, 2021

Article 14: Grievance Effective August 11, 2021

Purpose: To provide an orderly procedure for reviewing and resolving grievances promptly.

14.01 Definitions:

14.01.01 Grievance: A formal written allegation by a grievant that the grievant has been adversely affected by a violation of a specific article, section or provision of this Agreement.

A. "Grievance" as defined in this Agreement shall be brought only through this procedure.

B. Actions to challenge or change the policies of the District as set forth in the policies, rules and regulations, or, administrative regulations and procedures not contained within this Agreement, must be undertaken under the separate process determined by present existing policies.

14.01.02 Grievant: ~~Any member of the bargaining unit covered by the terms of this Agreement.~~ **A "grievant" may be a member, group of members, or the Association covered by the terms of this agreement.**

14.01.03 Day: A "day" (for purposes of this Grievance Article) is any day on which the central administrative office of the District is regularly open for business **and classes are in session.**

14.01.04 Immediate Supervisor: The immediate supervisor is the first District-designated supervisor or manager not within the same bargaining unit who has immediate jurisdiction over the grievant. This is generally the **responsible** Dean of Instruction or ~~Center Coordinator~~; it is not to be the full-time faculty mentor/evaluator.

14.02 Time Limits:

14.02.01 Grievant who fails to comply with the established time limits at any step shall forfeit all rights to further application of this Grievance Procedure relative to the grievance in question.

14.02.02 District failure to respond within established time limits at any step entitles the grievant to proceed to the next step.

14.02.03 Time is of the essence in all processing of grievances.

14.02.04 Time limits and steps may be waived by mutual written consent of the parties.

14.03 Other Provisions:

14.03.01 Member Rights: Nothing contained herein shall deny to any member ~~his/her~~ **their** legal rights under state or federal constitutions and laws. No probationary member may use this Grievance Procedure in any way to appeal a discharge decision by the Board not to renew ~~his/her~~ **their** contract for employment. No member shall use this Grievance Procedure to appeal any Board decision if such decision is applicable to a state or federal regulatory commission or agency, or state or federal law.

14.03.02 The grievant may be represented by a designee of the Association at any step of this Grievance Procedure. Neither the Board nor its representatives shall meet with any person acting as the representative of any employee group other than the Association on matters subject to this Grievance Procedure. District shall submit to the Association copies of any formal written grievance two (2) days after its filing.

14.03.03 Grievance Processing - Limits: Any grievance or alleged grievance which occurs during the period between the termination date of this Agreement and the effective date of a new agreement shall be processed under this Grievance Procedure. Any grievance which arose prior to the effective date of this Agreement shall not be processed under this procedure. Any grievance or alleged grievance which occurred or is alleged to have occurred and which the employee knew or should have known more than fifteen (15) days prior to notification of Level 1 with the immediate supervisor shall not be processed by the District.

14.04 Procedural Steps:

The Association and the District encourage the parties to a potential grievance to resolve their differences informally before entering the formal Levels of this procedure

~~14.04.01 Level I~~ **A. Informal Resolution**

1. Within fifteen (15) days of the time an employee knew or should have known of the occurrence of an alleged grievance, the employee shall notify by personal direct contact, written or verbal, the immediate supervisor or designee of the alleged grievance.
2. Within ~~five (5)~~ **ten (10)** days following notification of the immediate supervisor or designee, the employee shall discuss with the immediate supervisor or designee the alleged grievance.

B. Level I – Direct Supervisor

1. If a satisfactory resolution is not reached within ~~two (2)~~ **five (5)** days of the discussion, the grievant shall present, ~~within two (2) days thereafter~~ **by the end of the fifth day**, on the "Statement of Grievance Form", attached hereto as Exhibit 1, the Grievance in writing to the supervisor, or designee.
2. The supervisor, or designee, shall communicate the decision to the employee in writing within ~~three (3)~~ **five (5)** days after receiving the grievance. The grievant, supervisor, or designee may request a personal conference within the above time limits. Any meeting shall be by mutual agreement.

C. Level II – Next Level Manager

1. In the event the grievant is not satisfied with the decision at Level 1, the decision may be appealed on the appropriate approved form to the next higher manager, or designee, within five (5) days.
2. In order to be processed or considered, the appeal shall include copies of the original grievance and decision rendered, and the reason of the appeal.
3. The next higher manager, or designee, shall communicate the decision to the grievant in writing within seven (7) days of receiving the appeal. Either the grievant, the next higher manager, or designee, may request a personal conference within the above time limits. Any meeting shall be by mutual agreement.

D. Level III – Superintendent/President

1. If the grievant is not satisfied with the decision of Level II, ~~he/she~~ **they** may appeal the decision in writing within five (5) days to the Superintendent/President, or designee.
2. The appeal shall include a copy of the original grievance and appeal with the decisions rendered, and the reasons of the appeal.
3. The Superintendent/President, or designee, shall communicate the decision in writing to the grievant within fifteen (15) days. Either the grievant, the Superintendent/President, or designee, may request a personal conference within the above time limits. Any such meeting shall be by mutual agreement.

~~(Advisory Arbitration~~ **Mediation** is for the exclusive use of the Association.

A grievant not represented by the Association shall, if not satisfied with the decision of Level III, **take the grievance to the Association** within five (5) days. **The Association may, within ten (10) days, appeal the Superintendent's,** ~~appeal the~~ decision to the **next appropriate level.** ~~Board of Trustees.)~~

E. Level IV – Mediation

1. If the grievant and/or the Association is not satisfied with the disposition of the grievance at Level III, or if no disposition has occurred pursuant to the provisions of Level ~~Three~~ **III**, the grievance shall be referred to grievance mediation.
2. The Association shall request that a conciliator/mediator from the California State Mediation and Conciliation Service be assigned to assist the parties in the resolution of the grievance.
 - a. **The conciliator/mediator's expenses, including any per diem fees, actual and necessary travel and subsistence expenses, and other fees and expenses shall be shared equally by the parties.**
 - b. **Other expenses shall be borne by the parties incurring them.**
 - c. **Neither party shall be responsible for the expense of witnesses called by the other.**
3. At the earliest mutually agreeable time, the mediator shall meet with the Association, the grievant and the District for the purpose of resolving the grievance.

4. If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall constitute a settlement of the grievance.

5. In the event that the grievant, the Association and the Superintendent/President or ~~her/his~~ **their** designee have not resolved the grievance with the assistance of the conciliator/mediator within ten (10) days from the first meeting held by the conciliator/mediator, the Association may terminate Level ~~Three~~ **IV** and the grievance may proceed to level ~~Five~~ **V**.

F. Level V - Advisory Arbitration

1. In the event the Association is not satisfied with the decision at Level IV, it shall, within five (5) days, give written notice to the Superintendent/President demanding advisory arbitration.

2. Within five (5) days of receipt of the demand, the District shall request of the California State Mediation and Conciliation Service, or other sources as the parties mutually agree upon, a list of seven (7) qualified arbitrators.

3. The arbitrator shall be selected within five (5) days, following receipt of the list of alternative striking names until only one (1) name remains -- such person shall be the arbitrator.

4. It shall be the function of the arbitrator, and he/she is so empowered except as his/her powers are herein limited, to make recommended decisions in cases of alleged violations of the specific Articles and sections of this Agreement.

1. The arbitrator shall have no power to:

a. Add to, subtract from, disregard, alter or modify the terms of this Agreement;

b. Establish, alter, modify or change any salary structure;

c. Rule on:

1. Termination of the services of, or failure to re-employ any probationary teacher;

2. Any matter of unit member evaluation other than failure to comply with procedures or procedural aspects;

3. Any claim or complaint for which there is another remedial procedure or course established by law or regulation having the effect of law.

2. The arbitrator's expenses, including any per diem fees, actual and necessary travel and subsistence expenses, and other fees and expenses shall be shared equally by the parties. Other expenses shall be borne by the parties incurring them. Neither party shall be responsible for the expense of witnesses called by the other.

a. Notwithstanding the above paragraph, where an arbitrator's recommendation is in favor of the grievant, and the Board reverses such recommendation, the District agrees to pay the full cost of the arbitrator's fees and expenses. Conversely, where an arbitrator's decision is in favor of the District and the Association appeals the affirmed decision to the courts, the Association agrees to pay the full costs of the arbitrator's fees and expenses.

3. Arbitration hearings may proceed under the rules as established by the arbitrator.

4. Arbitration hearings shall be conducted, wherever possible, within ten (10) days after selection; and the arbitrator shall be requested to provide recommendations, wherever possible, within ten (10) days of the hearing completion.

5. Advisory Arbitration Awards shall be in writing and furnished each party to the hearing.

G. Level VI - Board of Trustees

A. With Advisory Arbitration:

1. The Board shall consider the arbitrator's decision in public or closed session at its discretion at its next regular meeting, after receipt, provided a minimum seven (7) days elapse from receipt until the Board meeting.

2. The Board may implement the recommendations, may not implement in any way, may meet with the Association to discuss other alternatives, or may take other actions at its sole discretion.

3. The Board shall, within ten (10) days thereafter, submit its decision, in writing, to the Association.

4. The decision rendered shall be final as to the District.

The Association reserves its full legal remedies including resource to court action.

B. Without Advisory Arbitration:

1. The Board shall consider the appeal in public or closed session, at the grievant's discretion, at its next regular meeting after receipt, provided a minimum fifteen (15) days elapse from receipt until the Board meeting.

2. The Board may consider the appeal based solely upon the written record, or may request the grievant to attend such session for a hearing on the matter.

3. The Board shall, within fifteen (15) days after the hearing, submit its decision, in writing, to the grievant.

4. The decision rendered shall be final as to the District.

The grievant reserves ~~his/her~~ **their** full legal remedies including recourse to court action.

Agreed Date:

For the District:



Debra Polak, VP of Academic Affairs



Nicole Marin, Director of Human Resources

For the Union:



Heidi Ahders, MPFA President



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

MLCCD District Proposal
July 20, 2021

Article 16: Salary **Effective August 11, 2021**

On-schedule Salary Increase:

The District offers a 1.5% salary increase for all unit members beginning the Fall semester of the 21-22 academic year, and commits to continue the conversation about parity into next year. There will be no retroactive pay for payroll incurred before any increases are ratified. Salary adjustments will be applied to the next possible payroll.

On-schedule Step Addition:

The District offers to add one (1) step in consideration of longevity to the salary schedule, bringing the total step placements to step 4. Movement to step 4 shall be assessed and assigned by the District based on data on file.

Step 1 – 0-6 Semesters at MLCCD

Step 2 – 7-12 Semesters at MLCCD

Step 3 – 13-18 Semesters at MLCCD

Step 4 – 19+ Semesters at MLCCD

Step	A	B	C	D	E	F
1	\$59.04	\$62.00	\$65.12	\$68.38	\$71.78	\$75.37
2	\$62.00	\$65.12	\$68.38	\$71.78	\$75.37	\$79.14
3	\$65.12	\$68.38	\$71.78	\$75.37	\$79.14	\$83.09
4	\$68.38	\$71.78	\$75.37	\$79.14	\$83.09	\$87.25
Effective 8/11/2021						

ARTICLE 16 CONTRACT LANGUAGE UPDATE

16.06 Step Placement and Advancement

- a. **MLCCD shall consider previous teaching history at institutes of higher education (or the equivalent) for initial step placement of new members.**
 1. **Every six (6) semesters of teaching experience shall be considered per step of initial placement.**
 2. **Initial placement shall be no higher than step three (3).**
 3. **Fewer than six (6) semesters will result in placement at step one (1); 6-11 semesters will result in placement at step two (2); more than 12 semesters will result in placement at step three (3). After initial placement, step advancement is subject to teaching experience with the District only.**
- b. **For every 6 semesters of service with the District provided by unit members who complete 6 semesters of service with the District, will step advancement advance to Step 2 on the salary schedule on the salary schedule shall occur upon the next teaching assignment. Unit members who complete 12 semesters of service with the District will advance to Step 3. Step placement shall not exceed Step 4 (reflective of more than 18 semesters)**

16.10 Office Hours:

- a. **\$40,000 will be designated for office hours, \$20,000 for the Fall Semester and \$20,000 for the Spring Semester.**
- b. **Office hours will be approved on a first-come, first-served basis, up to the total funds available for that semester. Before the first day of instruction, Human Resources will notify the unit members who applied for office hours if they have been approved for office hours. If the workload of an instructor who has been approved for office hours is later reduced below the compensable threshold they will be paid for one office hour per week (for those PT faculty with 20% load) or one half hour per week (for those PT faculty with 10%-19% load) until the workload was reduced.**

c. Office hours will be used to meet with students outside of class meetings. PT Faculty must communicate their availability to students for a minimum of 16 hours per semester (20% load), or 8 hours (10%-19% load).

d. Each semester Part-Time Instructor office hours shall be compensated as follows:

i. Part Time Faculty with an annual load of 20% or greater: \$25 per hour, (\$400) paid in equal payments in the checks the instructor will receive for the semester.

ii. Part Time Faculty with an annual load of 10%-19%: \$25 per hour, (\$200) paid in equal payments in the checks the instructor will received for the semester.

h. To receive compensation, a part-time instructor must:

1. have at least a 10% annual teaching load for the semester prior to census.

2. complete an "Application for Part-Time Instructor Office Hours" form sent with the employment contract and return it to Human Resources prior to the first class meeting of a given semester.

i. It is the responsibility of each Part-Time Instructor to identify the time and location for office hours, but they must be held at a designated college location during normal operating hours, Monday-Thursday (8:00 a.m. - 10:00 pm.) and Friday (8:00 a.m. - 5:00 p.m.) **for on-ground courses, or through scheduled Zoom meetings identified in the class syllabus for online courses.** This agreement does not commit the District to provide additional office space or equipment.

16.21 The Part-Time Faculty Stipend Salary Schedule is attached as Exhibit 5A. When the Part-Time Faculty Salary Schedule is adjusted, these stipends will adjust by the same percent.

16.21.1 Stipend-Head Coach

Head Coaches will receive a stipend annually for performing the duties listed below, which are above and beyond instructional time. The recruitment portion stipend will be paid in 10 equal installments, throughout the school year. The coaching portion will be paid in 4 equal installments within

the period of the season. Payment of the coaching portion of the stipend is contingent upon an active season.

Coaching: Coaches team; travels with the team; runs practices and meetings outside of instructional time; organizes the sport; monitors student-athlete eligibility; coordinates team travel arrangements; gathers statistics; and directs fundraising.

Recruiting: Contacts high school coaches to recruit seniors; personally attends athletic events in the recruiting district and/or receives scouting reports; is accessible to parents, students and coaches during Fall and Spring Semesters and Summer Session. Recruiting is inclusive of retention and matriculation as defined below.

Retention: Monitors attendance of athletes at study tables; conducts grade checks on athletes; stays in contact with athletic counselor as needed; runs off- season and summer programs for the individual development of players.

Matriculation: Communicates with four-year institutions regarding athletes; provides statistics, qualifications, and other information for each sophomore eligible to transfer; updates matriculation lists annually.

16.21.2

Stipend – Assistant Coach

Assistant Coaches will receive a stipend annually for working with the Head Coach in performing those duties listed in 16.21.1, under the direction of the Head Coach. Assistant Coaches will receive compensation in 4 equal installments within the period of the season.

16.21.3

Stipend-Theatre Arts & Dance

Theatre Arts and Dance faculty who direct and/or produce a production will receive a stipend per semester for the duties listed below, which are above and beyond instructional time, if the production is offered for credit and scheduled for ten (10) weeks or longer. Productions that are scheduled for less than ten (10) weeks will be paid on a prorated basis. Productions are defined as the period starting with auditions and ending with the final performance and/or striking of the set.

Responsibilities

Casting

Technical production coordination Box office management
Publicity
Budget management Program preparation Research and preparation
Rehearsal schedule development and coordination Costume inventory
management
Acquiring permission to use material Coordination with other departments as
needed Sponsorship solicitation/fundraising
Follow-up after completion of production

16.21.4

Stipend- Music

Music faculty who direct a large musical ensemble (Masterworks
Chorale and Symphonic Band) will receive a stipend per semester for
the duties listed below, which are above and beyond instructional time,
if the production is offered for credit, is scheduled for ten (10) weeks or
longer, and the faculty member isn't paid by an outside
organization. Productions that are scheduled for less than ten (10)
weeks will be paid on a prorated basis. Productions are defined as the
period starting with auditions and ending with the final performance
and/or striking of the set.

Responsibilities

Publicity
Budget management Program preparation Research and preparation
Purchasing music
Music library maintenance
Coordination with other departments as needed
Rehearsal schedule development and coordination
Acquiring permission to use material
Instrument inventory maintenance
Follow-up after completion of production

16.21.5

Stipend-Costumer (Theater Arts not including Dance)

Theatre faculty specializing in costuming will receive a stipend per
semester for the duties listed below, which are above and beyond
instructional time, if the production is offered for credit, is scheduled
for ten (10) weeks or longer, and the faculty member is not paid by an
outside organization. Productions that are scheduled for less than ten
(10) weeks will be paid on a prorated basis.

Responsibilities

Coordinating with Director to design theatre artperformance costumes
Coordinates and executes costume production in collaboration
with Director, including working with students in costume
production course
Purchases materials and products for costumes
Maintains costume repair and laundering
Works during performances to manage costumes and costume changes

16.21.6 Stipend-Costumer (Dance)

Theatre faculty specializing in costuming will receive a stipend
per semester for the duties listed below, which are above and beyond
instructional time, if the production is offered for
credit, is scheduled for ten (10 weeks) or longer, and the faculty
member is not paid by an outside organization. Productions
that are scheduled for less than ten (10) weeks will be paid on a
prorated basis.

Responsibilities

Coordinating with Director to design dance performance costumes
Coordinates and executes costume production in collaboration
with Director, including working with students in costume
production course
Purchases materials and products for costumes
Maintains costume repair and laundering
Works during performances to manage costumes and costume changes

EXHIBIT 5A

**2021-2024
MENDOCINO COLLEGE
PART-TIME FACULTY STIPEND SALARY SCHEDULE¹**

When the Part-Time Faculty Salary Schedule is adjusted, these stipends will adjust by the same percent.

Head Coach - Soccer (M&W)	\$9,200
Head Coach - Baseball & Softball	\$9,200 ²
Head Coach - Volleyball	\$9,200
Head Coach - Basketball (M&W)	\$9,200
Head Coach – CCC 2A State Post Season Contests	\$350 per contest
Assistant Coach – All Sports	\$2,500
Assistant Coach – CCC 2A State Post Season Contests	\$150 per contest
Theatre Arts and Dance ³	\$4,371
Music Ensemble ³	\$2,499
Costumer (Theatre Arts) ³	\$2,500
Costumer (Dance) ³	\$1,200

¹ Total stipend amounts for Head Coaches are inclusive of a recruiting portion of \$2,000, payable in ten equal installments over the academic year. Balance of coaching stipend is paid in four equal monthly payments during the athletic season.

² Current Head Baseball Coach as of 2020/2021 academic year will continue to receive \$12,800 stipend (\$4,000 recruiting portion) as long as they remain continuously employed by the District as the Head Coach of Baseball. Continuously employed is defined as assignment as Head Coach of Baseball with no greater than a 2 continuous semester break in service as Head Coach of Baseball.

Future negotiated increases will not apply to the \$12,800 amount. A newly hired or appointed Head Coach of Baseball will receive the then current stipend listed in this Salary Schedule.

³ Stipends are paid in equal installments throughout the period of assigned work.

Agreed Date:

For the District:



Debra Polak, VP of Academic Affairs



Nicole Marin, Director of Human Resources

For the Union:



Heidi Ahders, MPFA President



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

MLCCD District Proposal
June 23, 2021

Article 18: Workload Effective August 11, 2021

18.01 Work Year, Work Week, Work Day, Teaching Load

- A. The District shall provide unit members with an individual employment contract each semester which describes the assignment and compensation.
- B. Employment contracts shall be subject to and consistent with the provisions of this Agreement.

18.02 Duties

- A. Duties of part-time instructors shall include the following:
 - 1. All assigned teaching hours.
 - 2. Preparation of classroom presentations and assignments.
 - 3. Evaluation of student performance, including quizzes, comprehensive examinations, term papers, and laboratory experiments.
 - 4. Supervision of manipulative classes.
 - 5. **Being available** ~~availability~~ for consultation with students,
 - 6. Staying current with developments in their respective fields.
 - 7. Turning in a syllabus to the Instruction Office by the end of the second week of instruction.
- B. Unit members shall ensure reasonable care and protection to College facilities and equipment, including prudent security measures.
- C. Unit members shall maintain reasonable supervision of students. All certificated employees have a professional duty to report to the proper administrator any instance of unsatisfactory student conduct and in an emergency to take action to correct such conduct.
- D. Unit members shall be responsible to meet and teach each class within the scheduled assigned time.
- E. Unit members shall exercise reasonable safety practices to ensure the safety of all students. Unit members shall report all accidents and injuries to the appropriate administrator and file accident reports as soon as practical.

- F. Unit members are encouraged to attend part-time faculty orientation meetings, general faculty meetings, and in-service education sessions. All unit members may participate in annual commencement exercises on a voluntary basis.
- G. Faculty shall prepare, and shall distribute to students at the first class meeting of the semester, a syllabus for each course to which they are assigned, and for which units are to be counted in the determination of the instructional load. The syllabus shall outline the objectives of the course, the grading plan to be used, the means which will be used to assess student achievement, the reading assignments, and other pertinent details which will ensure the students' understanding of the nature of the course.
- H. Faculty are responsible for the preparation of reports which are accurate and which are submitted in time to meet deadlines. Emphasis will be given to reporting "no shows" and drops to the Director of Admissions and Records. Grade reports shall be delivered to the Director of Admissions and Records in order to meet reporting deadlines.
- I. **Electronic Communication**
 - 1. **The Mendocino College email system is the official means of communication with unit members about terms and conditions of employment, such as assignments, professional development opportunities, and any changes to District policies.**
 - 2. **Confidential communications, such as discipline and evaluations, shall be transmitted through confidential means.**
 - 3. ~~Unit members shall obtain a Mendocino College email account and check it at least weekly, as related to their assignment.~~ **The District will provide unit members with a Mendocino College email account. The unit member will maintain the account as required to fulfill their duties, as related to their assignment, and respond on a timely basis.** An email account is ~~needed~~ **required** to conduct college business such as obtaining class rosters, filing census certifications and grade reports, completing counseling assignments, and communicating with students.

18.03 Curriculum Development

Unit members may be involved in curriculum development both through membership and/or cooperation with college committees, and through meetings called by the appropriate Dean.

18.04 Staff and Department Meetings

- A. Where possible, staff and department meetings with unit members shall be scheduled seven days in advance, **and unit members notified by college email.**

- B. **Once per semester, if a unit member attends a staff or department meeting, they will be compensated one hour at the non-instructional rate for attendance at that meeting. A form (Exhibit 7) shall be submitted to Human Resources for compensation.**

18.05 ~~Committee Participation: Unit members are encouraged to participate on a voluntary basis in District committees, except as provided in Article 16.~~ **All part-time faculty appointments to District committees shall be made by the Academic Senate, and members will be compensated according to Article 16.**

~~All committee appointments of part-time faculty shall be made by MPFA and submitted to Academic Senate.~~

A. **Exceptions:**

1. **Union representative to the Planning & Budgeting Committee (PBC) is made by MPFA.**
2. **Union representative to the Planning & Safety Committee is made by MPFA (uncompensated).**


18.06 **Emergency Cancellation**

Administration ordered emergency cancellation of a class meeting on an established duty day shall not alter the status of that day as a duty day for purposes of compensation, unless the class is rescheduled.

Agreed Date:

For the District:


Debra Polak, VP of Academic Affairs


Nicole Marin, Director of Human Resources

For the Union:



Heidi Ahders, MPFA President

Part-time Faculty Department Meeting Attendance Form

Per MPFA CBA Article 18.04, "Once per semester, if a unit member attends a staff or department meeting, they will be compensated one hour at the non-instructional rate for attendance at that meeting. A form (Exhibit 7) shall be submitted to Human Resources for compensation. "

...

When you submit this form, the owner will be able to see your name and email address.

* Required

1. Your name *

2. Which department meeting did you attend? *

3. Date of Department Meeting *



4. What topics were discussed at the department meeting? *

Enter your answer

5. What impact will the topics discussed have on your work as a Part-time faculty? *

Enter your answer

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

MLCCD District Proposal


July 13, 2021

Article 20: Duration Effective August 11, 2021

- 20.01 This Agreement shall be in effect from July 1, ~~2018~~ **2021** through June 30, ~~2021~~ **2024**.
- 20.02 For intervening years (non-successor contracts), each party reserves the right to reopen negotiations under Article 16 (Salary); Article 20 (Duration); and an additional three (3) articles each.
- 20.03 The Association shall submit its initial proposal on reopened articles on or before March 15th of the preceding fiscal year. The District shall present its response at a meeting of the Board of Trustees on or before April 15th and negotiations shall commence within ten (10) days of the sunshining of the District's response.
- 20.04 Should the Association not submit an initial proposal as specified above, the District may submit an initial proposal on reopened articles on or before April 15th and the Association shall submit a response within thirty (30) days of the presentation of the District's proposal. Negotiations shall then commence within ten (10) days of the sunshining of the Association's response.
- 20.05 Notwithstanding the provisions of this Article, if affected by a PERB Board decision, new legislation, final court decisions, or if by mutual agreement of the parties, the parties shall meet and negotiate on appropriate topics.
- 20.06 Should neither the Association or the District elect to submit an initial proposal as outlined above, the contract shall not be reopened for the subject fiscal year without the mutual consent of the parties.
- 20.07 The parties understand and agree that in executing this agreement they are both intending to be bound in its provisions. The District, the Association, and each unit member shall comply with all its terms and shall fully perform all obligations under this Agreement during the term of this Agreement.

Agreed Date:

For the District:

A handwritten signature in black ink, appearing to be 'Debra Polak', written over a horizontal line.

Debra Polak, VP of Academic Affairs

A handwritten signature in black ink, appearing to be 'Nicole Marin', written over a horizontal line.

Nicole Marin, Director of Human Resources

For the Union:

A handwritten signature in black ink, appearing to be 'Heidi Ahders', written over a horizontal line.

Heidi Ahders, MPFA President

SUBJECT: FISCAL REPORT AS OF JUNE 30, 2021

SYNOPSIS:

A report on District fiscal data as of June 30, 2021

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of June 30, 2021 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.

Mendocino-Lake Community College District
General Fund
2020/21 Fiscal Report as of June 30, 2021

Not Final
Subject to change due to
20/21 Closing Transactions
%

	2020/21	Year-to-date		
	Working Budget	Actuals	Balance	Rec/Exp
REVENUE				
	Beginning Fund Balance	\$6,742,255		
FEDERAL	Federal Forest Reserve	\$30,000	\$20,745	\$9,255 69%
	Federal Work Study	120,000	17,486	102,514 0%
	CAMP	547,391	398,500	148,891 73%
	PELL Grant Administration	7,500	5,420	2,080 72%
	HEP	398,348	245,629	152,719 62%
	HSI	541,215	364,443	176,772 67%
	CTEA	150,264	150,264	0 100%
	CARES act & HEERF	4,285,373	2,046,018	2,239,355 48%
	Other Federal Revenue	67,052	48,351	18,701 72%
	TOTAL FEDERAL SOURCES	\$6,147,143	\$3,296,856	\$2,850,287 54%
STATE	State General Apportionment	\$11,451,457	\$5,659,233	\$5,792,224 49%
	Education Protection Account	2,761,460	4,271,727	-1,510,267 155%
	Board of Governors Grant	37,352	37,352	0 100%
	Student Equity and Achievement	1,964,366	688,095	1,276,271 35%
	Part-time Faculty Office Hours	9,000	11,600	-2,600 129%
	FT Faculty Hiring	109,098	109,098	0 100%
	Part-time Faculty Compensation	116,113	109,002	7,111 94%
	AEBG Adult Education Block Grant	2,060,787	1,676,389	384,398 81%
	CTE Strong Workforce Program	3,204,318	1,505,732	1,698,586 47%
	Construction State Grant	1,000,000	1,000,000	0 100%
	Other Categorical Apportionments	889,414	550,941	338,473 62%
	TANF	45,040	25,202	19,838 56%
	DSPS	421,734	422,324	-590 100%
	CALWORKS	244,259	175,151	69,108 72%
	BFAP	166,279	166,279	0 100%
	EOPS	671,662	670,902	760 100%
	EOPS CARE	78,560	78,560	0 100%
	MESA	33,237	33,237	0 100%
	Other Categorical Program Allowances	346,102	311,207	34,895 90%
	State Subventions	211,829	177,042	34,787 84%
	Lottery	550,761	479,055	71,706 87%
	Mandated Cost Reimbursements	79,250	79,250	0 100%
	Other State Revenue	497,451	115,889	381,562 23%
	TOTAL STATE SOURCES	\$26,949,529	\$18,353,267	\$8,596,262 68%
LOCAL	Property Taxes	\$9,783,397	\$9,732,499	\$50,898 99%
	Local Contributions/Grants/Donations	391,915	351,205	40,710 90%
	Contract Instructional Services	7,000	17,180	-10,180 245%
	Rents/Leases (Facilities Use)	51,400	53,245	-1,845 104%
	Interest	59,000	52,194	6,806 88%
	Community Extension	0	5,130	-5,130 0%
	Student Fees	1,272,000	1,234,935	37,065 97%
	Bookstore Commission	7,000	9,640	-2,640 138%
	Other Local Revenue	367,046	999,009	-631,963 272%
	TOTAL LOCAL SOURCES	\$11,938,758	\$12,455,037	-\$516,279 104%
TOTAL REVENUES		\$45,035,430	\$34,105,160	\$10,930,270 76%
TOTAL RESOURCES AVAILABLE		\$51,777,685		
EXPENDITURES				
	Certificated Salaries	\$12,754,470	\$11,505,374	\$1,249,096 90%
	Classified Salaries	6,861,505	6,344,571	516,934 92%
	Benefits	8,122,509	8,399,157	-276,648 103%
	Subtotal Personnel Costs	\$27,738,484	\$26,249,102	\$1,489,382 95%
	Supplies	\$2,018,401	\$764,543	\$1,253,858 38%
	Services	5,852,795	3,303,629	2,549,166 56%
	Capital Outlay	4,034,109	929,770	3,104,339 23%
	Transfers/Other Outgo	3,429,580	3,155,386	274,194 92%
TOTAL EXPENDITURES		\$43,073,369	\$34,402,430	\$8,670,939 80%
	Ending Fund Balance	\$8,704,316		
TOTAL EXPENDITURES/CONTINGENCY		\$51,777,685		

SUBJECT: DONATION

SYNOPSIS:

Acceptance of donation to Mendocino College as follows:

2001 Chevy Astro Van donated by Dave and Lisa Williams

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

This vehicle is being donated to Mendocino College for the Auto Tech Club. It will be used for lab activities, components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for ongoing auto students and for purchase of automotive tools and supplies.

A thank you letter will be sent to the donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

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

SUBJECT: 2021/2022 MENDOCINO COLLEGE CATALOG ADDENDUM

SYNOPSIS:

Board of Trustees approval is requested for the 2021/2022 Mendocino College catalog addendum.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2021/2022 Mendocino College catalog addendum as presented.

ANALYSIS:

The catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee and effective Fall 2021. This document, along with the 2020/2022 Catalog, provide a full listing of courses and programs.

Reference Board Policy 2200, Board Duties and Responsibilities

MOTION/ACTION:

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

ITEM NO: 6.1
DATE: August 11, 2021

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the April 1, 2021 through June 30, 2021 quarter of fiscal year 2020/2021.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2020/2021 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
<u>Butte-Glenn Community College District</u>	\$529,072	Debra Polak
July 1, 2021 through June 30, 2022		
<i>Career and Technical Education Department Strong Workforce Program.</i>		
<u>Environmental Systems, Inc.</u>	<\$13,200>	Eileen Cichocki
July 1, 2021 until terminated	annually	
<i>Quarterly on-site technical support for the operation and maintenance of the Delta Controls system.</i>		
<u>Interface Engineering</u>	<\$20,000>	Eileen Cichocki
June and July 2021		
<i>Replacement of two VRF condensing units at the North County Center.</i>		
<u>County of Mendocino</u>	\$25,000	Debra Polak
June 30, 2021 to June 30, 2022		
<i>Contract Education training for Mendocino County Human Resources Department staff.</i>		
<u>Q Less</u>	<\$6,444>	Ulises Velasco
July 1, 2021 through June 30, 2022		
<i>Two-way SMS interactive queing for students and staff.</i>		
<u>Regents of the University of California</u>	\$30,000 in 21/22	Debra Polak

April 1, 2021 through June 30, 2024	\$15,000 in 22/23	
<i>UC Berkeley's Center for Educational Partnerships Puente Project to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors for future generations. The California Community Colleges and UC Berkeley have entered into an agreement which calls for increased transfers to the UC systems and expansion of the Puente Project.</i>	\$5,000 in 23/24	
<u>Siskiyou Joint Community College District</u>	\$0	Debra Polak
July 1, 2021 through June 30, 2023		
<i>Collaboration to provide affiliated education courses for EMS Paramedic Program.</i>		
<u>Three Rivers Charter School</u>	\$44,000	Debra Polak
July 1, 2021 through June 30, 2022		
<i>Leased space at Mendocino College Coast Center.</i>		

SUBJECT: 2021/2022 APPROPRIATION LIMIT

SYNOPSIS:

Board of Trustees adoption of the 2021/2022 Appropriation Limit.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the attached proposed Board Resolution No. 08-21-01, Appropriation Limit for 2021/2022.

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 2021/2022 is \$27,000,243 and appropriations subject to limit is \$24,547,819.

Reference Board Policy 6200, Budget Preparation

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt attached Resolution No. 08-21-01 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2021/2022 at \$27,000,243.

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
Budget Year 2021-22

DISTRICT: **MENDOCINO-LAKE**
DATE: August 11, 2021

I. 2021-22 Appropriations Limit:

A. 2020-21 Appropriations Limit		\$ 36,512,688
B. 2021-22 Price Factor:	1.0573	
C. Population factor:		
1 2019-20 Second Period Actual FTES ¹	2,725.3200	
2 2020-21 Second Period Actual FTES ¹	1,906.1000	
3 2021-22 Population Change Factor (C.2. divided by C.1.)	0.6994	
D. 2020-21 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$ 27,000,243
E. Adjustments to increase limit:		
1 Transfers in of financial responsibility		
2 Temporary voter approved increases		
3 Total adjustments - increase		-
F. Adjustments to decrease limit:		
1 Transfers out of financial responsibility		
2 Temporary voter approved increases		
3 Total adjustments - decrease		-
G. 2021-22 Appropriations Limit		\$ 27,000,243

II. 2020-21 Appropriations Subject to Limit

A. State Aid ²	\$ 13,949,664
B. State Subventions ³	211,829
C. Local Property taxes	10,386,326
D. Estimated excess Debt Service taxes	
E. Estimated Parcel taxes, Square Foot taxes, etc.	
F. Interest on proceeds of taxes	
G. Less: Costs for Unreimbursed Mandates ⁴	
H. 2021-22 Appropriations Subject to Limit	\$ 24,547,819

III. A. District is within Appropriations Limit 2,452,424

¹Second period actual FTES corresponds to total resident FTES as reported on the second period CCFS-320 report.

² Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours

³ Home Owners Property Tax Relief, Timber Yield Tax, etc...

⁴ Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

RESOLUTION NO. 08-21-01
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
APPROPRIATION LIMIT FOR 2021/2022

BE IT HEREBY RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District, in compliance with Article XIII-B of the State Constitution and Government Code Section 7900 et seq. established its 2020/2021 Appropriation Limit to be \$27,000,243.

BE IT FURTHER RESOLVED that the actual appropriations for the 2021/2022 fiscal year does not exceed this limit, that supporting documentation will be made available to the public for its review, and that any action to set aside this action pursuant to Government Code Section 7910 shall be filed with the Superintendent/President of the District within 60 days of the adoption of the resolution.

ADOPTED this 11th day of August 2021.

AYES _____ NAYES _____ ABSENTIONS _____ ABSENT _____

Xochilt Martinez _____

Noel O'Neill _____

Marie Myers _____

Robert Jason Pinoli _____

Ed Nickerman _____

John Tomkins _____

TeMashio Anderson _____

Timothy Karas, Ed.D, Secretary
Board of Trustees

ITEM NO: 6.3
DATE: August 11, 2021

SUBJECT: CHILD DEVELOPMENT CENTER CONTRACT – RESOLUTON 08-21-02

SYNOPSIS:

The California Department of Education has provided a General Child Care & Development Program Contract (CCTR-0148), with a Maximum Reimbursable Amount of \$223,908.00.

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

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution 08-21-02, California Department of Education Contract Number CCTR-0148 in the amount of \$223,908.00.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

RESOLUTION 08-21-02

GENERAL CHILD CARE & DEVELOPMENT PROGRAM CONTRACT (CCTR-0148)

BE IT RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District authorizes entering into local agreement number CCTR-0148 and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Timothy Karas</u>	<u>Superintendent/President</u>	_____
<u>Eileen Cichocki</u>	<u>Vice President of Admin. Services</u>	_____

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

Ayes _____ Noes _____ Abstain _____ Absent _____

PASSED AND ADOPTED THIS 11th day of August, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

I, Xochilt Martinez, Clerk of the Board of Trustees of the Mendocino-Lake Community College District, of Mendocino and Lake Counties, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

ITEM NO: 6.4
DATE: August 11, 2021

SUBJECT: CHILD DEVELOPMENT CENTER CONTRACT – RESOLUTON 08-21-03

SYNOPSIS:

The California Department of Education has provided a General Child Care & Development Program Contract (CCSP-1295), with a Maximum Reimbursable Amount of \$249,209.00.

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

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution 08-21-03, California Department of Education Contract Number CSPP-1295 in the amount of \$249,209.00.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

RESOLUTION 08-21-03

GENERAL CHILD CARE & DEVELOPMENT PROGRAM CONTRACT (CSPP-1295)

BE IT RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District authorizes entering into local agreement number CSPP-1295 and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Timothy Karas</u>	<u>Superintendent/President</u>	_____
<u>Eileen Cichocki</u>	<u>Vice President of Admin. Services</u>	_____

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

Ayes _____ Noes _____ Abstain _____ Absent _____

PASSED AND ADOPTED THIS 11th day of August, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

I, Xochilt Martinez, Clerk of the Board of Trustees of the Mendocino-Lake Community College District, of Mendocino and Lake Counties, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

SUBJECT: BOARD POLICY DELETION – SECOND READING

SYNOPSIS:

Board policies are presented for deletion.

RECOMMENDATION:

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 District continues to recognize that all employees, regardless of constituent group, have valuable skills and knowledge outside their employment classification. Any of the units referenced in BP 718 can engage with the District through established human resource procedures to explore potential frameworks and agreements to allow employees hired in staff, management, or confidential positions to teach outside their employment classifications.

Board Policy 718 – Teaching Assignments for Staff –Board Policy 718 conflicts with District practice and does not conform to codes and regulations. Having a board policy that conflicts with District practices is not viable.

US Department of Labor Fair labor Act (FLSA) classified employees are categorized as non-exempt employees. As a non-exempt employee, workers are protected by federal and California labor laws. This includes minimum wage laws, required rest periods, meal breaks, and overtime pay. Faculty are categorized under federal and state laws as exempt employees. A full-time classified employee cannot work in a separate classification simultaneously.

The deletion of this policy does not affect part-time hourly employees (STNC) from accepting a separate instructional assignment. We support part-time employees leveraging multiple assignment options.

The policy deletion was first reviewed by the President's Policy Advisory Committee on April 23, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2021. As part of the review and discussion there were comments from classified employees requesting the policy not be deleted. There were no objections from the manager, supervisors or confidential employees also mentioned in the policy.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 718 as presented.



BOARD POLICY

No. 718

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DELETION

TEACHING ASSIGNMENTS FOR STAFF

~~The Board of Trustees recognizes that qualified non-teaching personnel accepting teaching assignments can be beneficial to both the employee and the District.~~

~~Classified, Management, Supervisory and Confidential staff who meet minimum qualifications may accept part-time teaching assignments during non-work hours.~~

~~When necessary, a teaching assignment can be scheduled during the regular work hours if the employee and the employee's supervisor develop a written plan including how the normal work hours will be adjusted and/or vacation leave will be used. The plan shall be signed by the employee, the supervisor and the respective Vice President. The plan shall be submitted to Human Resources with a copy to the Superintendent/President.~~

Adopted: March 7, 1990
Revised: March 14, 2012

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The annual AAFG flyer is currently in production and provides the following highlights: The program began in 2007 with 1 student; in 2021 there were 83 recipients; the program has been going for 14 years and in that timeframe we have awarded 735 children an incentive to graduate from high school and attend Mendocino College; over \$735,000 raised in scholarship funds.

The Governance Committee is actively recruiting new board members for the Foundation Board of Directors. Tom Herman, Land Committee chair and Mark DeMeulenaere, Finance Committee chair, have retired/resigned from the board. Thank you to both Tom Herman and Mark DeMeulenaere for your dedication to students and our community over the years!

During their June 1st Foundation Board of Directors meeting, the board approved the 2021/2022 budget and budget for the eleven affiliate organizations

The Foundation has received grant funding from Redwood Credit Union for Food Pantry services to students. The total grant amount totals \$15k - \$10k is allocated to Mendocino County and \$5k is allocated to Lake County. Thank you, Redwood Credit Union!

Projects under consideration for this Fall include: Fall Newsletter from the Foundation and Giving Tuesday campaign to support the Student Emergency Fund at Mendocino College.

The next Foundation Board of Directors meeting will be held on Tuesday, August 3rd via Zoom.

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

Redwood Credit Union - Food Pantry
Bradford Family Foundation- Scholarships
Katrina & Jonathan Frey – Adopt A Fifth Grader Program
John Tomkins – Lake County Friends of Mendocino College – Shakespeare at the Lake
Judy Conard – Lake County Friends of Mendocino College – Shakespeare at the Lake
Jonathon Middlebrook- Friends of the Theatre Arts – in Honor of Andrew Stein & Mary Lou Leonard

Our Mission: The Foundation supports Mendocino College in educating leaders, fostering intellectual growth and enriching lives by creating opportunities to invest in a better future for our students and communities.

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:

The summer months allow faculty to engage in varied activities, many teach summer classes, some are engaged in Professional Development activities and we are developing our Fall classes. This summer, two groups of faculty have been researching and developing materials to share with other faculty that will support equitable and inclusive classroom practices.

The cost of textbooks can be, and often is, a barrier for students. Some do not enroll in a class if it requires an expensive text, some do not purchase the text at all. A Mendocino College survey shows: 37% have gone without the required materials, 35% take fewer classes, 42% borrow materials, 17% did not register for a course, and 11% did not enroll for a semester. For a number of years, the Academic Senate for California Community Colleges (ASCCC) has encouraged faculty state-wide to use low-to-zero cost textbooks whenever possible. This can be difficult due to issues with copyright regulations, high-quality content, aligning information with the requirements of the Course Outline of Record, etc. The ASCCC Open Educational Resources Initiative (OERI) supports local OER implementation through professional development, technical support and resources. **Senator John Rall** (English) is our OERI Liaison. Under his leadership, a cadre of eight faculty have been researching, developing training materials and preparing an In Service Workshop related to the adoption of alternative educational materials. Ralls' summer cadre includes:

- Pamela Heston (Administration of Justice / PT Faculty)
- Lisa Rosenstreich (Art / FT Faculty)
- Alison Finch (Library / PT Faculty)
- Jennifer Justice (Alternative Media Technician)
- Melissa Nole (Child Development / FT Faculty)
- Anne Shirako (Library / PT Faculty)
- Robert Parmenter (Library / FT Faculty)
- Rebecca Montes (Dean of Instruction)

Student Learning Outcomes are not new, but the Student Learning Outcomes Team (SLOT) has been working to increase the frequency of Course-level Student Learning Outcome (CSLO) assessments to better evaluate equity-related data. The Academic Senate formally via Resolution supported the SLOT Plan to accomplish this. Slot Chair, **Neeka Aguirre** (History) and committee members developed a *Toolkit* available to all faculty. The toolkit includes support and instruction for faculty to help with writing, rewriting, and assessing SLOs as well as analyzing the data from SLO assessment. In addition, the Team has set up laboratory-style work sessions scheduled throughout the Fall semester to support faculty with all aspects of CSLO assessment.

The core theme of the materials is how to keep equity-mindedness in the forefront during all phases of the SLO process. Aguirre's Team includes:

- Greg Allen (Chemistry)
- Nicholas Petti (Culinary Arts)
- Vincent Poturica (English)
- Valentine Velazquez-Zvierkova (Spanish)
- Taylor Cannon (Sociology / PT Faculty)
- Brianna Zuber (Biology)
- Rebecca Montes (Dean of Instruction)

The efforts of these faculty will help provide additional tools for all faculty to continue supporting student success equitably and inclusively.

Classified Senate:

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

The Classified Senate held elections in June for the 2021/2022 school year. Now serving the Classified Senate in the various capacities are:

Lauren Simmonds, President	Isabel Lopez, Vice President
Nancy Heth, Secretary	Karen Cavanaugh, Treasurer
Tony Novelli, Senator	Naoto Horiguchi, Senator
Mayra Sanchez, Senator	Chenfei Xu, Senator

Classified staff began the gradual return to working on campus over the summer on a part time basis and are now preparing to be on campus full time. We look forward to the fall semester and the increase of students on campus who will be attending some of the on-ground classes being offered. We are committed to maintaining the safety of staff and students through consistent sanitization, masks, social distancing, and hybrid student support services.

The Classified Mendo Cares Leadership Team has begun implementation of our commitments to creating and maintaining a supportive campus environment for students to feel welcomed and comfortable on our campus.

Some of the commitments accomplished by the Mendo Cares Team include:

1. Quarterly Newsletter to keep all staff/faculty informed and engaged
2. Distributing Branded Lanyards with ID Holders to all full time MC Staff/Faculty
3. Magnetized Name Tags for Full Time Staff/Faculty
4. Warm Referrals to ensure student satisfaction
5. Smiling During Phone Calls
6. Following the 10-foot rule of Greeting and Assisting Students

The Classified Elf Pack has already begun planning for the December 2, 2021 FunRaiser. We hope to see you there!

Management/Supervisory/Confidential:

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

The Management Team met on July 28th to review and discuss the re-opening message which was later shared with the college employees and staff members.

With our phased-in approach to returning to work on campus, the Management Team looks forward to the start of the fall semester and the ability to once again provide our students with the one-on-one face-to-face service and assistance Mendocino College is famous for providing!

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

ITEM NO: 8.1
DATE: August 11, 2021

SUBJECT: ESTABLISHMENT OF BOARD POLICIES AND PROCEDURES AD-HOC
COMMITTEE

SYNOPSIS:

Board of Trustees Ad-Hoc committee for reviewing section #2 board policies and procedures.

ANALYSIS:

The Board of Trustees will establish an ad-hoc committee to review and present for adoption any suggested additions and/or revisions to the board policies and procedures in section two.

ITEM NO: 8.2
DATE: August 11, 2021

SUBJECT: TRUSTEE DECORUM

SYNOPSIS:

The President of the Board of Trustees members will lead the discussion.

ANALYSIS:

The President of the Board of Trustees will lead the discussion on Trustee Decorum.

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.