

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

**August 12, 2020 – 4:00 PM**

**Zoom meeting information:** [August 12, 2020 zoom meeting link](#)

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

Meeting ID: 956 1424 9226

**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 10, 2020 and the special meeting held on July 16, 2020.

**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, MLCCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case  
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957

**RETURN TO OPEN SESSION**

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**PUBLIC COMMENTS**

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 Employ Full-Time Categorically Funded Faculty  
Recommendation to employ the full-time, categorically-funded faculty as presented
- 4.4 Consideration to Employ Probationary Full-Time Tenure-Track Faculty  
Recommendation to employ probationary full-time tenure -track faculty as presented
- 4.5 Consideration to ratify Resignation - Classified  
Recommendation to ratify the classified resignation as presented
- 4.6 Consideration to Approve Classified Administrator Contract  
Recommendation to approve the classified administrator contract as presented

### **5. Other Items**

- 5.1 Fiscal Report as of June 30, 2020  
Recommendation to accept the report as presented
- 5.2 Donations  
Recommendation to accept the donated items as presented
- 5.3 Mendocino College 2020-2021 Catalog  
Recommendation to adopt the 2020-2021 catalog as presented

### **6. ACTION ITEMS**

- 6.1 Contracts and Agreements – Quarterly Ratification  
Recommendation to ratify the contracts and agreements as presented
- 6.2 2020-2021 Appropriation Limit – Resolution 08-20-01  
Recommendation to adopt resolution 08-20-01 and establish the District's 2020-21 appropriation limit as presented
- 6.3 Signature Authorization for Superintendent/President – Resolution 08-20-02  
Recommendation to adopt resolution 08-20-02 as presented
- 6.4 Rescind Original Signature Authorization – Resolution 08-19-02  
Recommendation to rescind signature authorization for Interim Superintendent/President Eileen Cichocki as presented
- 6.5 Board Policy Additions and Revisions – Second Reading  
Recommendation to approve the Board policies as presented
- 6.6 Board Policy Deletions – Second Reading  
Recommendation to approve the Board policy deletion as presented
- 6.7 College and Careers Access Pathways (CCAP) Partnership Agreement – Second Reading  
Recommendation to approve the CCAP partnership agreement as presented

### **7. BIG PICTURE**

#### **COVID-19 Update**

An update on the current status of the impact of the COVID-19 pandemic on the college and our students

### **8. INFORMATIONAL ITEMS AND REPORTS**

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

## **9. TRUSTEE COMMUNICATIONS**

### **9.1 Trustee Reports**

Written and oral reports from Trustees are presented as information

### **9.2 Future Agenda Items**

Board discussion about topics to be included on future agendas

## **10. ADJOURNMENT**

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

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

### ***Future Board Meetings:***

- *Regular Meeting – Wednesday, September 9, 2020, 4:00 PM, 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 10, 2020 using ZOOM remote meeting technology.

**GENERAL MATTERS**

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

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

*Secretary*                      Eileen Cichocki, Interim Superintendent/President

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

*Staff Representatives*                      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	Jeana Thompson, President (present)
	Management Team	Janelle Bird, President (present)

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

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

*Approval of Minutes*                      M/S (Nickerman/Martinez) to approve the minutes of the regular board meeting held on May 13, 2020 as presented. The matter was approved with the following vote:

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

Abstentions	None
Absent	None

M/S (Nickerman/Martinez) to approve the minutes of the special board meeting held on May 13, 2020 as presented. The matter was approved with the following vote:

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

M/S (Nickerman/Martinez) to approve the minutes of the special board meeting held on May 14, 2020 as presented. The matter was approved with the following vote:

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

M/S (Nickerman/Martinez) to approve the minutes of the special board meeting held on May 20, 2020 as presented. The matter was approved with the following vote:

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

M/S (Nickerman/Martinez) to approve the minutes of the special board meeting held on May 27, 2020 as presented. The matter was approved with the following vote:

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

*Public Comments on  
Closed Session Items*

- Toni Fort addressed the board and thanked them for all the work that has been completed by the trustees regarding the hiring process for the new Superintendent/President. She also thanked Interim Superintendent/President Cichocki for all of her hard work.

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:08 PM with Board President

Pinoli stating items 2.1, 2.2, 2.3, 2.4 and 2.5 would be discussed in closed session.

### **OPEN SESSION**

*Report of Action  
Taken in Closed  
Session*

The Board returned to open session at 4:43 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments*

- There were no comments from the public at this time.

### **PRESIDENT AND ADMINISTRATION REPORT**

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

Interim Superintendent/President Cichocki pointed out the following information from her report.

She called attention to the high school graduation capture rates included in her report. She also pointed out that the CalPADS numbers appear to be inaccurate and we are looking into determining why those numbers reported by our K12 partners differ from what we are actually experiencing.

We are still waiting to hear on our accreditation status with the Accrediting Commission for Community and Junior Colleges meeting today and tomorrow.

We just found out this afternoon that we have now been refunded for our HEP program equating to \$400,000 per year over the next 5 years.

### **CONSENT AGENDA**

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

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

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

### **Personnel**

*Consideration to  
approve the  
personnel list –  
Short-Term Non*

\*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.

*Continuing (STNC)  
Employees*

*Consideration to  
approve the  
personnel list –  
Part-Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to  
approve Lateral  
Transfer – Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Christopher Olson, Telecommunications Technician, effective July 1, 2020.

*Consideration to  
Approve  
Educational  
Administrator  
Contract*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Educational Administrator contract for Eric Hoefler, Director of MESA/STEM as presented.

*Consideration to  
Approve Classified  
Administrator  
Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Classified Administrator contracts for Dave Johnston and Euline Olinger as presented.

*Consideration of  
Mendocino-Lake  
Community College  
Federation of  
Teachers Bargaining  
Unit/MCFT  
20220/21-2022/23  
Tentative Agreement*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2020/21-2022/23 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

*Consideration of  
Management Team  
Tentative Meet and  
Confer Agreement  
2020-21*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2020/21 Tentative Meet and Confer Agreement between the Mendocino-Lake Community College District and the Mendocino College Management Team.

*Consideration to  
ratify the Vice  
President Salary  
Schedule 2020/21*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2020/21 salary schedule adjustment between the Mendocino-Lake Community College District and the Mendocino College Vice Presidents.

*Consideration to  
receive the  
Mendocino Part-  
Time Faculty  
Association  
(MPFA/CCA/CTA/N  
EA) 2021-24  
Successor Contract  
Reopener*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2021-24 collective bargaining proposal from the Mendocino Part-Time Faculty Association and directs the Interim Superintendent/President to receive related public comments prior to the August board meeting as presented.

*Consideration to present the Mendocino-Lake Community College District Successor Contract Openers to the Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA) 2021-24*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the initial 2021/24 successor contract openers to the Mendocino Part-Time Faculty Association and directs the Interim Superintendent/President to receive related public comments prior to the August Board meeting as presented.

*Fiscal Report as of April 30, 2020*

**Other Items**

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of April 30, 2020 as presented.

*Donations*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated item from Luke Frey as presented.

*Consideration to Approve Superintendent/President Employment Agreement*

**ACTION ITEMS**

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

M/S (Martinez/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment agreement for Dr. Timothy Karas, Superintendent/President commencing July 13, 2020 with the following vote:

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

*2020/21 Tentative Budgets*

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 adopt the proposed 2020/21 Tentative Budgets as presented and shown on Attachments A-1 through I with the following vote:

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



*District Order of  
Priorities for Five-  
Year Capital Outlay  
Plan, 2022-2026*

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

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the District Order of Priorities for the Five-Year Capital Outlay Plan, 2022-2026 as presented.

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

*Child Development  
Center Contract –  
Resolution 06-20-01*

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 06-20-01, California Department of Education Contract Number CCTR-01447 in the amount of \$223,908.00 as presented with the following vote:

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

*Child Development  
Center Contract –  
Resolution 06-20-02*

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

M/S (Nickerman/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 06-20-02, California Department of Education Contract Number CSPP-0299 in the amount of \$249,209.00 as presented with the following vote:

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

*Board Policies and  
Revisions – Second  
Reading*

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

M/S (O'Neill/Tomkins) that the Mendocino-Lake Community College District Board of Trustees hereby adopts the additions and/or revisions to Board Policy 3600 and Board Policy 6700 as presented with the following vote:

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

Absent                      None

*College and Careers Access Pathways (CCAP) Partnership Agreement – Second Reading*      After review and discussion, the board took the following action:  
M/S(Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the CCAP Agreement with the Round Valley School District as presented with the following vote:

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

*COVID-19 virus update*      An update on the current status of the COVID-19 virus pandemic and its impact on the college and it’s students was presented by Vice President Polak and Vice President Velasco.

### **INFORMATIONAL REPORTS**

*Health Benefits Fund Report as of April 30, 2019*      The Health Benefits Fund Report as of April 30, 2020 was submitted as information by Nicole Marin, Director of Human Resources.

*Mendocino College Foundation, Inc.*      A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who stated she had nothing to add.

In answer to a question posed by Trustee Tomkins, she stated there are still funds available for students needing monies due to the COVID-19 situation.

*Friends of the Mendocino College Coastal Field Station and Natural Sciences Affiliate*      A written informational report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

*Constituents Group Reports*      **Academic Senate**  
A written report was submitted by Academic Senate Vice President Jody Gehrman. Academic Senate President thanked the Vice President for submitting the report and filling in during her absence.

**Classified Senate**  
A written report was submitted by Classified Senate President Jeana Thompson who stated she had nothing to add at this time.

**Management Team**  
A written report was submitted by Management Team President Janelle Bird who stated she had nothing to add.

*Board Policy  
Additions and  
Revisions - First  
Reading*

Board policy 3518 – Child Abuse Reporting; Board Policy 3530 – Weapons on Campus; Board Policy 3570 – Use of Tobacco and Tobacco Related Products; Board Policy 5150 – Extended Opportunity Programs and Services; Board Policy 5570 – Student Credit Card Solicitations; Board Policy 6540 – Insurance; Board Policy 6750 – Parking; and Board policy 6900 – Bookstore were presented as information for review. Discussion and/or adoption of these policies will take place at the August 2020 board meeting.

*Board Policy  
Deletion – First  
Reading*

Board policy 503 – Examinations and Grading was presented as information for review. Discussion and/or deletion of this policy will take place at the August 2020 board meeting.

*College and Careers  
Access Pathways  
(CCAP) Partnership  
Agreement – First  
Reading*

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Fort Bragg Unified School District is presented as information for review. This agreement will be presented at the August 2020 board meeting for discussion and/or approval by the Board of Trustees.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson reported he attended the Kelseyville High School virtual meeting where they were discussing the possible cuts to their budgets.

Trustee Martinez expressed her appreciation for all the hard work by the staff members.

Trustee Myers attended the recent “Call to Order” webinar via her telephone.

Trustee Nickerman expressed an interest in seeing about purchasing the Mayo Clinic newsletter for the college employees. Staff will investigate this request.

Trustee O’Neill thanked the board members and the valuable support provided by both the Human Resources and the Informational Technology departments for their exceptional support during the current environment.

Trustee Tomkins praised Interim Superintendent/President Cichocki for the work she has completed during her time serving as the Interim Superintendent/President.

*Future Agenda Items*

The current list of future agenda items includes:

A presentation on the Disabled Student Programs and Services (DSPS)  
Diversity training for Board members  
Essential needs for Trustee onboarding  
Outreach to the community and the various tribes  
What are the plans for the Fire Recovery and Construction Program grant?  
General information about advisory committees.

A workshop or presentation on the next phase plans for the three centers.  
More information on the Coastal Field Station programs.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:01 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees

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

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Thursday, July 16, 2020 using ZOOM virtual meeting technology.

**GENERAL MATTERS**

*Call to Order*                      Trustee Pinoli, Board President, called the meeting to order at 12:00 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 (arrived at 12:11pm)
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	

*Secretary*                      Tim Karas, Superintendent/President

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

*Staff Representatives*                      Eileen Cichocki, Assistant Superintendent/President and Vice President of Administrative Services (present)  
Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (absent)  
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/Myers) to approve the agenda as presented. The matter was approved via the following vote:

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

*Public Comments on  
Closed Session Items*                      • There were no comments from the public at this time.

**CLOSED SESSION**

The Board adjourned to Closed Session at 12:06 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

*Report of Action  
Taken in Closed  
Session*

**OPEN SESSION**

The Board returned to open session at 12:18 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments*

- There were no comments from the public at this time.

**CONSENT AGENDA**

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

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

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

**Personnel**

*Consideration to  
approve the  
personnel list –  
Short-Term Non  
Continuing (STNC)  
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 the  
Classified  
Administrator  
Contract –  
Categorically  
Funded*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Classified Administrator – Categorically Funded contract as presented.

**ACTION ITEMS**

*Award of Contract  
for the MacMillan  
Hall Chiller  
Replacement Project*

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

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby awards the contract for the MacMillan Hall Chiller project to Matrix HG, Inc., for \$149,556 with the following vote:

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

Abstentions	None
Absent	None

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 12:40 PM.

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

**SUBJECT:     PRESIDENT AND ADMINISTRATION REPORT**

**Accreditation**

On June 29, 2020 the college received the official notice from the Accrediting Commission for Community and Junior Colleges that the Commission acted to Reaffirm Accreditation for seven years.

This is the best result the college could have received. We have a midterm report due in 2024 and our next comprehensive review is in 2027. Many thanks to everyone, especially the Accreditation Steering Committee and all that served on the Standards Subcommittees. Also, many thanks to everyone for your work during the visit to provide the peer review team with all the information and support they needed.

It is the work of everyone at the College that made this process a success; the peer review team saw the products of our collective efforts to make Mendocino College what it is. Having our accreditation reaffirmed without any follow-up reports or visits required is something we can be proud of.

**Enrollment (Summer 2020 and Fall 2020)**

As of July 6, 2020 student enrollment for Summer 2020 increased by 3% over Summer 2019. This is an exceptional result due to the pandemic. It illustrates the cooperative planning between administration and faculty to respond to the critical educational needs of our students.

Enrollment for Fall 2020 is current down around 8% from Fall 2019. This is due to the COVID pandemic. Most districts statewide are experience similar declines. The student groups with the largest decline are returning students and life-long learning students. Positive news is the student groups of new students, transfer students, and continuing students have the least decline. Due to the pandemic our overall number of course sections decreased 30% from Fall 2019.

**Athletics**

Due to COVID-19, the California Community College Athletic Association (CCCCAA) Board approved a plan to move all Fall 2020 sports to Spring 2021. The seasons for all sports have been modified/shortened.

**Instruction**

The Summer Session has ended successfully as a first online only summer schedule. The library and centers kept minimal hours to support students in their online classes and support services were offered online. In spite of being all online, enrollments overall were slightly greater than last summer.

Planning for instruction in the Fall semester has been challenging; however, faculty, deans and staff have been working hard to make Fall 2020 as successful as possible. We all recognize that this is a semester like no other we have begun. Much planning has gone into the design of fall semester offerings to keep returning students on track toward completion and to give new students an excellent start on their studies. We are offering classes in every discipline and General Education area. Some face-to-face class meeting are planned for courses in which learning outcomes cannot be accomplished fully online. These class meetings are especially important for classes which have external requirements such as Nursing, Physical Therapy Assistant, and Emergency Medical Services.



Professional development has continued to support faculty to instruct online. Approximately 40 full-time faculty attended a special summer faculty meeting on July 13 to discuss the support they and students need for a successful fall semester. The administration is working with faculty leaders to deliver many of those supports.

In addition to the more than 180 faculty (full- and part-time) who completed the 40-hour training in how to be an online instructor, other professional development opportunities have been available to support faculty. During the week of August 4th two “Canvas discussions” are occurring with 36-40 participants each. These discussions will feature faculty experts in online instruction delivering their practices for engaging students in the online environment. On August 6th, the College will host its part-time faculty orientation which will also largely focus on supporting faculty and students in a successful fall semester.

Our Guided Pathways work also pivoted this summer to recognize the particular needs of students in this current pandemic. Workgroups were formed to design outreach, in-reach, and learning support services that will support students in their success.

Another Guided Pathways workgroup has been working on faculty resources. This group will launch its Faculty-Helping-Faculty canvas shell with resources and a discussion page. They will also provide faculty with student-resource information to share in their pages. From the beginning of the pandemic and the move to online education, this group of faculty experts have been a resource to their peers. Currently, they are providing individual support to thirty-six faculty and video support to twenty-six of their peers.

In the Career Technical Education areas, The Strong Workforce Program and the North Far North Consortium of 15 Community Colleges continues to support our Career Education programs locally and regionally during these economically uncertain times.

Although most Fall courses have transitioned online, at the centers, staff are still available to support students and faculty remotely and with limited on ground hours. On ground hours are set to increase, with safety precautions in place, in anticipation of Fall registration. A few courses continue to have planned limited on ground meetings at our centers and educational sites, including EMT courses at the Lake Center and Covelo, and ESL and basic computer skills at all locations. Although we have had a tumultuous past few months, it is amazing what staff and faculty have been able to accomplish. At the **Lake Center** we had to cancel our course at the Lake County Jail in Spring. However, one student in that course was released and just visited to register for Fall semester. The Shakespeare on the Lake team was also able to successfully offer the fifth iteration of their performance, this time, completely online over Zoom. Through the **North County Center** our educational site in Covelo has provided an outlet for students to access internet and the majority of our courses. At the **Coast Center** we are coordinating with the Fine Woodworking program to envision how this program can proceed successfully during a pandemic.

Most exciting, at all center locations, across 12 different high schools, we have maintained open communication with our dual enrollment partners and will continue, and at many locations grow, our dual enrollment opportunities. We have added College Career Access Pathway (CCAP) agreements at Round Valley High School in Covelo and Fort Bragg High School. This is in addition to agreements at Clear Lake, Kelseyville, Upper Lake, and Mendocino High Schools. These pathways are exhilarating as they provide structured and supported pathways of high school and college courses that encourage

traditional and non-traditional college students to not only see themselves as college students, but to enter a pathway toward a community college certificate and/or degree.

Our Physical Therapist Assistant (PTA) program was reviewed by the national Commission for Accreditation of Physical Therapy Assistants Education (CAPTE). Effective July 14, 2020 the Commission's decision to continue "candidate for accreditation status" is based on the program's demonstration of satisfactory progress, to date, toward achieving compliance with all of the standards and required elements. All of our PTA students course units/ credits taken this past semester, now that we are in candidate for accreditation status, are now nationally recognized by CAPTE.

Chemistry Professor Gregory Allen has successfully partnered Mendocino College with the University of California, Davis in a project to increase student success in General Chemistry classes. These classes are often seen as gateway classes to Science, Technology, Engineering and Mathematics (STEM) degrees and careers. This California Education Learning Lab grant seeks to directly improve outcomes for underrepresented and disadvantaged student groups in California by using technology-enabled learning to improve access to quality education. More specifically, it aims to explore the use and efficacy of culturally sensitive adaptive learning (CS-AL) technologies and methodologies.

### **Personal Protective Equipment**

The college received 10 pallets of Personal Protective Equipment (PPE). With the support of the Governor's Office and Cal OES, the Chancellor's Office secured an initial supply of personal protective equipment (PPE) for all California Community College districts from CalOES. Our shipment included surgical masks, N95 masks, face shields, non-contact thermometers, and hand sanitizer.

### **Reopening Measures**

While the college will remain primarily online for instruction and services for the fall semester, there are certain functions that would greatly benefit students to be offered in person, particularly at the start of the semester, such as Financial Aid, Admissions and Records, the Centers, and the Library. The college's Facilities and Safety Committee approved measures on how to safely offer very limited in person instruction and services when it is necessary. These measures were developed using guidance from the Center for Disease Control (CDC), the Governor's Office, Mendocino County Public Health, Lake County Public Health, and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC), as well as our local health care professionals. Each function that intends to offer in person interaction will have to submit a plan for how the safety measures will be met.

### **Budget**

The budget for the State of California began the fiscal year out of balance by \$54 billion. The Governor's proposed budget included drastic cuts to community college funding, including an 8% cut to general apportionment and cuts to many categorical programs. The 2020/21 Tentative Budget approved by the board in June included these assumptions. The 8% cut to Mendocino College totaled \$1.9 million in lost revenue. The budget enacted by the State, which is a compromise between the Governor and the Legislature, included no cuts to apportionment and categorical programs. The enacted budget addressed the \$54 billion shortfall by unprecedentedly large deferrals of revenue and relies heavily on federal COVID-19 bailout funds.

The economy at the state and national levels remain severely impacted by COVID-19. Gross domestic product (GDP) decreased an unprecedented 32.9% in the second quarter of 2020. Unemployment in California was reported at 14.9% in June. In a bit of good economic news, the Legislative Analyst's Office (LAO) recently reported that state revenues from current tax collections from April to July 2020 outpaced budget projections by \$1.3 billion. But this is a long way from addressing the \$54 billion dollar budget deficit.

Through discussions at the Planning and Budgeting Committee (PBC), the college has taken measures to reduce spending. We have put a hold on recruiting many positions that had been approved for hiring, saving approximately \$400,000. We have cut the supplies and services budgets by 25% (\$265,000) and put a hold on replacing computers that are due for replacement based on our regular refresh cycle (\$60,000). We are hiring very few temporary employees (\$300,000) and will see lower instructional costs due to scheduling fewer class sections in the fall than normal.

The college will continue to monitor the budget at the state level as we develop an Adopted Budget to present to the trustees. Typically, the board is presented with a proposed Adopted Budget in September, but that timeline has been pushed by the Chancellor's Office to October this year in order to allow more time in the event that the state revises the budget when personal income tax revenue is better known.

### **Caring Campus**

On Thursday, August 6th, managers and classified leaders from our campus met with staff from the Institute for Evidence-Based Change (IEBC) as we engage with them in the Caring Campus initiative. IEBC supports college equity efforts by creating campuses where all students—including non-majority students—feel connected and cared for. IEBC uses a facilitated coaching model to transmit knowledge about the fundamentals of what can be done to increase student connectedness to the college, which leads to increases in student success. Classified Leadership at Mendocino College brought this important work to our attention and we went through the application process to be selected as a participating campus. IEBC will provide support for our staff throughout the year as we continue to make student-centered improvements throughout the College in order to promote a more welcoming environment for all.

### **New Student Welcome**

On Thursday, August 6th and Friday, August 7th, multiple Student Services departments collaborated to host a virtual New Student Welcome. Now in its third year under the current format, this year's event will be done entirely online. So far, over 170 students have registered from programs such as FYI, EOPS, and CAMP, along with general students to learn more about the programs and support services available at Mendocino College. As part of the New Student Welcome, which serves as an orientation to Mendocino College, students will be able to enjoy a series of sessions hosted by Student Services and Instruction. All sessions will be recorded so students who cannot make the live sessions can view them at a later date.

### **In-Person Student Services Support**

Starting on August 10th, Admissions & Records, Financial Aid, EOPS and IT Support will be available to students on campus. Open Mondays and Tuesdays for three hours during a three-week period, staff will be available to students who are having difficulties completing their application, financial aid documents, enrolling in courses, or getting IT support. While students will still be encouraged to complete all items remotely, staff will be available in person for students on a limited basis. Strict safety/health measures will be followed to ensure the safety of faculty, staff and students.

## **Financial Aid**

The Financial Aid Office is finishing up paying students for the summer 2020 semester. This summer Mendocino College disbursed \$501,654 in Pell Grant funds compared to \$358,648 in Summer 2019. This is an increase of \$143,006 mainly due to the Year-Round Pell Grant regulation, which allows students to receive up to 150% of a Pell Grant award in the academic year.

The Financial Aid Office continues to process CARES Act funds to students who have expressed a need as a result of COVID-19. During the summer we have disbursed an additional \$182,900 to 311 students. In total we have disbursed \$585,650 in 887 payments (students may have received a spring and summer payment) to 718 unduplicated students.

## **First Year Institute**

One of the goals of the First Year Institute is to increase student retention to their second year of studies. 70% of students from the 19/20 FYI Cohort who were enrolled in Spring 2020 have enrolled for Fall 2020. This is consistent with our most recent cohort's first year to second year retention rate at this point in the enrollment period. Staff are continuing to follow up with students who have not enrolled for Fall in order to give them increased opportunities for support.

The 2020-2021 cohort is currently comprised of 122 students. While our goal is to serve 100 students each year, we expect to recruit more students but do expect some attrition prior to the start of the semester which will leave us at our goal or slightly above. FYI will be distributing lending library books, Chromebooks & calculators to incoming FYI students on Wednesday, August 12 to help students start their semester with the materials they need.

## **Pomo Pathway**

The Pomo Pathway workgroup has been meeting regularly over the summer in preparation for the next cohort, which will be enrolled in online courses. Outreach Specialist Malissa Donegan and Counselor Apryl Guisasola have been coordinating student onboarding to help students with the matriculation process. They have also reached out to tribal partners in the area to provide students with additional support throughout the District. As we have done in previous years, students will be provided with school supplies, access to Chromebooks and textbooks to promote their success during the year. Additionally, Instructor John Rall organized a Summer Bridge program to provide students with valuable information prior to the start of the school year. With a goal of serving 25 students per cohort, enrollment for this year's group is almost full.

## **CAMP**

Currently, the program has 39 new CAMP scholars and 14 continuing from the 2019-2020 cohort. The CAMP online Summer Bridge program is underway, offering the following courses: CCS 124 and LIB 200. 30 out of the 39 new CAMP scholars are taking part in Summer Bridge.

## **Guided Pathways Leadership Team – Outreach Workgroup**

The Outreach Workgroup created a summer plan to focus on the following three areas:

- **In-Reach:** An In-Reach Workgroup was created to develop a plan and timeline to contact over 800 students that utilized the EW record in the Spring semester and had not yet enrolled for the Fall 2020 semester. To accomplish this task, first an email and text went out to students encouraging to enroll and offering assistance. Then phone calls were placed to students to provide the same support. This task required multi-departmental collaboration.

- Outreach: Due to our remote learning environment, the in-person Reg2Go process, which links our outreach and counseling staff with our K-12 partners, transitioned to providing support remotely. The first district to partner with the college was Ukiah Unified School District. Our Outreach staff, with support from IT, coordinated with UUSD IT and created a Google Classroom with regular meeting times to assist prospective students. Google Classroom is the tool currently used within UUSD and their high schoolers, so this transition facilitated the connection with prospective students. We are exploring the same type of service and support with the other districts. Since our K-12 partners in Willits will be using Canvas in the Fall, we will explore opportunities to utilize this platform for this purpose.
- Onboarding: As identified in the climate survey a few years back, there was a need to reduce the barriers students faced as they looked to transition to Mendocino College and improve the overall experience. During the summer, the online Student Orientation was greatly updated and is now utilizing a newer, student-friendly platform. Additionally, more forms are being converted to allow students the ability to submit them digitally. This work will continue through the Fall semester.

Lastly, the workgroup recommended having a more robust and interactive Outreach presence on our College's website. Additionally, a workgroup to be led by PIO Janelle Meyers Bird will be developing a Virtual Campus Tour. It was also agreed that now more than ever, it will be important to maintain and expand our K-12, agency, and community relationships through remote services. Equally, more intentional and regular internal communication amongst Departments will improve our external messaging. Although originally scheduled as a summer workgroup, the Outreach Workgroup will continue to meet throughout the school year.

SUBJECT: EMPLOYMENT – SHORT TERM NON-CONTINUING EMPLOYEES

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

## Short Term Non Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Bertolino-Haley	Aiden	Ag Aide II	Agriculture	8/16/2020	11/15/2020
Cabrera de Duenas	Marlene	Associate Teacher IV	CDV	8/16/2020	12/31/2020
Clark	Morgan	Ag Aide I	Agriculture	8/16/2020	11/15/2020
Escobedo	Katherine	Program Specialist (CalFresh)	Student Services	8/16/2020	11/15/2020
Gallardo	Maricella	Program Assistant (MESA)	MESA	8/16/2020	12/11/2020
Galvez Valencia	Vanessa	Library Specialist	Library	8/16/2020	10/31/2020
Gory	Melissa	Professional Expert (Psychology Content)	Nursing	8/16/2020	12/11/2020
Gowan	Monica	Program Specialist (ML ACE)	ML ACE	8/16/2020	11/15/2020
Harvey	Anne	Program Specialist	ML ACE	8/16/2020	11/15/2020
Hernandez	Taylor	Administrative Assistant I	Student Services	8/16/2020	11/15/2020
Jacinto	Vanessa	Assistant Teacher (Substitute)	CDV	8/16/2020	12/31/2020
Jacuqin	Jessica	Ag Aide II	Agriculture	8/16/2020	11/15/2020
Macias	Leticia	Associate Teacher IV	CDV	8/16/2020	12/31/2020
Martinez	Julisa	Associate Teacher IV	CDV	8/16/2020	12/31/2020
Medina	Jennifer	Associate Teacher I (Substitute)	CDV	8/16/2020	12/31/2020
Medina	Obdulia	Associate Teacher IV	CDV	8/16/2020	12/31/2020
Montelongo	Jennifer	Assistant Teacher (Substitute)	CDV	8/10/2020	12/31/2020
Muniz Madrigal	Esmeralda	Library Specialist	Library	8/16/2020	10/31/2020
Norwood	Serena	Ag Aide II	Agriculture	8/16/2020	11/15/2020
Olea-Luna	Rocio	Assistant Teacher	CDV	8/16/2020	12/31/2020
Oseguera	Stefani	Food Services Worker (Sub)	CDV	8/16/2020	12/31/2020
Oseguera	Stefani	Associate Teacher II	CDV	8/16/2020	12/31/2020
Pena	Fabiola	Associate Teacher IV	CDV	8/16/2020	12/31/2020
Ramirez-Gonzalez	Andrea	Food Services Worker (Sub)	CDV	8/16/2020	12/31/2020
Ramirez-Gonzalez	Andrea	Assistant Teacher	CDV	8/16/2020	12/31/2020
Ratliff	Diana	Library Assistant	Library	8/16/2020	8/31/2020
Shamada	Machiko	Center Assistant	Lake Center	8/16/2020	11/15/2020
Sorensen	Erik	Ag Aide II	Agriculture	8/16/2020	11/15/2020
Whipple	Monica	Administrative Assistant I	ML ACE	8/16/2020	11/15/2020
Yang	Ning (Jenny)	Administrative Assistant I	EOPS	8/16/2020	11/15/2020

## Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Baca	Gabriel	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Bray	Leland	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Carroll	Jerry	Tutor	Learning Center	8/16/2020	12/11/2020
Carveny	Marisa	Tutor	Learning Center	8/16/2020	12/11/2020
Cisneros	Christopher	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Comstock	Alex	Tutor	MESA	8/16/2020	12/11/2020
Fadadu	Dhruv	Tutor	MESA	8/16/2020	12/11/2020
Duong	Wesley	Tutor	MESA	8/16/2020	12/11/2020
Gallegos	Carmen	Tutor	Learning Center	8/16/2020	12/11/2020
Hernandez	Jorge	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Holmes	Kailey	Tutor	Learning Center	8/16/2020	12/11/2020

## Student Employees – (continued)

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

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Joseph	Gary	Tutor	Learning Center	8/16/2020	12/11/2020
Lazaro	Caitlin	Tutor	Learning Center	8/16/2020	12/11/2020
Lozoff	Abraham	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Morgan	Scott	Tutor	Learning Center	8/16/2020	12/11/2020
Nguyen	Quy	Tutor	Learning Center	8/16/2020	12/11/2020
Nunez Molina	Viviana	Tutor	Learning Center	8/16/2020	12/11/2020
Parsons	Sofia	Tutor	Learning Center	8/16/2020	12/11/2020
Pham	Nhung	Tutor	MESA and Learning Center	8/16/2020	12/11/2020
Rall	Paloma	Tutor	Learning Center	8/16/2020	12/11/2020
Rosiles	Lorena	Tutor	Learning Center	8/16/2020	12/11/2020
Smith	Dawn	Tutor	Learning Center	8/16/2020	12/11/2020
Walker	Rayna	Tutor	MESA	8/16/2020	12/11/2020
Woodruff	Taylor	Tutor	Learning Center	8/16/2020	12/11/2020

## Non-Student Tutors

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

Altamirano	Ricardo	Tutor	Learning Center	8/16/2020	12/11/2020
Cruz-Arreola	Yuridia	Tutor	HEP/ML ACE	8/16/2020	12/11/2020
Cruz Casanova	Gabriel	Tutor	HEP/ML ACE	8/16/2020	12/11/2020
Friggie	Hasan	Tutor	Learning Center	8/16/2020	12/11/2020
Holden	Robyn	Tutor	Learning Center	8/16/2020	12/11/2020
Rosales	Gladis	Tutor	HEP/ML ACE	8/16/2020	12/11/2020
Rystad	Connie	Tutor	Learning Center	8/16/2020	12/11/2020



SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2020 semester.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item 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 Fall 2020 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY FALL 2020 SEMESTER		
Name	Position	Location
Aguirre, Larry	Health-Transfer Instructor	Online
Ahders, Heidi	Computer Science Instructor	Online
Albuquerque, Lilia	English as a Second Language Instructor	Online
Arrington, Deborah	Emergency Medical Instructor	Online
Bailey, Aaron	English Instructor	Online
Bailey, Jeffrey	Business Instructor	Online
Bartow, Robert	Welding Instructor	Covelo/Round Valley
Bayer, Lucille	English Instructor	Online
Bell, Rose	History Instructor	Online
Benson-Martin, May	Astronomy Instructor	Online
Bentien, Marla	English As a Second Language Non-Credit	Online
*Bhandari, Keshab	Computer Science Instructor	Online
Bjur, Garrick	History Instructor	Lake Center
Britton, Kelda	Career and College Success	Covelo/Round Valley
Brown, Carolyn	Agriculture Instructor	Online
Brunner, Jeffrey	English Instructor	Online
Bruton, Emily	Physical Therapy	Online/Ukiah
Buckingham, Amy	Nursing - Registered Nursing Instructor	Ukiah
Burokas, Nina	Business Instructor	Online
Buzzell, Nancy	Child Development Instructor	Online
Byrn, Karl	History Instructor	Online
Campbell, Stuart	Philosophy Instructor	Online
Cannon, Taylor	Sociology Instructor	Online
Cantrell, Tatiana	Child Development Instructor	Online
Carberry, Susan	Emergency Medical Instructor	Online
Carey, Jill	Child Development Instructor	Online
Carlson, Casey	Career and College Success	Online
Castillo, Guillermo	Education Instructor	Online
Chaidez, Adan	Counselor (FYI)	Online
Clark, Jennifer	English Instructor	Online
Cohen, Mina	Art - Painting, Drawing Instructor	Online
Colt, Herbert	Chemistry Instructor	Online
Corippo, John	Fire Science Instructor	Ukiah
Coryat, Diana	Communications Instructor	Online
Cox, Kathleen	English As a Second Language	Online
Crabtree, Michael	Fire Science Instructor	Ukiah
Crowley, Jared	Biology Instructor	Online/Fort Bragg
Dachani, Akanit	Digital Arts Media Instructor	Online
*Daitoku, Katie	History Instructor	Online
Daley, Kimberly	Human Services Instructor	Covelo/Round Valley
Davis, Daniel	Computer Science Instructor	Online
Davis-Lawler, Rebecca	History Instructor	Online
Davis, Scott	Fire Science Instructor	Ukiah
Dawood, Noor	Basic Skills Instructor Non-Credit	Online
Dease, Melanie	Counselor	Online
Decker, Melinda	Business Instructor	Online
Dewey, Christopher	Administration of Justice Instructor	Online
Diaz Gutierrez, Salvador	History Instructor	Online
Dominguez, Diana	Mathematics Instructor	Online

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

EMPLOYMENT – PART-TIME FACULTY FALL 2020 SEMESTER		
Name	Position	Location
Dowcett, Jim	Music Instructor	Online
Dunn, Jonathan	Computer Science Instructor Non-Credit	Online
Dursteler, Katrena	Child Development Instructor	Ukiah
Dwyer, Molly	English Instructor	Online
Escobedo, Katherine	Athletics	Ukiah
Esserman Melville, Sara	Learning Skills Instructor	Online
Falandes, Helen	Human Services Instructor	Online
Feigin, Kathryn	Human Services Instructor	Online
*Feliciano, Diana	English As a Second Language Non-Credit	Online
Fenwick, Richard	Automotive Technology Instructor	Online
Finch, Alison	Part-Time Librarian	Online
Fuller, Kirk	Digital Arts Media Instructor	Online
Gallegos, Miriam	Basic Skills Instructor Non-Credit	Online
Gomez, Diana	Education Instructor	Online
Gonsalvez, David	Counselor	Online
Gonzalez, Ignacio	Real Estate Instructor	Online
Goodman, Nancy	Nursing - Registered Nursing Instructor	Ukiah
Gowan, Monica	Agriculture Instructor	Covelo/Round Valley
Gowan, Theresa	Emergency Medical Instructor	Online/Ukiah
Gray, Gary	Business Instructor	Online
Green, Tobias	History Instructor	Online
Halper, Pauline	Art Instructor	Online
Hee-Chorley, Lorraine	Communications Instructor	Online
Hendershot, Chelsea	Business Instructor	Online
Heston, Pamela	Administration of Justice Instructor	Online
Hobart, Evan	Art - Ceramics Instructor	Online
Holl, Merie	Counselor (EOPS)	Online
Holl, Merie	Counselor	Online
Holt, Paul	Business Instructor	Lake Center
Hult, Amanda	English Instructor	Online
Ives, Aeron	Mathematics Instructor	Online
Jenkins, Alese	Human Services Instructor	Online
Jenkins, Daniel	Alcohol and Other Drugs Instructor	Online
Johnson, Cameron	English As a Second Language Non-Credit	Online
Johnson, Cassandra	Child Development Instructor	Online
Johnson, Deborah	Computer Science Instructor	Online
Jones, Elise	Psychology Instructor	Online
Jones, Morgan	Geology Instructor	Online
Kendrick, Maresa	Child Development Instructor	Online
Kerrigan, Trilby	Human Services Instructor	Online
Kidwell, Suzanne	Computer Science Instructor	Online
Killops, Jessica	Nursing - Registered Nursing Instructor	Ukiah
Koch, Amanda	Mathematics Instructor	Online
Kyne, Lucy	Counselor	Online
Kuhn Fornari, Melissa	English as a Second Language Instructor	Online
Lam-Hansard, Katherine	Economics Instructor	Online
Larque, Laura	History Instructor	Online
Larsen, Erick	Mathematics Instructor	Online
Lau, Alvin	American Sign Language Instructor	Online

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

EMPLOYMENT – PART-TIME FACULTY FALL 2020 SEMESTER		
Name	Position	Location
Lawyer, Jeremy	Mental Health Counselor	Online
Lawyer, Jeremy	Psychology Instructor	Online
Leonard, Lisa	Nursing - Registered Nursing Instructor	Ukiah
Loomis, Kristine	Agriculture Instructor	Online
Lukrich, Cathleen	Nursing - Registered Nursing Instructor	Online
Lutsky, Andrew	English Instructor	Online
MacDougall, Elizabeth	Music Instructor	Online
Magann, Carl	Fire Science Instructor	Online
Maglinte, Ann	Art - Painting, Drawing Instructor	Online
*Makdisi, Eve	Biology Instructor	Online
McCallister, Donelle	Agriculture Instructor	Online
McKay, Carol	Child Development Instructor	Online
Meier, Dustin	Physical Therapy	Ukiah
Molina, Michele	English as a Second Language Instructor	Online/Lake Center
Mondfrans, Wendy	Administration of Justice Instructor	Online
Morgan, Heidi	Psychology Instructor	Online
*Munoz, Lacey	Biology Instructor	Online
Myklebust, Martha	Child Development Instructor	Online
Nole, Melissa	Child Development Instructor	Online
O'Neill, Benjamin	Fire Science Instructor	Ukiah
O'Mara, Steve	Business Instructor	Online
O'Meara, Melbourne	Mathematics Instructor	Online
Obenyah, Christina	Nursing - Registered Nursing Instructor	Ukiah
Offill, William	Athletics	Online/Ukiah
Olson, Menaka	Communications Instructor	Online
Orpustan-Love, Denise	Sociology Instructor	Online
*Ortiz, Xavier	Automotive Technology Instructor	Online
Orvis, Dana	Nursing - Registered Nursing Instructor	Ukiah
Palmer, Jonathan	Art Instructor	Online
Pamintuan-Shepherd, Madeleine	Culinary Arts Mgmt - Culinary Instructor	Online
Parmenter, Robert	Library Instructor	Online
Penner, Elfriede	English as a Second Language Instructor	Online
Prather, Douglas	Anthropology Instructor	Online
Pratt, Michael	Automotive Technology Instructor	Online
Price, Jennifer	Anthropology Instructor	Online
Prigge, Joshua	Sustainable Technologies Instructor	Online
Pullapat, Chaowalit	Mathematics Instructor	Online
Renderman, Kathryn	Mathematics Instructor	Online
Rickansrud-Young, Rebel	English Instructor	Online
Ringer, Bret	Athletics	Ukiah
Ritchley, Yuliya	Career and College Success	Online
Rodriguez, Teresa	Basic Skills Instructor Non-Credit	Online
Rohlicek, Louis	Political Science Instructor	Online
Rojas, Ana	Spanish Instructor	Online
Sammel, David	Spanish Instructor	Online
Samota, Susan	Counselor	Online
Sanchez, Lidia	Career and College Success	Online
*Sarisky, Amy	English Instructor	Fort Bragg

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

EMPLOYMENT – PART-TIME FACULTY FALL 2020 SEMESTER		
Name	Position	Location
Schmidt, Victoria	Psychology Instructor	Online
Schon-Brunner, Eryn	Theatre Arts - Dancing Instructor	Online
Scott, Melissa	Mathematics Instructor	Online
Seltzer, Charles	Theatre Arts - Acting Instructor	Online
Sharrett, Zachary	Chemistry Instructor	Online
Shepherd, Dennis	English Instructor	Covelo/Round Valley
Shieh, Amanda	Mathematics Instructor	Online
Shimada, Machiko	Mathematics-Basic Skills Instructor	Online
Siderakis, Julia	Business Instructor	Online
Simpson, Marilyn	Music Instructor	Online
Slocinski, Lech	Digital Arts Media Instructor	Ukiah
Snider, Michelle	Mathematics Instructor	Online
Stump, Samuel	Career and College Success	Online
*Suarez, Ruby	Mathematics Instructor	Online
Summit, Debra	Nursing - Registered Nursing Instructor	Ukiah
Swanson, Catherine	English as a Second Language Instructor	Online
Taylor, Riba	Career and College Success	Online
Thomas, Alexander	Philosophy Instructor	Online
*Thomas, Shirlee	History Instructor	Online
Timm, Janice	Music Instructor	Online
Todd, Krista	Nursing - Registered Nursing Instructor	Ukiah
Tomlinson, John	Theatre Arts - Acting Instructor	Online
Turner, Lisa	English Instructor	Online
Tyner, Kris	Mathematics Instructor	Online
Upton, Chatnaree	Physics Instructor	Online
Vaccaro, Erin	Biology Instructor	Online
Von Vogt, Margaret	English as a Second Language	Online
Wallace, Rebecca	Art Instructor	Online
Wann, Brandy	Nursing - Registered Nursing Instructor	Ukiah
Watson-Krasts, Dena	Communications Instructor	Online
Weber, David	Computer Science Instructor	Online
Weiss, Elizabeth	Cooperative Work Experience Instructor	Online
Weiss, Elizabeth	Counselor	Online
*Welch, Diane	Psychology Instructor	Online
White, Jaime	Nursing - Registered Nursing Instructor	Ukiah
Wingler, Douglas	Athletics	Ukiah
Woodhouse, Noel	Sustainable Technologies Instructor	Online/Laytonville
Young, Rachel	Communications Instructor	Online
Young, Rachel	Mental Health Counselor	Online
Zellman, Paul	Agriculture Instructor	Online
Zepeda, Gayle	Human Services Instructor	Online
Zhang, Min	Mathematics Instructor	Online
Zotter, Frank	Business Instructor	Online

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

SUBJECT: EMPLOYMENT – CATEGORICAL FULL TIME FACULTY

SYNOPSIS:

Employment of categorical, full-time faculty for the First Year Institute (FYI) Program and Sustainable Construction & Energy Technology (SCT) Program.

RECOMMENDATION:

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

Faculty, Categorical, Full Time – FYI Counseling  
Brenda Estrada  
Effective: September 1, 2020 – June 30, 2021

Brenda Estrada earned her Master of Science in Counseling from California State University, Sacramento and holds a Bachelor of Arts in Psychology and Spanish. Most recently, Ms. Estrada worked as an Academic Success Coach at Sierra Community College in Rocklin, CA. Brenda joins the District with over five years of working in higher education.

Faculty, Categorical, Full Time – Sustainable Construction & Energy Technology  
Noel Woodhouse  
Effective: August 14, 2020-May 21,2021

Noel Woodhouse earned his Bachelor of Arts in Spanish from University of California, Davis and holds a post baccalaureate certificate in Green Building from Peralta Community College District and a post baccalaureate certificate in Ecotourism from Humboldt State University. Mr. Woodhouse has taught as an adjunct faculty with Mendocino College in the SCT program since 2011. Additionally, Noel has worked with the Green Building program with Mendocino Office of Education since 2010 and has been a research associate for the Institute for Sustainable Policy Studies for over ten years.

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Brenda Estrada as a categorical, full-time counselor for the FYI program effective September 1, 2020 and Noel Woodhouse as a categorical, full time instructor in the SCT program effective August 14, 2020.

SUBJECT: EMPLOYMENT – PROBATIONARY TENURE TRACK FULL TIME  
FACULTY

SYNOPSIS:

Employment of probationary, tenure track, full-time faculty.

RECOMMENDATION:

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

ANALYSIS:

**Employ Faculty under first one-year contract**

Faculty, Tenure Track (probationary) Full Time – Head Librarian  
Robert Parmenter  
Effective: August 14, 2020-May 21, 2021

Robert Parmenter earned his Master of Library Science from California State University, San Jose and holds a Bachelor of Arts in History. Mr. Parmenter has worked as a part-time librarian with various California Community Colleges across the state, including Santa Barbara City College, Santa Rosa Junior College, and Mendocino College. Additionally, Robert worked as a librarian for both Mendocino and Sonoma County Libraries. Robert joins the District with over ten years of experience working in both county and community college library systems.

Faculty, Tenure Track (probationary) Full Time – Child Development (CDV)  
Melissa Nole  
Effective: January 14, 2021-May 20, 2022

Melissa Nole earned her Master Arts in Education from Brandman University and holds a Bachelor of Arts in Child Development and a multiple subject teaching credential from California State University, Sacramento. Ms. Nole has worked as an elementary school teacher for over five years and most recently began teaching as an adjunct faculty member at California State University, Sacramento. Ms. Nole will join the District as an adjunct faculty member and program coordinator for the Fall 2020 semester before beginning her full time assignment in Spring 2021.

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Robert Parmenter as a probationary, full-time Head Librarian effective August 14, 2020 and Melissa Nole as a probationary, full time CDV instructor effective January 14, 2021, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation – Classified

RECOMMENDATION:

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

ANALYSIS:

Darletta Fulwider  
Financial Aid Technician  
Effective: July 31, 2020

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Darletta Fulwider, Financial Aid Technician effective July 31, 2020.



ITEM NO: 4.6

DATE: August 12, 2020

SUBJECT: CLASSIFIED ADMINISTRATOR CONTRACT

SYNOPSIS:

Approval of classified administrator contract.

RECOMMENDATION:

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

ANALYSIS:

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

**Two Year Contract:**

Dave Johnston, Director of Information Technology  
Classified Administrator Contract, 10/1/2020-6/30/2022

MOTION/ACTION:

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

ITEM NO: 5.1  
DATE: August 12, 2020

SUBJECT: FISCAL REPORT AS OF JUNE 30, 2020

SYNOPSIS:

A report on District fiscal data as of June 30, 2020

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of June 30, 2020 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 accept the fiscal report as presented.

Mendocino-Lake Community College District  
General Fund  
2019/20 Fiscal Report as of June 30, 2020

Not Final  
Subject to change due to  
19/20 Closing Transactions

	2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>				
	Beginning Fund Balance	\$7,000,261		
FEDERAL	Federal Forest Reserve	\$30,000	\$32,578	109%
	Federal Work Study	97,910	89,943	92%
	CAMP	484,762	319,872	66%
	PELL Grant Administration	7,500	7,405	99%
	HEP	264,658	264,658	100%
	HSI	596,131	439,842	74%
	CTEA	184,364	184,364	100%
	Other Federal Revenue	1,336,499	421,054	0%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$3,001,824</b>	<b>\$1,759,716</b>	<b>59%</b>
STATE	State General Apportionment	\$9,451,381	\$9,390,818	99%
	Education Protection Account	2,682,349	1,897,352	71%
	Board of Governors Grant	38,099	38,099	100%
	Student Equity and Achievement	2,071,329	1,856,936	90%
	Part-time Faculty Office Hours	9,000	8,960	100%
	FT Faculty Hiring	109,098	109,098	100%
	Part-time Faculty Compensation	107,918	107,918	100%
	AEBG Adult Education Block Grant	2,049,971	2,049,971	100%
	CTE Strong Workforce Program	2,635,148	2,007,943	76%
	Other Categorical Apportionments	1,305,182	279,752	21%
	TANF	45,040	23,421	52%
	DSPS	396,115	406,806	103%
	CALWORKS	244,259	244,259	100%
	BFAP	165,325	165,325	100%
	EOPS	634,375	634,375	100%
	EOPS CARE	71,283	71,283	100%
	MESA	94,438	59,661	63%
	Other Categorical Program Allowances	405,691	268,867	66%
	State Subventions	211,829	194,389	92%
	Lottery	585,142	663,881	113%
	Mandated Cost Reimbursements	84,352	84,352	100%
	Other State Revenue	399,631	399,631	100%
	<b>TOTAL STATE SOURCES</b>	<b>\$23,796,955</b>	<b>\$20,963,097</b>	<b>88%</b>
LOCAL	Property Taxes	\$10,570,456	\$9,556,705	90%
	Local Contributions/Grants/Donations	355,998	340,755	96%
	Contract Instructional Services	19,000	40,847	215%
	Rents/Leases (Facilities Use)	66,000	55,737	84%
	Interest	105,000	83,718	80%
	Community Extension	7,738	1,829	24%
	Student Fees	1,243,322	1,240,738	100%
	Bookstore Commission	30,000	27,014	90%
	Other Local Revenue	409,890	1,262,861	308%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$12,807,404</b>	<b>\$12,610,204</b>	<b>98%</b>
<b>TOTAL REVENUES</b>		<b>\$39,606,183</b>	<b>\$35,333,017</b>	<b>89%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$46,606,444</b>		
<b>EXPENDITURES</b>				
	Certificated Salaries	\$12,488,926	\$12,374,262	99%
	Classified Salaries	6,797,565	6,591,408	97%
	Benefits	8,191,766	8,877,689	108%
	<b>Subtotal Personnel Costs</b>	<b>\$27,478,257</b>	<b>\$27,843,359</b>	<b>101%</b>
	Supplies	\$1,611,669	\$952,303	59%
	Services	7,571,453	3,476,700	46%
	Capital Outlay	998,268	514,652	52%
	Transfers/Other Outgo	2,866,830	2,435,383	85%
<b>TOTAL EXPENDITURES</b>		<b>\$40,526,477</b>	<b>\$35,222,397</b>	<b>87%</b>
	Ending Fund Balance	\$6,079,967		
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>\$46,606,444</b>		

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2001 Dodge Durango donated by Matt Mandelker  
2003 Chevrolet Malibu donated by Guy Batchelder

RECOMMENDATION:

The Superintendent/President recommends acceptance of the donations.

ANALYSIS:

The automobiles are being donated to Mendocino College for the Auto Tech Club. They 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 each 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 donations to Mendocino College by Matt Mandelker and Guy Batchelder.

SUBJECT: 2020/2021 MENDOCINO COLLEGE CATALOG

SYNOPSIS:

Board of Trustees approval is requested for the 2020/2021 Mendocino College catalog.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2020/2021 Mendocino College catalog as presented.

ANALYSIS:

The catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee. Each year the catalog is revised and updated to reflect these changes.

*Reference Board Policy 2200, Board Duties and Responsibilities*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2020/2021 Mendocino College catalog.

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, 2020 through June 30, 2020 quarter of fiscal year 2019/2020.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2019/2020 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.

<b>Contract/Agreement</b>	<b>Income or &lt;Expense&gt;</b>	<b>Responsible VP</b>
<b><u>Community Foundation of Mendocino County</u></b>	<b>\$17,500</b>	<b>Eileen Cichocki</b>
<b>March 10, 2020 to December 1, 2020</b>		
<i>Grant to fund contracting with a mechanical and electrical engineer to conduct a comprehensive study on the critical utility infrastructure of the Ukiah campus and creating an actionable resiliency plan in support of emergency shelter services provided by the District as needed.</i>		
<b><u>Chico State Enterprises</u></b>	<b>\$91,895</b>	<b>Ulises Velasco</b>
<b>April 1, 2020 through June 30, 2021</b>	<b>through FY 2021</b>	
<i>Funding for CalFresh food program.</i>		
<b><u>National Student Clearinghouse</u></b>	<b>&lt;\$200&gt;</b>	<b>Ulises Velasco</b>
<b>March 13, 2020 until terminated</b>	<b>per year</b>	
<i>The Clearinghouse provides a nationwide, central data cooperative for education records from participating post-secondary institutions and a number of data management services. Mendocino College participates in the Enrollment and Education Financial Industry Reporting, StudentTracker for Colleges and Universities, and Education Verification and Authentication Services.</i>		

SUBJECT: 2020/2021 APPROPRIATION LIMIT

SYNOPSIS:

Board of Trustees adoption of the 2020/2021 Appropriation Limit.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the attached proposed Board Resolution No. 08-20-01, Appropriation Limit for 2020/2021.

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 2020/2021 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 2020/2021 is \$36,512,688 and appropriations subject to limit is \$21,139,840.

*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. 08-20-01 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2020/2021 at \$36,512,688.



RESOLUTION NO. 08-20-01  
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
APPROPRIATION LIMIT FOR 2020/2021

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 \$36,512,688.

BE IT FURTHER RESOLVED that the actual appropriations for the 2020/2021 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 12th day of August 2020.

AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_ ABSENT \_\_\_\_\_

Xochilt Martinez \_\_\_\_\_

Noel O'Neill \_\_\_\_\_

Marie Myers \_\_\_\_\_

Robert Jason Pinoli \_\_\_\_\_

Ed Nickerman \_\_\_\_\_

John Tomkins \_\_\_\_\_

TeMashio Anderson \_\_\_\_\_

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Timothy Karas, Ed.D, Secretary  
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES**  
**GANN LIMIT WORKSHEET**  
**Fiscal Year 2020-21**

DISTRICT: **Mendocino-Lake Community College District**  
DATE: **August 12, 2020**

<b>I. 2020-21 Appropriations Limit:</b>		
A. 2019-20 Appropriations Limit		\$ 37,735,568
B. 2020-21 Price Factor:	<b>1.0373</b>	
C. Population factor:		
1 2018-19 Second Period Actual FTES	2,891.6400	
2 2019-20 Second Period Actual FTES	2,697.3300	
3 2020-21 Population change factor	0.9328	
(line C.2. divided by line C.1.)		
D. 2019-20 Limit adjusted by inflation and population factors		\$ 36,512,688
(line A multiplied by line B and line C.3.)		
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. 2020-21 Appropriations Limit		\$ 36,512,688
<b>II. 2020-21 Appropriations Subject to Limit:</b>		
A. State Aid <sup>1</sup>		\$ 10,420,675
B. State Subventions <sup>2</sup>		211,829
C. Local Property taxes		10,507,336
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 <sup>3</sup>		
H. 2020-21 Appropriations Subject to Limit		\$ 21,139,840

<sup>1</sup> General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue

<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...

<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates

ITEM NO: 6.3  
DATE: August 12, 2020

SUBJECT: SIGNATURE AUTHORIZATION FOR SUPERINTENDENT/PRESIDENT –  
RESOLUTION 08-20-02

SYNOPSIS:

Board of Trustees signature authorization for Timothy Karas in accordance with California Education Code Sections 85230-85233, 70902 (14) (d), and other legal provisions.

RECOMMENDATION:

The Superintendent/President recommends adoption of Resolution 08-20-02.

ANALYSIS:

California Education Code Sections 85230-85233 authorize the Board of Trustees to approve signature authorizations allowing District employees to approve payments against District funds. California Education Code Section 70902 (14) (d) and other legal provisions authorize the Board of Trustees to approve signature authorizations allowing District employees to sign orders and other documents on behalf of said community college district.

*Reference Board Policy 2430, Delegation of Authority to the Superintendent/President*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt attached Resolution No. 08-20-02 giving signature authorization to Timothy Karas, Superintendent/President from July 13, 2020 until rescinded.

**RESOLUTION NO. 08-20-02**

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**AUTHORIZATION TO SIGN ON BEHALF OF THE BOARD OF TRUSTEES**

Ukiah, California

August 12, 2020

Pursuant to the provisions of Education Code Sections 85230-85233 and 70902 (14) (d), and other legal provisions, the members of the Board of Trustees of the above-named school district hereby authorize the officer or employee whose name and specimen signature appear below to sign orders and other documents on behalf of the Board of Trustees of said community college district beginning July 13, 2020 until rescinded, subject to further Board actions limiting or extending this authority and notification to the County Superintendent of Schools and the County Auditor of such action.

**TIMOTHY KARAS**

IS AUTHORIZED TO SIGN THE  
FOLLOWING ON BEHALF OF  
THE BOARD OF TRUSTEES

\_\_\_\_\_  
Specimen Signature

Contracts of Employment	<u>X</u>
Payroll Orders	<u>X</u>
Purchase Orders	<u>X</u>
Warrants	<u>X</u>
Register of Warrants	<u>X</u>
Journal Voucher Request	<u>X</u>
Board Minutes	<u>X</u>
Board Resolutions	<u>X</u>
Endorsements of Checks	<u>X</u>
Contracts	<u>X</u>
Bank Accounts	<u>X</u>
Approved Courses of Instruction and Curriculum	<u>X</u>

Signatures of a majority of the Board of Trustees:

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

ITEM NO: 6.4

DATE: August 12, 2020

SUBJECT: RESCIND ORIGINAL SIGNATURE AUTHORIZATION – RESOLUTION 08-19-02

**SYNOPSIS:**

Rescinding Board of Trustee signature authorization for Eileen Cichocki as Interim Superintendent/President in accordance with California Education Code Sections 85230-85233 dealing with authorization for and payment against District Funds.

**RECOMMENDATION:**

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

**ANALYSIS:**

Education Code Sections 85230-85233 authorizes the Board of Trustees to approve signature authorizations allowing District employees to approve payments against District funds.

Resolution 08-19-02 authorized Eileen Cichocki to sign orders and other documents on behalf of the Board of Trustees of said community college district beginning August 3, 2019 until rescinded. The hiring of a permanent Superintendent/President on July 13, 2020 created the need to rescind this signature authority. Assistant Superintendent/Vice President Cichocki will resume her previously approved signing authority as outlined in resolution 06-14-03 dated June 4, 2014.

*Reference Board Policy 2430, Delegation of Authority to the Superintendent/President*

**MOTION/ACTION:**

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby approve rescinding Resolution 08-19-02 which granted signature authorization to Eileen Cichocki as Interim Superintendent/President effective August 3, 2019.

ITEM NO: 6.5  
DATE August 12, 2020

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

New and/or revised board policies are presented for adoption.

RECOMMENDATION:

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

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.

Board Policy 3518 – Child Abuse Reporting - This legally required board policy was last revised in May 2010. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020. A copy of the approved administrative procedure has been included as information only.

Board Policy 3530 – Weapons on Campus - This legally required board policy was last revised in December 2009 and has been revised and updated under the direction of the Vice President of Academic Affairs. The policy was first reviewed by the President's Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 3570 – Use of Tobacco and Tobacco Related Products - This legally advised board policy was last revised in December 2009 and has been revised and updated under the direction of the Academic Senate President with input from the Classified Senate. The policy was first reviewed by the President's Policy Advisory Committee on May 7, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 5150 – Extended Opportunity Programs and Services - This new legally required board policy was developed using the League template under the direction of the Vice President of Student Services. The policy was first reviewed by the President's Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 5570 – Student Credit Card Solicitations - This legally required board policy was last revised in January 2015. The policy was first reviewed by the President’s Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 6540 – Insurance - This legally required board policy was last revised in August 2015 and has been revised and updated under the direction of the Vice President of Administrative Services. The policy was first reviewed by the President’s Policy Advisory Committee on May 7, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 6750 – Parking - This legally required board policy was last revised in May 2009 and has been revised and updated under the direction of the Director of Facilities. The policy was first reviewed by the President’s Policy Advisory Committee on May 7, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 6900 – Bookstore - This new legally required board policy was created under the direction of the Vice President of Academic Affairs using the League template as a guide. The policy was first reviewed by the President’s Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 3518, Board Policy 3530, Board Policy 3570, Board Policy 5150, Board Policy 5570, Board Policy 6540, Board Policy 6750 and Board Policy 6900 as presented.

**CHILD ABUSE REPORTING**

The Superintendent/President **or designee** shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report known or suspected abuse and neglect of children.

Reference: Family Code Sections ~~7802, 7807, 7808, 7820-7829~~, **7820-7827**, 7890, **and** 7892  
Welfare and Institutions Code Sections 300, 318, **and 601**;  
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, ~~601~~, 647a, **and**  
11164-11174.3;





# ADMINISTRATIVE PROCEDURES

No. 3518.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CHILD ABUSE REPORTING

The Mendocino-Lake Community College District recognizes the responsibility of its staff, within the scope of employment or in their professional capacity, to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

### Definition

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment of a person under the age of 18 years. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Sections 11165).

### Reasonable Suspicion

A person has a “reasonable suspicion” when “it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate, their training and experience, to suspect child abuse or neglect.” (Penal Code Section 11166 subdivision [a]).

The following warning signals are sufficient to presume abuse: fractures; lacerations; bruises that cannot be explained or explanations that are not compatible with the injury; unexplained or implausibly explained burns and/or facial injuries; self-destructive behavior; extreme fear or withdrawn behavior around others; complaints by the child of being sexually molested; indications by the child of pain from an inflicted injury; and/or suspicion of substantial neglect.

### Mandated Reporters

The following employees of the District and other persons designated pursuant to Penal code Section 11165.7 are “mandated reporters” and are required to report instances of suspected child abuse or neglect where they have a reasonable suspicion of the abuse or neglect (see the definition of reasonable suspicion above):

- ✓ Administrators, Supervisors, and Confidential staff
- ✓ Faculty
- ✓ Classified staff
- ✓ Temp/hourly staff

Volunteers are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and to report suspected abuse or neglect of a child.

Adopted: March 3, 1982  
Revised: March 9, 2010 – through PPAC  
May 14, 2010 – by College Counsel  
May 7, 2020

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## **Reporting**

Mandated reporters must report immediately (or as soon as possible) by phone any reasonable suspicion of child abuse to a police, sheriff or local child protective agency and follow up with a written report within 36 hours of receiving the information concerning the incident. The written report may be mailed or submitted by fax or electronic submission.

Reports may be made with the Department of Social Services:

- Mendocino County – 866.236.0368 (no charge to the calling party)
- Lake County – 707.262.0235 or 800.386.4090 (no charge to the calling party)

Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer (Penal Code Section 11166(i)(2)). See “Failure to Report” section below.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)).

Child abuse reporting forms shall be available in the Student Services Office.

## **Notice and Release of Information**

When the Superintendent/President, or designee, releases a minor student to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and student consent is not required for release of student information under the Family Education Rights and Privacy Act. (Education Code Sections 76200 et seq.). Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

## **Failure to Report**

A mandated reporter who fails to make a required report, in accordance with the guidelines provided above, is guilty of a misdemeanor punishable by up to six months in jail and/or up

*Adopted: March 3, 1982*  
*Revised: March 9, 2010 – through PPAC*  
*May 14, 2010 – by College Counsel*  
*May 7, 2020*

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to a \$1,000 fine (Penal Code Section 11172 subdivision (e)).

### **District Responsibilities**

The Mendocino-Lake Community College District will provide copies of this Administrative Procedure to employees to inform them of their mandated reporter obligations and their confidentiality rights, per Penal Code Sections 11166 and 11167(d). Employees will be asked to sign and return a statement to the District acknowledging receipt of and compliance with these statutory procedures which will be retained by the District. Per Penal Code Section 11166.5, Penal Code Sections 11165.7, 11166, and 11167 are available to employees on the District website with this procedure.

Reference:     Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892  
                  Welfare and Institutions Code Sections 300, 318, and 601;  
                  Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289,  
                  647a, and 11164- 11174.3;

*Adopted:           March 3, 1982*  
*Revised:           March 9, 2010 – through PPAC*  
*May 14, 2010 – by College Counsel*  
*May 7, 2020*

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# BOARD POLICY

No. 324 **3530**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## WEAPONS PROHIBITED ON CAMPUS

**Firearms or other weapons shall be prohibited on any campus or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.**

All firearms, knives, explosives, tasers, stun guns or any other weapons, or any simulated weapons are prohibited on all District facilities. Prohibited knives include any dirk, dagger, ice pick, switchblade, razor with an unguarded blade or knife with a fixed blade longer than 2 ½ inches.

This prohibition also applies to individuals who possess a concealed weapons permit unless the weapon is an unloaded firearm that is located within the locked trunk of a motor vehicle.

### Exceptions:

- A weapon possessed by a District employee that is used for a lawful purpose as an approved part of the employee's job responsibilities.
- A weapon approved by the Vice President of Education and Student Services as instructional equipment.
- A weapon in the possession of a duly appointed law enforcement officer, or a member of the military on official duty or security guards licensed to carry the weapon.
- Any other exception required by law.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or at a District facility shall notify the Superintendent/President or designee prior to bringing the weapon on site.

Reference: Penal Code Sections 626.9 and 626.10



# ADMINISTRATIVE PROCEDURES

No. 3530.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## WEAPONS ON CAMPUS

All firearms, knives, explosives, tasers, stun guns or any other weapons, or any simulated weapons are prohibited on all District facilities. Prohibited knives include any dirk, dagger, ice pick, switchblade, razor with an unguarded blade or knife with a fixed blade longer than 2 ½ inches.

This prohibition also applies to individuals who possess a concealed weapons permit unless the weapon is an unloaded firearm that is located within the locked trunk of a motor vehicle.

### Exceptions:

- A weapon possessed by a District employee that is used for a lawful purpose as an approved part of the employee's job responsibilities.
- A weapon approved by the Vice President of Academic Affairs as instructional equipment.
- A weapon in the possession of a duly appointed law enforcement officer, or a member of the military on official duty or security guards licensed to carry the weapon.
- Any other exception required by law.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or at a District facility shall notify the Superintendent/President or designee prior to bringing the weapon on site.

References: Penal Code Sections 626.9 and 626.10



# BOARD POLICY

No. 305 **3570**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## USE OF TOBACCO AND TOBACCO-RELATED PRODUCTS ~~USE ON CAMPUS~~

It is the policy of the Board of Trustees of the Mendocino-Lake Community College District to promote a safe and healthy environment for students, staff and visitors at its campuses, centers and other off-campus sites by reducing the health risks associated with tobacco smoke and related products.

To meet that obligation, ~~smoking will only be permitted in specific designated areas. (See Administrative Procedure 305.1 for locations of designated areas.)~~ **the use of all tobacco and tobacco-related products on Mendocino-Lake Community College District properties will be restricted to the specifically designated areas noted in Administrative Procedure 3570.1.**

**In addition, the Mendocino-Lake Community College District will provide education and support services for students and staff focused on smoking cessation and eliminating the use of tobacco and tobacco-related products.**

~~Smoking and tobacco use of any kind are prohibited on the Pt. Arena Field Station property. This includes cigarettes, cigars, pipe tobacco, smokeless tobacco (chewing), snuff or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion.~~

Also see **Board Policy 511, Alcohol and Illegal Drugs 3550. Drug Free Environment and Drug Prevention Program.**

Reference: Government Code **Section 7597.1**  
**Board of Governors of the California Community Colleges resolution dated May 14, 2018**

*Adopted: December 2, 1978*

*Revised: July 2, 1986*

*April 10, 1991*

*January 5, 1994*

*December 9, 2009*

*December 6, 1989*

*June 3, 1992*

*April 7, 2004*

*May 2020*

*Page 1 of 1*



# ADMINISTRATIVE PROCEDURES

No. 3570.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## USE OF TOBACCO AND TOBACCO-RELATED PRODUCTS

Student, employee, and visitor health is a primary concern of the Mendocino-Lake Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the District, in accordance with State law, bans smoking/tobacco usage within all campus buildings and in college-leased and college-occupied buildings.

The use of all tobacco and tobacco-related products is prohibited at all Mendocino-Lake Community College District properties except in the specifically designated areas. These procedures also apply to events held on campus by external agencies as defined by the Civic Center Act. Further, the use of tobacco-related products is banned in all College vehicles.

Tobacco and tobacco-related products include all of the following and anything similar:

- Cigarettes,
- Cigars and little cigars,
- Chewing tobacco, smokeless tobacco, snuff, pipe and pipe tobacco,
- Any electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers)

Designated tobacco and tobacco-related products use areas:

### Ukiah Campus:

- The area marked between the Lowery Student Center and the Vocational Education and Technical Center
- The area marked adjacent to the public bus stop

### North County, Lake and Coast Centers:

- The area marked adjacent to the parking lots

### Coastal Field Station:

- The use of tobacco and tobacco-related products is prohibited on the entire property

Notification of the specifically designated tobacco and tobacco-related use areas will be published on the college website and all campus maps. The designated areas will be clearly marked and clear signs will direct users to these areas.

Implementation of the tobacco use policy will be the shared responsibility of every student, faculty member, staff person and visitor. Violations will be addressed via Board Policy 5500 and Administrative Procedure 5500.1 Standards of Student Conduct, Board Policy 302 District Code of Ethics, and Government Code 7597.

*Adopted: July 2, 1986*

*Page 1 of 2*

*Revised: December 6, 1989*

*April 10, 1991*

*June 3, 1992*

*January 5, 1994*

*April 10, 2002*

*April 7, 2004*

*December 15, 2009*

*May 21, 2020*

Reference: Government Code Sections 7596, 7597, 7597.1 and 7598;  
Labor Code Section 6404.5;  
Health and Safety Code Section 104495;  
Title 8 Section 5148

Also see Board Policy 3550 Drug Free Environment and Drug Prevention Program

*Adopted: July 2, 1986*  
*Revised: December 6, 1989      April 10, 1991*  
*June 3, 1992      January 5, 1994*  
*April 10, 2002      April 7, 2004*  
*December 15, 2009      May 21, 2020*

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**NEW****EXTENDED OPPORTUNITY PROGRAMS & SERVICES**

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) program is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President or designee shall assure that the EOPS program conforms to all requirements established by the relevant laws and regulations.

References: Education Code Sections 69640–69656;  
Title 5 Sections 56200 et seq.



# ADMINISTRATIVE PROCEDURES

No. 5150.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

### **Staffing and Program Management:**

The College will maintain an appropriate level of staffing to meet program regulations and appropriately address student needs. Program staff may include a director, academic counselors and other staff necessary to support students. The Extended Opportunities Programs and Services (EOPS) and its related Cooperative Agencies Resources for Education (CARE) program are under the supervision of the Director of Financial Aid & EOPS.

### **Documentation and Data Collection:**

The Director of Financial Aid & EOPS, working collaboratively with assigned staff, will develop and utilize a filing system and appropriate electronic database(s) to monitor and track students who are participants in the program. This information will be used for tracking student eligibility, academic progress, and services received, which is submitted to the Chancellor's Office each semester.

### **EOPS/CARE Advisory Committee:**

EOPS/CARE will establish and maintain an Advisory Committee chaired by the Director of Financial Aid & EOPS. The Advisory Committee may include representatives from students, college personnel, local high schools, community and business sectors, and four-year colleges. At a minimum, the Advisory Committee will meet once each semester.

### **Full-time Director:**

The College will adhere to the Chancellor's Office guidance on maintaining a full-time EOPS director. When available, a waiver may be submitted to meet program requirements.

### **The Eligibility Criteria for EOPS:**

The Director of Financial Aid & EOPS, working collaboratively with program staff, will ensure that all EOPS/CARE participants have met the eligibility criteria established by state regulations. The participant's file will contain required documentation to demonstrate the participant's eligibility for the program.

The following are the basic eligibility criteria for the EOPS Program:

- California resident of AB540 student
- Enrolled in 12 or more units at Mendocino College
- Eligible for California College Promise Grant (Fee Waiver) A or B
- Must not have completed more than 60 degree –applicable units
- Must not have completed an Associate degree

#### **Student Responsibility Requirements:**

- Attend an EOPS Orientation
- Complete three counselor contacts each semester
- Maintain a current Student Educational Plan
- Maintain at least a 2.0 grade point average

The Director of Financial Aid & EOPS and program staff will monitor participant's progress toward meeting the established responsibilities. The Director of Financial Aid & EOPS, in accordance with Chancellor's Office guidelines, is authorized to suspend and/or terminate program services to participants who are not meeting the responsibility standards.

#### **Recruitment and Outreach Services:**

Throughout the year, EOPS/CARE staff will conduct various outreach activities (i.e., presentations, workshops, one-on-one information sessions) at local high schools, at various community organizations and events, and on campus.

#### **Cognitive and Non-cognitive Assessment, Advising, Orientation Services, and Registration Assistance:**

The EOPS/CARE program will offer services that go above and beyond normal college-wide activities by providing specialized one-on-one counseling assistance, an EOPS/CARE orientation, and priority enrollment for EOPS/CARE participants. In addition, students who indicate the need for further learning needs assessment will be referred to the Disability Resource Center for further assistance.

#### **Basic Skills Instruction, Seminars, and Tutorial Assistance:**

Basic Skills may be offered on a limited basis at Mendocino College, but are not required. Student success seminars are offered during continuing student update seminars and workshops are offered by multiple departments within the College throughout the year, with access provided to EOPS/CARE participants. All EOPS/CARE participants are eligible to receive one-on-one tutorial assistance provided through the Learning Center, dependent on funding.

#### **Counseling and Retention Services:**

The EOPS/CARE program will provide specialized counseling services to assist participants with academic, personal, career, and transfer support. As part of these services, participants will be required to complete an education plan that is kept on file with the EOPS/CARE program.

The EOPS/CARE program will also provide appropriate services and activities to assist with student retention. Such services can include the textbook lending library, priority registration, college visits, school supplies, fee waivers for university applications, tutoring services, and graduation regalia for graduating participants. The CARE program will also provide participants with child care grants, student success workshops, food assistance, and transportation assistance.

#### **Career Employment Services:**

Mendocino College operates the Career Hub, which offers career advisement and employment support to students. EOPS/CARE refers students to the center for career and employment information or assistance.

**Transfer Services:**

EOPS/CARE counseling staff will provide participants with transfer assistance, such as: major identification; college searches; application assistance; university fee waivers; letters of recommendation; and other approved transfer services as needed to assist in successful transition. EOPS/CARE will work collaboratively with other categorical programs and campus resources to provide services and activities that support student transfer.

**Direct Aid:**

The EOPS/CARE program may provide students with direct aid in the form of a grant or textbook lending library each semester. The EOPS/CARE program may also provide funding for other out-of-pocket educational expenses, such as required classroom materials, university application fees, Phi Theta Kappa membership costs, among others, if funding is available.

Additionally, CARE participants may receive food assistance, gas cards, and a child care grant to cover out-of-pocket childcare expenses, upon available funding.

**Establishment of objectives to achieve the goals in implementing EOPS/CARE:**

Working collaboratively program staff, the Director of Financial Aid & EOPS will establish annual goals and service area outcomes (SAO) designed to assist in implementing the EOPS/CARE program according to state regulations and standards. The director will monitor progress toward achieving these goals and SAOs and submit an annual status report to the appropriate administrator through the established Program Review process.

**Review and evaluation of the programs and services and submission of related reports:**

Director of Financial Aid & EOPS will collect data and conduct student surveys throughout the year, as appropriate, to enable the program to meet all its reporting requirements. The Director of Financial Aid & EOPS, working collaboratively with other departments and the Vice President of Student Services will submit all required Chancellor's Office reports and budget forms in a timely manner so as to meet the appropriate deadlines.

References: Educational Code Sections 69640-69656;  
Title 5 Sections 55751-56200 et. seq.



**SOLICITATION OF FUNDS AND STUDENT CREDIT CARDS SOLICITATIONS**

~~The use of District resources to solicit funds from students or staff for purposes other than authorized College activities shall be prohibited.~~

~~Exceptions may be made by the Superintendent/President for approved not-for-profit organizations not affiliated with the College. (Also see Administrative Procedure 311.1 Computer Use)~~

~~Credit card companies shall be prohibited from soliciting student credit cards on all District facilities.~~

**The Superintendent/President or designee shall establish procedures that regulate the solicitation of student credit cards on campus.**

References:            Education Code 99030  
                              Title 5, Section 54400;  
                              Civil Code Section 1747.02(m);



# ADMINISTRATIVE PROCEDURES

No. 5570.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CREDIT CARD SOLICITATIONS

Student credit cards may be marketed only with authorization by the Superintendent/President or designee and only at sites designated by campus administration.

Marketers of student credit cards are prohibited from offering gifts to students for filing out credit card applications.

Credit card and debt education information provided by nonprofit credit counseling organizations shall be available at the table of the company promoting the services.

References:            Education Code 99030;  
                             Title 5, Section 54400;  
                             Civil Code Section 1747.02(m)



# BOARD POLICY

No. 6540

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## INSURANCE

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

~~See Administrative Procedure #6540.1~~

References: Education Code: 70902, 72502, 72506, 81601 et. seq.

*Adopted: December 19, 1978*  
*Revised: July 2, 2008*  
*August 12, 2015*  
*May 2020*

Page 1 of 1



# ADMINISTRATIVE PROCEDURES

No. 6540.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## INSURANCE

As required by law, the District must provide the following forms of insurance:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers, employees and volunteers of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his/her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for District vehicles
- Insurance against “other perils” as outlined in Education Code Section 81601
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits

References: Education Code Sections 70902, 72502, and 81601 et seq.





# BOARD POLICY

No. ~~617~~ **6750**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **PARKING AND TRAFFIC POLICY**

The Board of Trustees of the Mendocino-Lake Community College District authorizes the Superintendent/President to develop procedures for parking and traffic to ensure the safety and welfare of its students, staff, and property. In addition to District policies and procedures, all of the general and criminal laws of the State are declared to be in full force and effect within areas under the jurisdiction of this District, and all persons are responsible for compliance with these laws.

The Superintendent/President shall have the authority to designate an individual or individuals to provide for enforcement of said procedures.

**The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the District properties. No person shall drive any vehicle or leave any vehicle unattended on campus except in accordance with such procedures.**

**Parking fees may be established in accordance with these board policies (See BP 5030 Fees).**

References: Education Code 76360;  
Vehicle Code Section 21113 **and 40220**



# ADMINISTRATIVE PROCEDURES

No 6750.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PARKING

These procedures are intended to promote safe and orderly movement of traffic within District property and for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113, the District will enforce these procedures by contacting local law enforcement to issue citations.

References:            Education Code 76360;  
                             Vehicle Code Sections 21113 and 40220



# BOARD POLICY

No 6900

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

**NEW**

## BOOKSTORE

College bookstore shall be established and operated by either the District or by a qualified vendor.

College bookstore shall comply with the requirements of the Reader Privacy Act.

### **If the District is to provide bookstore services:**

Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board.

### **If a qualified vendor is to provide bookstore services:**

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.

References: Education Code Section 81676;  
Civil Code Section 1798.90

SUBJECT: BOARD POLICY DELETIONS – SECOND READING

SYNOPSIS:

Board policies are presented for review and possible deletion.

ANALYSIS:

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

Board Policy 503 – Exams and Grading - The information included in this board policy has now been incorporated into Administrative Procedure 4230.2 – Grading and Methods of Evaluation and therefore the policy is recommended for deletion. The request for deletion was first reviewed by the President's Policy Advisory Committee on April 24, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 7, 2020. A copy of the approved administrative procedure is included as information only.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 503 as presented.



# BOARD POLICY

No. 503

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## EXAMINATIONS AND GRADING

The Board of Trustees recognizes that effective evaluation of students through a system of grades and other methods of feedback is essential for their academic progress and success. Student evaluation methods should reflect the goals and mission of the college. The Board authorizes the Academic Senate Curriculum Committee to insure that an equitable, effective, and meaningful system of student evaluation and grading is maintained for all courses offered by the college in accordance with the uniform grading practices set forth in Title 5, Sections 55751-55756; 55758-55765, pursuant to Education Code Sections 70901, 76000, and 76224.

Grades shall be given to students in all credit classes at Mendocino College. Grades should accurately reflect students' progress during the course and their cumulative, overall performance upon completion of the course.

Evaluation of students' abilities, skills, progress, learning, and performance in classes shall include assignments that provide effective evaluative feedback throughout the duration of a course. In addition, methods of evaluation shall be varied wherever possible to support students' diverse learning styles and educational strengths and weaknesses. Appropriate and reasonable accommodations must be provided to students with documented disabilities who are registered with the Disabled Student Services.

Instructors shall clearly inform students during the first week of class, in writing, exactly what criteria will be used for evaluation and grading purposes and how assignments will be weighted in arriving at final course grades.

Students shall receive timely feedback about their performance on all required assignments so that they have the necessary information to maintain a desired level of performance or to take appropriate steps to improve performance as warranted.

Instructors shall be available to advise, consult with, and assist students in optimizing their academic performance and reaching their educational goals.

Educational Code Sections 70901, 76000, 76224  
Title 5 Sections 55751-55756; 55758-55765

*Date Adopted:* December 19, 1978  
*Revised:* August 7, 2002



# ADMINISTRATIVE PROCEDURES

No. 4230.2

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## GRADING AND METHODS OF EVALUATION

The Board of Trustees recognizes that effective evaluation of students through a system of grades and other methods of feedback is essential for their academic progress and success. Student evaluation methods should reflect the goals and mission of the college. The Board authorizes the Academic Senate Curriculum Committee to insure that an equitable, effective, and meaningful system of student evaluation and grading is maintained for all courses offered by the college.

Grades shall be given to students in all credit classes at Mendocino College. Grades should accurately reflect students' progress during the course and their cumulative, overall performance upon completion of the course.

Evaluation of students' abilities, skills, progress, learning, and performance in classes shall include assignments that provide effective evaluative feedback throughout the duration of a course. In addition, methods of evaluation shall be varied wherever possible to support students' diverse learning styles and educational strengths and weaknesses. Appropriate and reasonable accommodations must be provided to students with documented disabilities as recommended by the Disability Resource Center.

Instructors shall clearly inform students during the first week of class, in writing on a syllabus, exactly what criteria will be used for evaluation and grading purposes and how assignments will be weighted in arriving at final course grades.

Students shall receive timely feedback about their performance on all required assignments so that they have the necessary information to maintain a desired level of performance or to take appropriate steps to improve performance as warranted.

Instructors shall be available to advise, consult with, and assist students in optimizing their academic performance and reaching their educational goals.

References: Educational Code Sections 70901, 76000, 76224  
Title 5 Sections 55751-55756; 55758-55765

SUBJECT: COLLEGE AND CAREERS ACCESS PATHWAYS (CCAP)  
PARTNERSHIP AGREEMENT – SECOND READING

SYNOPSIS:

New College and Careers Access Pathways (CCAP) Partnership Agreement is presented for approval.

RECOMMENDATION:

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

ANALYSIS:

CCAP agreements came about from AB 288 passed in 2015. They are agreements between governing boards of community college districts and K-12 districts. The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

CCAP agreements allow for students to enroll in up to 15 units per term; classes do not have to be open to the public; classes must be part of a pathway; agreements must be presented to the governing board twice at subsequent meetings and submitted to the Chancellor's Office for approval; and there are additional reporting requirements including data sharing agreements.

In adopting the attached CCAP agreement, the Governing Boards of Mendocino-Lake Community College District and Fort Bragg Unified School District certify compliance with the following regulations required for the adoption of said CCAP agreement:

- 1) CCAP agreements shall be presented as an information item at an open public meeting of each governing board EC §76004 (b).
- 2) The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP agreement.

*Reference Board Policy 5010, Admission, Enrollment and Attendance  
Administrative Procedure 5011.2, Admission and Concurrent Enrollment of High School and Other Young Students – College and Career Access Pathways*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the CCAP Agreement with Fort Bragg Unified School District.

**College and Careers Access Pathways Partnership (CCAP) Agreement Between  
Mendocino-Lake Community College District and Fort Bragg Unified School District**

Agreement No:

Dated:

**I. RECITALS**

Whereas, Assembly Bill No. 288, approved by the Governor and filed with the Secretary of State on October 5th, 2015 allows the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness,

And whereas, allowing a greater and more varied segment of high school pupils to take community college courses can provide numerous benefits, such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for credit, college level courses,

And whereas, through dual enrollment partnerships, school districts and community college districts can create clear pathways of aligned, sequenced coursework that will allow students to more easily and successfully transition to for credit, college level coursework leading to an associate degree, transfer to the University of California or the California State University, or to a program leading to a career technical education credential or certificate,

The Mendocino-Lake Community College District (MLCCD) and Fort Bragg Unified School District (FBUSD) have entered into the following agreement.

**II. LEGAL AUTHORITY AND ADOPTION**

Assembly Bill 288 authorizes a community college district and a high school district to enter into a CCAP partnership provided that both districts have approved a CCAP Partnership Agreement which shall govern the partnership.

In adopting this CCAP Partnership Agreement, the governing boards of the Mendocino-Lake Community College District and the Fort Bragg Unified School District, certify compliance with the following regulations required for the adoption of a CCAP Partnership Agreement:

CCAP Partnership agreements shall be presented as an informational item at an open public meeting of each governing board EC § 76004(b).

- The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP Partnership Agreement.

Furthermore, the governing boards of Mendocino-Lake Community College District and Fort Bragg Unified School District agree that a copy of this CCAP Partnership Agreement shall be filed with the Chancellor's Office of the California Community Colleges, with the understanding that the



Chancellor of the California Community Colleges may void this CCAP Partnership Agreement if it is determined to not comply with the intent of the requirements of EC § 76004.

### III. TERMS

a. Number of students served

Under this partnership, agreement up to a maximum of 250 School students will be served annually, with the college claiming up to a maximum of 50 FTES annually.

b. Assessment of students

The assessment of the pupil's ability to benefit from participation in courses offered under the agreement shall be made by the Fort Bragg Unified School District high school principal or the principal's designee. Only students whom are deemed, by the principal or the principal's designee, to have the ability to benefit from participation in the CCAP courses will be eligible to enroll in courses authorized through the CCAP. Furthermore, Mendocino-Lake Community College District reserves the right to require that students participating in the CCAP meet the course prerequisites or co-requisites, as described in the college catalog, for courses included in the CCAP.

c. Pathway/Course Offerings

\*Additional pathway/course offerings may be considered, including those from CSU/IGETC GE and CTE course lists.

The courses to be offered shall include college readiness, career and technical education, general education, basic skills, and transfer pathway courses. Courses shall be offered on one or more Fort Bragg Unified School District campuses during the school day. The pathways which may be offered under this agreement include:

Career Technical Education (CTE) pathway courses which are part of a degree or certificate outlined in the Mendocino College Catalog and are considered core requirements for a specific CTE area including CTE pathways listed in APPENDIX I (see *Degrees and Certificates Offered at MCC* for a complete list).

General education breadth courses needed for an AA or AS degree which also satisfy CSU and UC system transfer pathways as denoted in the Mendocino College Catalog for areas A through E and basic skill courses, including courses listed in APPENDIX I.

d. Information Sharing

MLCCD shall provide FBUSD with the student's final grade for all coursework undertaken as part of a CCAP agreement so that the high school may determine the appropriate number of high school credits to be awarded, if any. FBUSD shall provide MLCCD with transcripts for all students participating in the CCAP and high school graduation rates among students participating in the CCAP.

e. Points of Contact

The point of contact regarding the provisions of this agreement, for the MLCCD, shall be the MLCCD Vice President of Academic Affairs, Debra Polak. The point of contact regarding the provisions of this agreement, for Fort Bragg Unified School District, shall be the FBUSD Superintendent, Rebecca Walker, Fort Bragg Unified School District. The point of contact regarding implementation and administration of the CCAP shall be the Dean of Centers, or designee, at Mendocino College, Amanda Xu, and the Principal, or designee, at one or more

high school sites of Fort Bragg Unified School District. The following is specific contact information

1. Vice President of Academic Affairs, Debra Polak  
Mendocino-Lake Community College District  
1000 Hensley Creek Rd. Ukiah CA 95482  
EMAIL dpolak@mendocino.edu  
PHONE 707-468-3068

2. Superintendent, Rebecca Walker  
Fort Bragg Unified School District  
312 S Lincoln St, Fort Bragg, CA 95437  
EMAIL bwalker@fbusd.us  
PHONE 707.961.2850 ext. 3525

3. Principal, Bruce Triplett  
Fort Bragg Unified School District  
312 S Lincoln St, Fort Bragg, CA 95437  
EMAIL btriplett@fbusd.us  
PHONE 707-961-3700

4. Dean of Centers, Amanda Xu  
Mendocino-Laker Community College District  
1000 Hensley Creek Rd. Ukiah CA 95482  
EMAIL axu@mendocino.edu  
PHONE 707-468-3605 or 707-468-3613

- f. Employer of Record  
MLCCD shall be the employer of record for purposes of assignment monitoring and reporting. (See section XII a. of this agreement for guidance regarding instructors that are not paid employees of the community college district).
- g. Teacher Quality Mandates  
Fort Bragg Unified School District shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

#### IV. CERTIFICATIONS

MLCCD shall insure that:

- a. any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in EC § 87010, or any controlled substance offense as defined in EC § 87011
- b. that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus
- c. that a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus

- d. that a community college course that is oversubscribed or has a waiting list shall not be offered in the AB 288 CCAP Partnership Agreement

FBUSD shall insure that:

- a. any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus

## V. ENROLLMENT

- a. MLCCD shall grant priority enrollment and registration, that is equivalent to the priority assigned to a student attending a middle college high school as described in EC § 11300 and consistent with provisions in EC § 76001(e), to a pupil seeking to enroll in a Mendocino College course that is required for the pupil's CCAP partnership program.
- b. MLCCD shall limit enrollment in community college courses offered at one or more Fort Bragg Unified School District high school campuses during the regular school day solely to eligible high school students.
- c. Mendocino-Lake Community College District may allow a special part-time student participating in the AB 288 CCAP Partnership to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (EC § 76004(p)):
  - i. The units constitute no more than four community college courses per term,
  - ii. The units are part of an academic program that is part of a CCAP partnership agreement,
  - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

## VI. STUDENT FEES

- a. High school pupils enrolled in courses offered through this CCAP agreement shall not be assessed or charged a fee prohibited by EC § 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. EC §§ 49010 et seq.; 76004(f)
- b. High school pupils enrolled in courses offered through this CCAP Partnership Agreement, that are properly classified as having "special part-time student" status as described by EC § 76004(p), shall be exempt from the following community college fee requirements [EC § 76004(q)]:
  - i. Student Representation Fee. EC § 76060.5
  - ii. Nonresident Tuition Fee. EC § 76140 6
  - iii. Transcript Fees. EC § 76223
  - iv. Course Enrollment Fees. EC § 76300
  - v. Health Services Fees

## VII. STATE APPORTIONMENT

MLCCD and FBUSD agree that:

- a. A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. EC § 76004(r)
- b. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to a CCAP agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to EC § 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. EC § 76004(s)

### VIII. REPORTING

MLCCD, in conjunction with FBUSD, shall report annually to the State Chancellor's Office all of the following information:

- a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants

### IX. CTE PROGRAMS

MLCCD, prior to establishing a vocational or occupational training program (career technical education programs) with FBUSD, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. EC § 78015 et seq.

### X. RESPONSIBILITIES

- a. Instruction and Educational Program  
MLCCD shall be responsible for the educational program(s) and for the content and instruction of the courses offered through the CCAP.
- b. Facilities  
FBUSD shall be responsible for the provision of the facilities for courses offered on one or more Fort Bragg Unified School District campuses as part of this CCAP.
- c. Books and Supplies  
MLCCD and FBUSD shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.

d. Support Services

FBUSD and MLCCD will share responsibility for insuring that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

*Table #1: Responsibilities under MLCCD and FBUSD CCAP Partnership Agreement*

	Mendocino-Lake Community College District	Fort Bragg Unified School District	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on Fort Bragg Unified School District campuses during the school day in FBUSD facilities.
Instruction and Educational Program	x		CCAP participants will take Mendocino College courses which shall include college readiness, career and technical education, general education, and transfer pathway courses.
Books		x	As a CCAP participant shall not be charged for textbooks, supplies, materials, and equipment needed to participate in the course, a source must be identified for providing books, supplies, materials and equipment prior to offering the course. In most instances instruction shall be provided by the college and books shall be provided by the high school. No CCAP course shall be offered without prior agreement between the college and the high school as to which organization shall be responsible for the provision of the textbooks, supplies, materials, and equipment needed by participants in the course.
Counseling and Guidance	x	x	Mendocino College and FBUSD Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.
Assessment and Placement	x	x	Mendocino College and FBUSD Schools shall collaborate to provide CCAP participants with appropriate assessment and placement services.

Tutoring	x		Mendocino College shall be responsible for the provision of tutoring for college course when appropriate.
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## XI. PROCEDURES, TERMS, AND CONDITIONS

### a. Enrollment Process and Period

Students will be added to the CCAP courses held on the Fort Bragg school campuses through registration conducted on site at Fort Bragg school campuses. CCAP students will be granted level 3 priority registration and may also enroll in additional college courses held outside of the normal school day (exp. online courses, summer school courses).

### b. Class Hours

The timing of the courses shall be set by mutual agreement between Mendocino College and Fort Bragg High School.

### c. Evaluation of Students

College faculty instructing the course shall be responsible for the supervision and evaluation of the students. FBUSD shall be responsible for assigning high school credit for the coursework CCAP students complete where appropriate.

### d. Course timing and length

MLCCD shall insure that: the appropriate number of class hours are scheduled to meet the performance objectives of the course; the enrollment period for each CCAP course falls within the normal school day within which courses are offered at one or more Fort Bragg school high school campuses; and that high school students participating in the CCAP are not required to attend class on dates in which the high school is not in session. The high school may require students to attend class on dates in which the college is not in session. Instruction may not be scheduled on legal holidays. Under the circumstance that a CCAP class begins after the start of, or concludes prior to the end of the high school term, it will be the responsibility of FBUSD to arrange additional instruction if required by FBUSD. Scheduling classes outside of the Mendocino College term is at the sole discretion of MLCCD.

### e. Conduct and Discipline

CCAP participants shall comply with the standards of student conduct as described under Mendocino-Lake Community College District Board Policy (5500.1). These regulations are designed to represent reasonable standards of conduct. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The faculty shall be responsible for discipline within the classroom. Should the instructor need to remove a student from a class session they shall notify the principal or principal's designee at the appropriate FBUSD high school campus immediately.

## XII. CANCELLATION AND TERMINATION

The following agreement may be canceled by written notification from either district to the other district. Should the cancellation be made during a period when a CCAP course is being offered the cancellation will take effect prior to the subsequent term.

## XIII. INSTRUCTION FOR APPORTIONMENT

MLCCD shall provide documentation that instruction claimed for apportionment under this agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors shall provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity (as a general rule, faculty must be physically present in the classroom or lab or within line of sight of the students). Cal. Code Regs., Title 5, §§ 58050, 58051, 58056, 58058

- a. Where the instructor is not a paid employee of MLCCD, the district shall have an additional written agreement/contract with each instructor requiring student attendance and FTES be reported by the instructor as required by the college or community college district and stating that MLCCD has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., Title 5, § 58058(b).
- b. MLCCD shall demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
- c. Attendance at a MLCCD dual enrollment orientation is required for instructors of CCAP courses prior to each term that they teach a CCAP course.
- d. To claim Average Daily Attendance (ADA) for K12 funding, the K12 district must determine how many instructional minutes a student is offered and scheduled for, as well as that student's attendance during the K12 school day. If a high school student has been scheduled for the minimum instructional minutes per day under the immediate supervision and control of a certificated employee of the school district and has been offered a full schedule, the district may claim attendance towards apportionment for that student for each day the student attends at least some part of the instructional day at the high school. If that student then goes to a college course that meets the requirements to claim Full Time Equivalent Student (FTES), the college may also claim full apportionment for that student in that college course.

More information on apportionment is available here:

- The Budgeting and Funding sections of the Career Ladders Project Toolkit, Frequently Asked Questions: <http://www.careerladdersproject.org/areas-of-focus/pathways/ccccode/>
- Interview with Wendi McCaskill on Instructional Minutes: [http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1\\_Wendi-McCaskill\\_Interview\\_DETTOOLS.pdf](http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1_Wendi-McCaskill_Interview_DETTOOLS.pdf)
- Pages 40-42 of the CIO Manual: <http://curriculum.cccco.edu/Content/publicpagefiles/CIO%20Manual.pdf>

#### XIV. MINIMUM QUALIFICATIONS

Mendocino-Lake Community College District shall ensure that minimum qualifications for instructors teaching agreement / contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or community college district. Cal. Code Regs., Title 5, § 53410.

## XV. PUBLIC ACCESS

The districts acknowledge that enrollment in the courses described in this CCAP partnership agreement, which are offered during the school day at one or more FBUSD campuses, shall be limited to CCAP participants and shall not be open to the general public.

The districts further acknowledge that courses which are not part of this CCAP must continue to meet the following requirements:

- a. Courses which are not part of this CCAP agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites.
- b. Courses which are not covered by this CCAP agreement must be open to any person who has been admitted to the college and has met any applicable prerequisites. Cal. Code Regs., Title 5, §§ 51006, 58106,

Furthermore, the district policy on open enrollment (Cal. Code Regs., Title 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes. Cal. Code Regs., Title 5, § 51006,

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally. Cal. Code Regs., Title 5, § 58050(a)(1).

## XVI. CONSISTENCY, ATTENDANCE AND GRADES

MLCCD shall ensure that procedures are put into place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Cal. Code Regs., Title 5, § 55002, 58050(a)(5).

Permanent records of student attendance, grades, and achievement will be maintained by the college. Additional CCAP participant records which are maintained by the high school, such as students' GPA or high school graduation status, will be submitted on a schedule agreed upon between the college and FBUSD. Cal. Code Regs., Title 5, § 55021; 55040; 58030.

## XVII. FULL COMPENSATION / CERTIFICATION

MLCCD shall certify that it has not received full compensation, from any public or private agency, individual or group, for the direct education costs of the courses offered through this partnership agreement. EC § 84752; Cal. Code Regs., Title 5, § 58051.5. MLCCD shall obtain certification from the school district verifying that the instructional activity to be conducted will not be fully funded by other sources. EC § 84752; Cal. Code Regs., Title 5, § 58051.5.

## XVIII. DISTRICT BOUNDARIES

MLCCD and FBUSD agree that if the course(s) in this CCAP agreement will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et



seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

#### XIX. RECORD KEEPING AND COMPUTATION

MLCCD acknowledges that in all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs., Title 5, §§ 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

#### XX. ACCESS AND ACCOMMODATIONS

Upon identifying themselves to the instructor and the college, students with disabilities shall receive reasonable accommodation for learning and evaluation.

#### XXI. HOLD HARMLESS AGREEMENT AND INSURANCE

- a. To the fullest extent permitted by law, MLCCD shall indemnify and hold harmless FBUSD, its directors, officers and employees, from any and all liability claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of MLCCD or any of MLCCD's employees. FBUSD shall indemnify and hold harmless MLCCD, its directors, officers, and employees, from any and all liability, claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of FBUSD or any of FBUSD's employees. Neither party shall cover any negligent acts or omissions of the other. In the event of any such claim is made, or suit filed, both Parties shall give the other prompt written notice thereof, and each shall have the right to defend or settle. A Party that intends to seek an indemnity or hold harmless from the other Party shall notify the other Party in writing thereof, and within a reasonable time after the Party knows or becomes aware of any claim arising out of, resulting from or relating to this Agreement that may or has resulted in a loss, describing (if known or determinable) the pertinent circumstances, all entities and persons involved, and the amount(s) being claimed, and shall not settle or resolve the claim until it has notified the other Party of the claim in accordance with the provisions of this subsection and given the other Party an opportunity to participate in and consent to the settlement or resolution of the claim, which consent the other Party shall not unreasonably withhold.
- b. Without limiting the above indemnification provision and during the term of this Agreement, FBUSD shall obtain and maintain, and shall require their subcontractors to obtain and maintain, liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00) to cover any classroom incident, accident, or illness. Each Party's insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the other Parties, and shall be provided and maintained at the Party's own expense.
- c. FBUSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and FBUSD agree to add and include each other's officials, officers, employees, agents and volunteers as an additionally insured in each other's general liability insurance coverage, throughout the term of this Agreement. Each Party shall provide written notice to the other of any change to said coverage.

- d. The Parties mutually agree to notify one another of any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against any of the Parties, and, of any actual third party claim or lawsuit arising from or related to services under this Agreement.

**ACCEPTED AND AGREED TO:**  
**Fort Bragg Unified School District**  
**District**

**Mendocino-Lake Community College**

\_\_\_\_\_  
Rebecca Walker, Superintendent  
Date \_\_\_\_\_

\_\_\_\_\_  
Timothy Karas, Ed.D, Superintendent/President  
Date \_\_\_\_\_

**APPENDIX I: CCAP PROGRAMS AND CLASSES:**

Mendocino College Career Access Pathways

1. Administration of Justice
2. Agriculture – Sustainable Small Farms Management
3. Business – Business Management & Business Entrepreneurship
4. Child Development
5. Computer Science – Computer Applications and Office Administration
6. Culinary Arts Management
7. Digital Arts and Media
8. Fire Science
9. Nursing
10. Sustainable Construction & Energy Technology – Construction
11. Woodworking

Mendocino College- College and Career Success Courses

1. CCS 100 – Career Planning Success (1.5 – 3 units)
2. CCS 101 – Career and Life Planning (3 unit)

Mendocino College GE Courses for Transfer Pathway

1. ADJ 202 – Concepts of Criminal Law (3 units)
2. ART 207 – Survey of Western Art from Prehistory through the middle ages (3 units)
3. ART 208 – Survey of Western Art from Renaissance to the Contemporary Period (3 units)
4. AST 200 – Astronomy (3 units)
5. AST 200L – Astronomy Observation (1 unit)
6. COM 203 – Introduction to Public speaking (3 units)
7. CSC 201 – Computers and Computer Applications (3 Units)
8. ENG 200 – Reading and Composition (3 units)
9. HLH 200 – Health Education (3 units)
10. HST 202 – The United States to 1877 (3 units)
11. HST 203- The United States since 1865 (3 units)
12. HST 222- Native American History (3 units)
13. HST 250- Contemporary America: The People and the Issues (3 units)
14. MTH 200 Pre-calculus Mathematics (5 units)

15. MTH 220 – Statistics (4 units)
16. PSY 205- Introduction to Psychology (3 units)
17. SPN 200- Elementary Spanish I (4 units)
18. SPN 201- Elementary Spanish II (4 units)

Mendocino College Basic English and Math Courses PLUS\*

1. MTH 46 – Pre-College Mathematics (5 units)
2. MTH 79 – Mathematics for Technical Fields (3 units)
3. MTH 77 – Geometry (3 units)
4. MTH 80- Intermediate Algebra for STEM and Business Majors (5 Units)
5. MTH 121- Trigonometry (4 units)
6. MTH 178 – Applied Math (4 units)
7. ENG 12 – Intermediate Reading and Writing (5 units)
8. ENG 80 – Academic Reading and Writing (4 units)
9. ENG 85 – Accelerated Preparation for College Writing (4 units)

\*English and Math offerings include CSU transferable Math Classes for both STEM and non-STEM transfer pathways.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Executive Director of the Mendocino College Foundation is submitted as information.

ANALYSIS:

The annual AAFG flyer was recently distributed and provides the following highlights: The program began in 2007 with 1 student; in 2020 there were 71 recipients; the program has been going for 13 years and in that timeframe we have awarded 644 children an incentive to graduate from high school and attend Mendocino College; over \$644,000 raised in scholarship funds.

A basic overhaul of the Foundation's website has been completed and the donations page has been updated for easier use.

The Foundation's biennial gratitude report has been completed. The report has been distributed to every foundation donor during the reports timeframe; local city and county government officials; school districts and everyone highlighted in the report.

The Covid-19 Student Emergency Fund was created in mid-March to help students during the crisis. To date, the fund has distributed \$102,000 or 408, grants for \$250 each. The requests have slowed down considerably so the board voted to discontinue this fundraising campaign.

A perpetual scholarship for a student enrolled in the college's Alcohol and Other Drugs Program has been created to honor the life of Mr. Ned Walsh. Walsh worked as the Drug and Alcohol Administrator for the Mendocino County Public Health Department for 26 years. He and wife Suzanne raised two children and have called Ukiah home since 1979. He was proud of his work and deeply committed to connecting with his clients and colleagues in meaningful ways.

The Foundation Board voted to approve \$5,000 towards the Food Pantry. The fund recently ran out of funds. Over 200 students have utilized the grocery store gift card program since the beginning of the pandemic.

Foundation and District Staff have been working on an "Emergency Resources" flyer that will be distributed to all students, staff and the community. The flyer is a quick reference for people should they need help or assistance with wrap-around support services both on and off campus.

The next Foundation newsletter is in production and it's anticipated mailing date is September.

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:

As of this writing, Vice President Ginny Buccelli and I are finalizing the agenda for our annual Planning and Training Retreat to be held August 11th. We will review and discuss the regulations and legislation governing the Academic Senate, principles of the Academic Senate for California Community Colleges (ASCCC), and local governance and policy guidelines. We will also begin the planning process for our annual goals. It is anticipated the Academic Senate will focus on issues related to equity, social justice and structural racism. Included in our instructional content our focus is on how our decision making committees can address these issues with increased deliberation and intent.

I am pleased with Interim Superintendent/President Cichocki's announcement at the June BOT meeting that the High School Equivalent Program (HEP) has been awarded a new five-year grant. HEP has a significant positive impact on our community and students. The program has provided important services to an underrepresented population of students and at its core, HEP is grounded in equity and social justice.

The Academic Senate looks forward to continued collegial and cooperative work with the administration and Board, particularly as we embark on a new chapter in Eagle History. On behalf of the faculty, I welcome Dr. Karas to MLCCD.

*Classified Senate:*

The following report was submitted by Classified Senate President Mayra Sanchez:

First and foremost, the Classified Senate membership would like to welcome Superintendent/President Karas to Mendocino College. The Classified Senate President and Vice President recently held their first meeting with him and we are excited and looking forward to working together in the future.

The Classified Senate was able to meet during the summer using zoom technology. During one of our meetings, we were able to nominate and elect new officers as well as adding new members to our membership roster. We would like to extend a warm welcome to our new and continuing participants in the classified senate. Our current leadership group consists of:

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

The Classified Senate leadership and membership look forward to working with all of the campus constituent groups to provide the best service for all of our Mendocino College students.

**Management Team:**

The following report was submitted by Management Team President Janelle Bird:

The Management Team is pleased to welcome Tim Karas as our new Superintendent/President. We look forward to working with Tim and are excited about the wealth of knowledge he brings to our institution with his extensive background in higher education.

Over the past few months our group has been busy keeping projects moving forward as we continue to work in our remote settings due to COVID-19. We are excited to kick off the fall semester and although we are sorry we aren't able to welcome our students with our typical WOW events; we are looking forward to a partial re-opening that will allow for some of us to get back to campus to assist students as they prepare for the upcoming term. We appreciate the District's thoughtful and collaborative efforts as they make decisions about how best to continue delivering service and academic excellence to our students given the current situation.

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

ITEM NO: 9.1  
DATE: August 12, 2020

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:

- A presentation on the Disabled Student Programs and Services (DSPS)
- Diversity Training for Board members
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- What are the plans for the Fire Recovery and Construction Program grant?
- General information about advisory committees
- A workshop or presentation on the next phase plans for the three centers
- Additional information on the Coastal Field Station programs