

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

**December 11, 2019 – 4:00 PM**

**Mendocino College – 1000 Hensley Creek Road, Ukiah, CA 95482**

**CALL TO ORDER /PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA AND MINUTES**

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on November 13, 2019.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**2. CLOSED SESSION**

- 2.1 Collective Bargaining/Meet and Confer – Pursuant to Government Code section 54957.6  
Designated Representatives: Cichocki, Polak, Velasco and Marin  
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case  
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.4 Public Employment – Pursuant to Government Code section 54957  
Title: Superintendent/President

**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 time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**3. ANNUAL ORGANIZATIONAL MEETING**

- 3.1 Election of Officers  
The Board of Trustees will elect officers for the 2020 year
- 3.2 Meeting Dates and Times  
The Board of Trustees will establish their meeting dates and times for the 2020 year

**4. PRESIDENT AND ADMINISTRATION REPORT**

- 4.1 A report from Interim Superintendent/President Cichocki is presented as information

**CONSENT AGENDA**

**5. Personnel**

- 5.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees  
Recommendation to ratify the short-term non-continuing personnel list as presented
- 5.2 Consideration to approve Personnel List – Part-Time Faculty  
Recommendation to approve the list of part-time faculty as presented
- 5.3 Consideration to Approve List of Volunteers  
Recommendation to approve the list of volunteers as presented
- 5.4 Consideration to Approve Personnel List - Classified  
Recommendation to approve the Classified list as presented
- 5.5 Consideration to Approve Personnel List – Temporary Full-Time Faculty  
Recommendation to approve the Temporary Full-Time Faculty list as presented
- 5.6 Consideration to Approve Personnel List – Management Team (Interim)  
Recommendation to approve the Management Team (Interim) list as presented
- 5.7 Consideration to Ratify Retirement - Classified  
Recommendation to ratify retirement as presented
- 5.8 Consideration to Ratify Resignation – Management Team  
Recommendation to ratify resignation as presented
- 5.9 Consideration to Partially Rescind Resolution 08-19-06 Regarding Classified Layoff – Resolution 12-19-01  
Recommendation to adopt resolution 12-19-01 as presented
- 5.10 Consideration to Approve Classified Administrator Contracts  
Recommendation to approve the Classified Administrator contracts as presented
- 5.11 Consideration to Approve Educational Administrator Contracts  
Recommendation to approve the Educational Administrator contracts as presented

**6. Other Items**

- 6.1 Fiscal Report as of October 31, 2019  
Recommendation to accept the report as presented
- 6.2 Donations  
Recommendation to accept the donated items as presented

**7. INFORMATION/ACTION ITEM**

- 7.1 Superintendent/President Search  
An update from the ad-hoc committee will be presented with possible action to be determined at the meeting.

**8. ACTION ITEMS**

- 8.1 2018/19 Audit Report  
Recommendation to receive the audit report presented for the year ended June 30, 2019
- 8.2 Institutional Self Evaluation Report (ISER)  
The final version of the ISER report is presented for Board approval
- 8.3 College and Careers Access Pathways (CCAP) Partnership Agreement – Second Reading  
The CCAP partnership agreement is presented for approval
- 8.4 Board Policies and Revisions – Second Reading  
Recommendation to approve the board policies as presented
- 8.5 Board Policy Deletions – Second Reading  
Recommendation to delete the policies presented for deletion

**9. BIG PICTURE**

- Construction Programs at Mendocino College  
A presentation by Debra Polak, Vice President of Academic Affairs

**10. INFORMATIONAL ITEMS AND REPORTS**

- 10.1 Health Benefits Report as of October 31, 2019

An update of the health benefits account is presented as information

10.2 Mendocino College Foundation, Inc.

10.2.A Mendocino College Foundation informational report

10.2.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate report

10.3 Constituent Group Reports

Reports from constituent groups are presented as information

10.4 Board Policy Additions and Revisions – First Reading

Revisions and additions to Board policies are presented for information and review

**11. TRUSTEE COMMUNICATIONS**

11.1 Trustee Reports

Written and oral reports from Trustees are presented as information

11.2 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. Meetings are held in locations which are wheelchair accessible.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA

***Future Board Meetings: TENTATIVE***

- *Regular Meeting – Wednesday, February 5, 2020, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

**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, November 13, 2019 at the Mendocino College, 1000 Hensley Creek Road, Ukiah, CA

**GENERAL MATTERS**

*Call to Order & Pledge of Allegiance* Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee O'Neill.

<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	absent
	Trustee	Noel O'Neill	present
	Student Trustee	Aidan Lagorio	arrived at 5:00 PM

*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	Judy Kanavle, President (present)

*Agenda Approval* M/S (O'Neill/Nickerman) to approve the agenda as amended. The amendment being the inclusion of an additional volunteer on Item #4.2. The matter was approved via the following vote:

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

*Approval of Minutes* M/S (Myers/Tomkins) to approve the minutes of the special board meeting held on October 9, 2019 as presented. The matter was approved with the following vote:

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



Abstentions O'Neill  
Absent Anderson

M/S (Myers/Tomkins) to approve the minutes of the regular board meeting held on October 9, 2019 as presented. The matter was approved with the following vote:

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

*Public Comments on  
Closed Session Items*

- Nancy Heth shared a copy of the Classified Holiday FunRaiser flyer with the board. She also requested the board award the Classified staff the full 3.26% increase they have requested.
- Mary Houghton, Cyndi Woskow and Toni Fort, SEIU Local 1021 President also addressed the board regarding the classified 3.26% COLA request.
- Eryn Schoen-Brunner addressed the board regarding the upcoming dance performance "Arise" that will occur in two weeks. The program is part of the Phoenix project that has taken place on our campus this fall.

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:18 PM with Board President Pinoli stating items 2.1, 2.2, 2.3 and 2.4 would be discussed in closed session.

**OPEN SESSION**

*Report of Action  
Taken in Closed  
Session*

The Board returned to open session at 5:27 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments*

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

**PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Interim Superintendent/President Cichocki. She added a reminder about the Classified FunRaiser event and stated she hoped the board members would get an opportunity to participate in the fun event.

She also informed the board about a meeting she had this afternoon with Senator McGuire where they discussed the Construction program at Mendocino College.

**CONSENT AGENDA**

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

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

Noes	None
Abstentions	None
Absent	Anderson

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 list of Volunteers*

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

*Consideration to approve the personnel list – Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Malissa Donegan, Native American and Other Populations Outreach and Support Specialist, effective November 18, 2019, pending receipt of all necessary employment eligibility requirements.

*Consideration to ratify Retirement - Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Frances Laughton, Nursing Director effective December 13, 2019.

*Consideration to ratify the 2019/20 Management/Supervisory/Confidential Tentative Meet and Confer Agreement Vice President Salary Schedule 2019/20*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2019/20 tentative agreement between the Mendocino-Lake Community College District and the Management Team.

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2019/20 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

### **Other Items**

*Fiscal Report as of September 30, 2019*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of September 30, 2019 as presented.

*Donations*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Vivian Varela and Georgia and Deb Attaway as presented.

*Sale of Surplus Property*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment A and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College's commitment to recycling.

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

**INFORMATIONAL/ACTION ITEM**

Trustee Pinoli provided the board with an update on where we currently are in the process.

The ad-hoc committee met in October and developed a timeline for the hiring process. Trustee Pinoli then reached out to Eileen O'Hare Anderson from Liebert, Cassidy, Whitmore (our legal counsel) to inquire about consulting firms that could help us with the search.

After obtaining recommendations from legal counsel, Trustee Pinoli has spoken with principals from four different consulting firms. Currently, he has received a copy of an agreement from one of the four and should be hearing from the others sometime in the next week. After receiving all of the proposals, Eileen O'Hare Anderson will be helping Trustee Pinoli to review the contracts for correct language, etc.

The timeline developed by the ad-hoc committee is as follows:

- The ad-hoc committee reconvenes the week of January 13, 2020 to work with the consultant to develop the job announcement
- The position opens February 3, 2020
- The position closes March 27, 2020
- The paper screening by the hiring committee begins the week of March 30, 2020.
- The first interviews will be held the week of April 20, 2020 with the forums and interview with the Board of Trustees conducted the week of April 27, 2020.

Board President Pinoli also informed the Board that Interim Superintendent/President Cichocki has informed him that she will be submitting her application for consideration for the permanent Superintendent/President position.

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby appoint Robert Jason Pinoli as its negotiator to work with a consulting firm to secure a contract not to exceed \$50,000 for the selection of the next permanent Superintendent/President.

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

*Establishment of Student Financial Aid Fund (Fund 74) and General Obligation Bond Debt Service Fund (Fund 44) in the Mendocino County Office of Education and County of Mendocino Financial Systems – Resolution 11-19-01 Board Policies and Revisions – Second Reading*

### **ACTION ITEMS**

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

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 11-19-01 to establish the Student Financial Aid Fund (Fund 74) and the General Obligation Bond Debt Service Fund (Fund 44) as presented with the following vote:

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

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 Board Policy 6100 and Board Policy 6150 as presented with the following vote:

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

*Big Picture – Collegiality and Leadership: The Role of the Academic Senate in Participatory Governance*

Academic President Catherine Indermill presented the board with information on the role of the Academic Senate in the participatory governance process.

### **INFORMATIONAL REPORTS**

*Institutional Self-Evaluation Report (ISER)*

A review by the Board of Trustees of the Institutional Self Evaluation Report (ISER) draft was discussed. The report will be presented to the board at their December meeting for approval. The report will then be submitted to ACCJC 60 days prior to their visit in February as required.

Each board member was then given the opportunity to share their thoughts and/or suggestions on the content of the document. Trustee O'Neill's suggestions were to increase the size of the graphs at the beginning of the document as it is difficult to read. He also commented that we addressed academic counseling in the document but suggested we also include a piece about the personal counseling and/or referrals that are completed by the department as well.

Trustees commented they found the document comprehensive and very well written.

*Health Benefits  
Update 2018/19*

An informational update on the Health Benefits account was presented as information.

*Mendocino College  
Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation.

*Constituents Group  
Reports*

**Academic Senate**

A written report was submitted by Academic Senate President Catherine Indermill. She stated she had nothing to add.

**Classified Senate**

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

**Management Team**

A written report was submitted by Management Team President Judy Kanavle who informed the board she had nothing to add.

*Board Policy  
Additions and  
Revisions - First  
Reading*

Board policy 5505 – Student Clubs and Organizations, Board policy #5530 – Student Rights and Grievances, Board policy 6300 – Fiscal Management, Board policy 6307 – Debt Issuance and Management, Board policy 6520 – Security for District Property, and Board policy 6600 – Capital Construction were presented as information for review. Discussion and/or adoption of these policies will take place at the December 2019 board meeting.

*Board Policy  
Deletions – First  
Reading*

Board policy 312 – Use of Physical Fitness Lab, Board policy #404 – Textbook Policy, Board policy 507 – Academic Recognition, Board policy #511 – Credit Hour, Board policy 513 – Substance Abuse and Drug Testing - Athletics, Board Policy #515 – Privacy of Students, Board Policy 523 – Student Health Awareness Program and Board policy 725 – Counseling and Advising were presented as information for review pending deletion. Discussion and/or approval to delete these policies will take place at the December 2019 board meeting.

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

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Mendocino Unified School District is presented as information for review. This agreement will be presented at the December 2019 board meeting for discussion and/or approval by the Board of Trustees.

A copy of the Integrated timeline was shared with the Board of Trustees as information.

**TRUSTEE COMMUNICATION**

*2019/20 Board  
Goals and Priorities  
Trustee Reports*

The 2019/20 Board goals and priorities as established at the October 9, 2019 board meeting were presented as review and reference information. Trustees commented orally on their recent college-related activities.

Trustee Martinez stated she attended the COLEGAS event in Santa Rosa over the weekend that was hosted jointly by Santa Rosa Junior College and Mendocino College.

Trustee Tomkins stated he attended the program *Wild Fire* and will be performing as part of the choir in the upcoming dance program.

Trustee O'Neill attended an orientation meeting with both Board President Pinoli and Interim Superintendent/President Cichocki. He also had an opportunity to meet with Dean of Centers Xu at the North County Center.

Student Trustee Lagorio informed the board that the Associated Students of Mendocino College has increased the number of students participating in the organization and are looking forward to a very successful year.

*Future Agenda Items* Future agenda items discussed and approved by the board members are as follows:

- There will be a big picture item presented at the December meeting covering the Construction program.

*Adjournment* With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:47 PM.

Submitted by:  
Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees

SUBJECT: ANNUAL ORGANIZATION MEETING - ELECTION OF OFFICERS

SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes selection of President, Vice-President and Clerk from among its members.

ANALYSIS:

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

Included in the organizational meeting is the election of a President, Vice President and Clerk of the Board from its members. The Superintendent/President serves as Secretary to the Board.

A history of past officers includes:

Officers who served in 2016:  
John Tomkins, President  
Dave Geck, Vice President  
Marie Myers, Clerk  
J. Arturo Reyes, Secretary

Officers who served in 2017:  
Dave Geck, President  
Marie Myers, Vice President  
Robert Jason Pinoli, Clerk  
J. Arturo Reyes, Secretary

Officers who served in 2018:  
Dave Geck, President  
Marie Myers, Vice President  
Robert Jason Pinoli, Clerk  
J. Arturo Reyes, Secretary

Officers who served in 2019:  
Robert Jason Pinoli, President  
Marie Myers, Vice President  
Phillip (Ed) Nickerman, Clerk  
J. Arturo Reyes, Secretary  
Eileen Cichocki, Secretary

Upon conclusion of the November 2019 Board meeting, Trustees were requested to share their interest in serving as an officer with the Superintendent/President prior to the December meeting.

The vote shall take place sequentially by officer position. The President shall be elected first, followed by the Vice President, then the Clerk.

MOTION/ACTION:

To be determined at the meeting.

SUBJECT: ANNUAL ORGANIZATIONAL MEETING - MEETING DATES AND TIMES

SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes selection of day and time of the Board of Trustee meetings.

ANALYSIS:

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

Included in the organizational meeting is the setting of the day and time of the Board's monthly meetings for 2020.

In 2016, the Board set the second Wednesday of each month at the hour of 4:00 PM for its regular meetings, unless the second Wednesday conflicted with college holidays/breaks. Historically, the Board has met in Room 1060, MacMillan Hall, Ukiah Campus, 1000 Hensley Creek Road, Ukiah, with one meeting held yearly at each of the college center locations (Willits, Lakeport and Fort Bragg).

We are proposing setting the regular Board meetings for the second Wednesday of each month at the time of 4:00 PM. The April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center.

As we have done the past few years, we are proposing not holding a meeting in the month of July. After polling several community colleges across the state, we have found there to be many Boards who follow this schedule with no meeting during the month of July. We are also proposing to not hold a regular meeting in the month of January as the timing of the holidays and winter break will generate few if any items for the board to act upon. Any items brought forward during this time would be presented for consideration at the February 2020 meeting.

Suggested dates for the 2020 meetings:

February 5, 2020*	March 11, 2020	April 15, 2020*	May 13, 2020
June 10, 2020	August 12, 2020	September 9, 2020	October 14, 2020
November 18, 2020*	December 9, 2020		

\*not second Wednesday

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the meeting dates and times as presented and/or as revised at the meeting.



ITEM NO: 4.1

DATE: December 11, 2019

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The energy on campus is high as the Fall semester is coming to a close! Finals are underway and the campus is active with events and celebrations. Many thanks to those who have planned and attended recent events, including the always fun and exciting **Classified Senate's Holiday FunRaiser**.

Interim Superintendent/President Cichocki attended a very informative **Statewide CEO Meeting** in Riverside that included a workshop specifically for new CEO's in their first year. The Student Centered Funding Formula was a major topic of discussion and the event was a great opportunity to make connections with CEO's from throughout the State. Other activities of the Interim Superintendent/President included:

- Introductory meeting with Senator Mike McGuire
- Welcome address for the Veteran's Day celebration
- Welcome address for the CAMP program Quinceanera celebration
- Attended the Lake County Leadership Summit
- Attended lunch at Coyote Valley to celebrate this year's cohort of students in the Pomo Pathway program
- Attended the City of Ukiah's Mayor's Reception to recognize outgoing Mayor Mulheren
- Attended the Annual Holiday Dinner of the Foundation

The **Institutional Self Evaluation Report (ISER)** is presented in tonight's agenda for final approval by the Board. This is a culmination of the tremendous work of many people over the past two and a half years. Special thanks and appreciation are due to Vice President of Academic Affairs and Accreditation Liaison Officer Debra Polak for her remarkable leadership in guiding the completion of ISER and preparing for the upcoming comprehensive review for the reaffirmation of accreditation.

Director of Facilities MacAdam Lojowsky and Administrative Assistant II Jeana Thompson attended the annual **Community College Facility Coalition Conference** in Sacramento. In addition to presentations on code updates by the State Architect and key facilities-related legislative updates, workshops included topics on campus housing, procurement, space utilization, bond preparation and battery storage & resiliency for power shutdowns. They had the opportunity to network with their peers throughout the California Community College system as well as view the latest offerings in solar and wind power, energy management, and various architectural and consulting firms at the conference trade show.

At long last, the **North State Street/Hensley Creek Road Intersection Improvement** project is set to begin on January 6, 2020. This project, awarded to Mike Brown Electric, will install new traffic lights and crosswalks at the intersection as well as prepare the necessary infrastructure for the College's monument/entry sign. The entry sign is made possible with generous funding by the Mendocino College Foundation. The goal is to have the traffic lights installed and operational by the first day of the Spring Semester, January 21, 2020. The monument/entry sign will likely be installed over Spring Break 2020.

In an effort to enhance **enrollment and retention** across all of the center locations, targeted flyers are being dispersed in classrooms at the end of this semester with information on related courses being

offered in Spring of 2020. The goal is to spread awareness of offerings, and encourage students to register now and secure their College future for Spring. Particularly, the Coast Center will be highlighting its offerings within the pre-health tract, now offering nursing and physical therapy assistance prerequisites, including BIO-200, Concepts of Biology, and HLH-104, Medical Terminology, the North County Center will promote its Weekends to Success hybrid courses, and the Lake Center will continue emphasizing its health and business pathways.

Nineteen faculty gathered on November 15<sup>th</sup> for another in the series of **Equity-Minded Professional Development** activities sponsored by the Guided Pathways Implementation Leadership Team. Euline Olinger, ESL instructor and MLACE Director, presented her dissertation research on Serving Post-Traditional Students. Kita Grinberg, ESL and Adult School Instructor, presented on The Transformational Classroom: Creating a Healing Academic Environment for Student Growth. Her focus on healing largely grows out of her work in the jail system. Both presentations emphasized creating a supportive and trusting space in the classroom as a necessary precursor to learning, especially for students who may otherwise feel marginalized in the classroom. The series will conclude with a final workshop on December 6<sup>th</sup> in which a panel of presenters will inform faculty about student resources so that faculty can better direct students to programs and services that can help them.

Our **Physical Therapist Assistant** program recently received this good news: The Commission on Accreditation in Physical Therapy Educational (CAPTE) programs grant Mendocino College “Candidate for Accreditation” status based on the program represented in the Application for Candidacy submitted May 31, 2019. We have enrolled our first cohort of PTA students starting Spring 2020. PTA students will complete 4 semesters of this new to California hybrid delivery model in partnership with Shasta College. The PTA program is funded by Strong Workforce regional funds through the North / Far North consortium. Upon completion, students will qualify to take a national board certified exam. PTA students passing this national board exam will be able to work anywhere in the United States and the US territories. PTA students will be eligible to earn an average starting wage of \$53,000 dollars for their 4 semester educational investment of less than \$3,500 dollars at Mendocino-Lake Community College District. Our first cohort of 24 students met Monday December 2<sup>nd</sup> with PTA Director Sara Bogner and PTA Clinical Director Joe Munoz to discuss the next steps before the January 21<sup>st</sup> start of our new PTA program.

Mendocino College hosted a **Native American Heritage Celebration** on November 14<sup>th</sup>. The Native American Heritage Celebration Planning Committee, which is comprised of college staff from multiple departments, including Counseling, the Native American Student Resource Center, Outreach and Financial Aid, among others, organized a great and well attended event. Approximately 235 community members attended the gathering and participating in many activities, including: a coloring Pomo language table, traditional stick games, traditional Pomo basket weaving, traditional tule duck and doll making, traditional clacker making, and lessons about the history of Native American tribes of Mendocino County and how to gather and prepare traditional food of the California Natives. This event supports Mendocino College’s efforts to honor and preserve the Native American culture in our region.

The **Extended Opportunity Program and Services (EOPS)** is celebrating the 50th Anniversary of EOPS on January 23rd from 11:30- 1:30 in the Student Center. EOPS was legislatively mandated in 1969 with the passage of SB 164 (Alquist). This “social reform” legislation encouraged the California Community Colleges to develop programs and services designed to meet the educational needs of [all] students disadvantaged by “language, social and economic [barriers],” these programs and services are to be “over, above, and in addition to those regularly offered at the college,” and which “encourage

students growth, development, and successful participation” in collegiate life. For 50 years EOPS has supported students through their Community College education. At Mendocino College the EOPS/CARE program is committed to providing over and above student support services such as priority registration, personalized counseling, book vouchers, extended tutoring, and much more to our students. It is our goal to provide our EOPS students with the tools and support that is needed for them to succeed in their academic and/or vocational goals.

**High School Equivalency Program (HEP)** Manager Jackeline Gonzalez de Orozco submitted a no-cost extension to the Office of Migrant Education which was approved through April 30, 2020. As a result, some of the HEP activities will continue in order to support current students into the Spring 2020 semester. Additionally, Vice Presidents Debra Polak and Ulises Velasco have continued to work with the Mendocino Lake Adult & Career Education (ML ACE) consortium to find ways at collaborating on a funding structure. These efforts have resulted in being able to continue efforts to support current students through June 30<sup>th</sup> with funding support from MLACE. Current HEP Grant funding will be used greatly for coordination of efforts and some classroom support of students through April, and MLACE funds will be primarily focused on supporting the classroom activities of adult education students currently preparing for the high school equivalency exam. The Office of Migrant Education announced that the Notice Inviting Applications (NIAs) for the 2020 High School Equivalency Program (HEP) and College Assistance Migrant Program (CAMP) competitions published in November 29, 2019 in the Federal Register. The application period will be open for 60 days from the Notices posting in the Federal Register. Director of Institutional Effectiveness, Research and Grants Minerva Flores is currently working on the application.

The **First Year Institute (FYI)** hosted a number of workshops during the last month for students. Among them, a scholarship essay workshop in preparation for the December 1 scholarship application window opening was conducted on November 13<sup>th</sup>. Students in attendance were provided with information on how to write a powerful personal narrative in order to use it as a base for scholarship applications on and off campus. Additionally, a cultural workshop/end-of-semester social for students was held on December 4<sup>th</sup> and 5<sup>th</sup>. Students enjoyed food and learned how to make traditional Mexican holiday ornaments with a modern twist (pan dulce on a clear disc ornament). Staff from other departments stopped in for the celebration as their work schedule allowed. FYI also hosted a FAFSA/CA Dream Act Filing workshop with Financial Aid Director, Yuliana Sandoval. In total, 25 students participated over a period of 2 days; November 5<sup>th</sup> and November 6<sup>th</sup>, 2019. FYI will work with Financial Aid to hold additional workshops in February as the March 2 FAFSA/CA Dream Act priority deadline approaches. Planning will be conducted to host similar workshops, with food, at the centers prior to the March 2 deadline.

**Health Awareness and Student Activity Specialist**, Katherine Escobedo has maintained a busy schedule meeting community demands for campus tours. This semester already, tours have been provided to student groups from the following schools: Ukiah High School, Accelerated Achievement Academy, Clear Lake High School, Eureka High School, Hoop Valley High School, Redwood Academy, La Vida Middle School, Potter Valley High School, Noyo High School, Lower Lake High School, Oak Manor Elementary School and Lucerne Elementary School. Additionally, Escobedo has worked with the Mendocino County Office of Education (MCOE) and their Workability students from most of the high schools in Mendocino County so that they get to experience tours of our campus. The size of the groups ranges from 1 – 70 attendees (the MCOE group has been the largest this Fall). The average size of the groups are 20 students and two to four adults. When schools call in for a tour they will often request a general tour with specific interest such as agriculture or another department. Escobedo reaches out to the requested departments and makes arrangements for the scheduled visit. Some departments offer more interactive opportunities than others. All tours include the Student

Services and Support Programs. They also include a folder with information similar to that which is disseminated by our Outreach staff.

The Mendocino College **Symphonic Band** will be performing their end-of-semester concert on December 12 at 7:30pm in the Mendocino College Center Theater. This 40-person community ensemble features winds, brass, and percussion playing the music of George Gershwin, Glenn Miller, and more. This concert features pianist [Anne Rainwater](#) performing Shostakovich's Piano Concerto No. 2. The concert lasts approximately 90 minutes. Admission is free.

I wish you all a very restful and peaceful holiday season and a Happy New Year!

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

SYNOPSIS:

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

RECOMMENDATION:

The Interim 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
Carlson	Kathleen	Tutor	ML ACE	8/1/2019	9/24/2019
Cuervo	Louis	Tutor	Learning Center	1/21/2020	5/13/2020
Drew	Katherine	Tutor	Learning Center	1/21/2020	5/13/2020
Duenas	Melissa	Tutor	Learning Center	1/21/2020	5/13/2020
Feliciano	Diana	Tutor	Learning Center	1/21/2020	5/13/2020
Friar	Ali	Tutor	Learning Center	1/21/2020	5/13/2020
			North County		
Garcia	Jesse	Center Assistant	Center	11/20/2019	4/30/2020
		Instructional			
Hobart	Evan	Assistant	Ceramics	1/21/2020	6/30/2020
Holden	Robyn	Tutor	Learning Center	1/21/2020	5/13/2020
Knutson	Robin	Pianist	Music	1/21/2020	5/22/2020
		Assistant Teacher	Child Development		
Olea-Luna	Rocio	Substitute	Center	11/25/2019	6/19/2020
			Child Development		
Olea-Luna	Rocio	Substitute Cook	Center	11/25/2019	6/19/2020
Rystad	Connie	Tutor	Learning Center	1/21/2020	5/13/2020
			North County		
Shimada	Machiko	Center Assistant	Center	11/19/2019	4/24/2020

## 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
		ASMC - Activities			
Altamirano	Ricardo	Director	Student Services	8/19/2019	12/20/2019
Altamirano	Ricardo	Tutor	Learning Center	1/21/2020	5/13/2020
		ASMC - Vice			
Au	Abigail	President	Student Services	8/19/2019	12/20/2019
Baca	Gabriel	ASMC - Secretary	Student Services	8/19/2019	12/20/2019
Baca	Gabriel	Tutor	Learning Center	1/21/2020	5/13/2020
Calbert	Alexis	Tutor	Learning Center	1/21/2020	5/13/2020
Carroll	Jerry	Tutor	Learning Center	1/21/2020	5/13/2020
Caveny	Marisa	Tutor	Learning Center	1/21/2020	5/13/2020
Cisneros	Christopher	Tutor	Learning Center	1/21/2020	5/13/2020
Gallardo	Maricela	Tutor	Learning Center	1/6/2020	5/13/2020
Gallegos	Carmen	Tutor	Learning Center	11/6/2019	12/13/2019
Gallegos	Carmen	Tutor	Learning Center	1/21/2020	5/13/2020
Hernandez	Vanessa	Tutor	Learning Center	1/21/2020	5/13/2020
Hernandez		ASMC -			
Gonzalez	Jorge	Parliamentarian	Student Services	8/19/2019	12/20/2019
Hernandez					
Gonzalez	Jorge	Tutor	Learning Center	1/21/2020	5/13/2020
Holmes	Kailey	Tutor	Learning Center	1/21/2020	5/13/2020
Joseph	Gary	Tutor	Learning Center	1/21/2020	5/13/2020
		ASMC - Student			
Lagorio	Aidan	Trustee	Student Services	8/19/2019	12/20/2019
Lazaro	Catlin	Tutor	Learning Center	1/21/2020	5/13/2020
Lozoff	Abraham	ASMC - President	Student Services	8/19/2019	12/20/2019
Lozoff	Abraham	Tutor	Learning Center	1/21/2020	5/13/2020
Mondo	Michael	Tutor	Learning Center	1/21/2020	5/13/2020
Morgan	Scott	Tutor	Learning Center	1/21/2020	5/13/2020

## 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>
Nguyen	Quy	Tutor	Learning Center	1/21/2020	5/13/2020
Nunez Molina	Viviana	Tutor	Learning Center	1/21/2020	5/13/2020
Parsons	Sofia	Tutor	Learning Center	1/21/2020	5/13/2020
Pham	Nhung	Tutor	Learning Center	11/6/2019	12/13/2019
Pham	Nhung	Tutor	Learning Center	1/21/2020	5/13/2020
Rall	Paloma	Tutor	Learning Center	1/21/2020	5/13/2020
Rosiles	Lorena	Tutor	Learning Center	1/21/2020	5/13/2020
Stepp	Samantha	Tutor	Learning Center	1/21/2020	5/13/2020
Thomson	Jobe	Tutor	Learning Center	1/21/2020	5/13/2020
		Greenhouse Worker			
Warren	Korea	1	Agriculture	12/12/2019	6/19/2020
		ASMC - Student			
Whiterock	Kyle	Ambassador	Student Services	8/19/2019	12/20/2019
Woodruff	Taylor	Tutor	Learning Center	1/21/2020	5/13/2020

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

The Interim 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 Spring 2020 semester as presented pending receipt of all necessary employment eligibility requirements.



EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER		
Name	Position	Location
Ahders, Heidi	Mathematics Instructor	Online
Albuquerque, Lilia	English as a Second Language Instructor	Ukiah/Willits
Antle, Darcie	Business Office Technology Instructor	Ukiah
Arreguin, Daniel	Spanish Instructor	Fort Bragg
Arrington, Deborah	Health-Paramedic Instructor	Lake Center
Arthur, Lorraine	Art - Painting, Drawing Instructor	Lake Center
Atherton, Melissa	Athletics	Ukiah
Bailey, Aaron	English Instructor	Lake Center
Bailey, Jeffrey	Art Instructor	Online
Bailey, Rebecca	Computer Science Instructor	Fort Bragg
Bales, Alicia	Music Instructor	Ukiah
Barrett, Jennifer	Business Office Technology Instructor	Willits
Bartow, Robert	Welding Instructor	Covelo/Round Valley
Bayer, Lucille	English Instructor	Ukiah
Beale, Edward	Geology Instructor	Willits
Beeken, Arthur	Sustainable Technologies Instructor	Ukiah
Bell, Joseph	History Instructor	Fort Bragg
Bell, Rose	History Instructor	Online
Beloshapko, Anastasia	Psychology Instructor	Ukiah
Benson-Martin, May	Astronomy Instructor	Fort Bragg
Bentien, Marla	English As a Second Language Non-Credit	Ukiah
*Bhandari, Keshab	Computer Science Instructor	Online
Bishop, Elaine	Computer Science Instructor	Lake Center/Ukiah
Black Diemer, Susan	Health-Transfer Instructor	Fort Bragg
Britton, Kelda	Career and College Success	Covelo/Round Valley
Brown, Carolyn	Agriculture Instructor	Ukiah
Brunner, Jeffrey	English Instructor	Online
Budlong, James	Wood Instructor	Fort Bragg
Buffalo, Daniel	Business Instructor	Lake Center/Ukiah
Burokas, Nina	Business Instructor	Online
Buzzell, Nancy	Child Development Instructor	Online
Byrn, Karl	History Instructor	Willits
Campbell, Stuart	Philosophy Instructor	Ukiah
Cannon, Taylor	Sociology Instructor	Ukiah
Cantrell, Tatiana	Child Development Instructor	Online/Ukiah
Carberry, Susan	Health-Transfer Instructor	Laytonville
Carey, Jill	Child Development Instructor	Fort Bragg/Online/Ukiah
Castillo, Guillermo	Education Instructor	Online
Chadwick, George	Automotive Technology Instructor	Ukiah
Chiabotti, Dianna	Child Development Instructor	Online
Churchill, Jabez	Spanish Instructor	Lake Center
Clark, Jennifer	English Instructor	Fort Bragg/Ukiah/Willits
Cohen, Mina	Art - Painting, Drawing Instructor	Fort Bragg/Online
Colt, Herbert	Mathematics Instructor	Lake Center
Cordell, Susan	English Instructor	Lake Center
Cox, Kathleen	Spanish Instructor	Boonville/Anderson Valley
Cunningham, Sarah	Music Instructor	Lake Center
Dachani, Akanit	Digital Arts Media Instructor	Online
Davis, Daniel	Computer Science Instructor	Lake Center/Ukiah
Davis-Lawler, Rebecca	History Instructor	Lake Center
Dawood, Noor	Basic Skills Instructor Non-Credit	Boonville/Anderson Valley

EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER		
Name	Position	Location
Deacon, Saro	Child Development Instructor	Lake Center
Dease, Melanie	Counselor, Part-Time Hourly	Fort Bragg
Decker, Melinda	Business Instructor	Ukiah
Depasquale, Christine	Culinary Arts Mgmt - Culinary Instructor	Lake Center
Dewey, Christopher	Administration of Justice Instructor	Online
Diggs, David	Fire Science Instructor	Willits
Dingman-Katz, Kathy	Theatre Arts - Technical Theater Instructor	Ukiah
Dominguez, Diana	Mathematics Instructor	Fort Bragg
Dowcett, Jim	Music Instructor	Ukiah
Dunn, Jonathan	Computer Science Instructor Non-Credit	Covelo/Round Valley/Fort Bragg
Duran, Carolina	Mathematics Instructor	Fort Bragg/Willits
Dwyer, Molly	English Instructor	Fort Bragg/Ukiah
Escobedo, Katherine	Athletics	Ukiah
Escobedo, Michael	Athletics	Ukiah
Esserman Melville, Sara	Learning Skills Instructor	Ukiah
Eubank, Clay	Fire Science Instructor	Boonville/Anderson Valley
Ewing, Stefani	Career and College Success	Boonville/Anderson Valley
Falandes, Helen	Alcohol and Other Drugs Instructor	Ukiah/Willits
Feigin, Kathryn	Human Services Instructor	Ukiah
*Feliciano, Diana	English As a Second Language Non-Credit	Ukiah
Fenwick, Richard	Automotive Technology Instructor	Ukiah
Fields, Shelley	Culinary Arts Mgmt - Culinary Instructor	Ukiah
Fuller, Kirk	Digital Arts Media Instructor	Ukiah
Gallegos, Miriam	Basic Skills Instructor Non-Credit	Ukiah
Gomez, Diana	Education Instructor	Online
Gonzalez, Ignacio	Real Estate Instructor	Ukiah
Goodman, Nancy	Nursing - Registered Nursing Instructor	Ukiah
Gowan, Monica	Outreach and Support Specialist Temporary	Covelo/Round Valley
Gowan, Theresa	Health-Transfer Instructor	Ukiah
Gray, Gary	Business Instructor	Online
Gray, Paula	Art - Painting, Drawing Instructor	Ukiah
Green, Tobias	History Instructor	Fort Bragg/Online/Willits
Griffith, John	Human Services Instructor	Fort Bragg/Lake/Ukiah/Willits
Haas, Elise	Psychology Instructor	Lake Center
Halper, Pauline	Art Instructor	Ukiah/Willits
Hee-Chorley, Lorraine	Speech Instructor	Fort Bragg
Hellman, Steven	English Instructor	Ukiah/Willits
Hendershot, Chelsea	Business Instructor	Online
Hernandez, Jose	Athletics	Ukiah
Heston, Pamela	Administration of Justice Instructor	Lake Center/Ukiah
Hjorth-Westh, Ejler	Wood Instructor	Fort Bragg
Hobart, Evan	Art - Ceramics Instructor	Fort Bragg/Ukiah
Hoefler, Eric	Mesa/Stem Success Director	Ukiah
Holt, Paul	Business Instructor	Lake Center
Huff, Shane	Physical Ed - Major Instructor	Ukiah
Ineich, Chris	Biology Instructor	Ukiah
Iversen, Mary	Career and College Success	Fort Bragg
Ives, Aeron	Mathematics-Basic Skills Instructor	Online
Jenkins, Alese	Human Services Instructor	Online
Jenkins, Daniel	Alcohol and Other Drugs Instructor	Online
Jennings, Kevin	Fire Science Instructor	Ukiah

EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER		
Name	Position	Location
Jensen, Zane	History Instructor	Lake Center
Jernigan, Jeremy	Music Instructor	Lake Center
Johnson, Cameron	English As a Second Language Non-Credit	Ukiah
Johnson, Cassandra	Child Development Instructor	Lake Center
Johnson, Deborah	Computer Science Instructor	Ukiah
Johnson, Shirley	Sustainable Technologies Instructor	Online
Jones, Morgan	Geology Instructor	Ukiah
*Jones, Morgan	Physics Instructor	Ukiah
Kammer, Bradley	Psychology Instructor	Ukiah
Kendall, Carole	Nursing - Registered Nursing Instructor	Ukiah
Kendl, Andrew	Administration of Justice Instructor	Fort Bragg
Kendrick, Maresa	Child Development Instructor	Covelo/Round Valley/Ukiah
Kerrigan, Trilby	Human Services Instructor	Fort Bragg/Lake/Ukiah/Willits
Kidwell, Suzanne	Computer Science Instructor	Willits
Killian, Rose	Clothing Instructor	Ukiah
Killops, Jessica	Nursing - Registered Nursing Instructor	Ukiah
Klimist-Zingo, Martha	Political Science Instructor	Ukiah
Kuhn Fornari, Melissa	English as a Second Language Instructor	Fort Bragg
Lam-Hansard, Katherine	Economics Instructor	Online/Ukiah
Larque, Laura	History Instructor	Ukiah
Larsen, Erick	Mathematics Instructor	Lake Center
Lau, Alvin	American Sign Language Instructor	Ukiah/Willits
Lawyer, Jeremy	Counselor, Part-Time Hourly	Ukiah
Leonard, Lisa	Nursing - Registered Nursing Instructor	Ukiah
Liljeblad, Jonathan	Political Science Instructor	Online
Lindeblad, Amanda	Accounting Instructor	Lake Center
Locascio, Lisa	English Instructor	Fort Bragg
Lukrich, Cathleen	Nursing - Registered Nursing Instructor	Ukiah
Lutsky, Andrew	English Instructor	Online
MacDougall, Elizabeth	Music Instructor	Ukiah
Magann, Carl	Fire Science Instructor	Ukiah
Maglante, Ann	Art - Painting, Drawing Instructor	Willits
*Mahan, Ryan	Business Instructor	Ukiah
Martinez, Chantell	Administration of Justice Instructor	Ukiah
Martinez, Marcee	Physical Therapy	Online
McCallister, Donelle	Agriculture Instructor	Lake Center
McCauley-Callagy, Susan	Kinesiology	Online
McKay, Carol	Child Development Instructor	Online/Ukiah
McKinney, William	Art - Ceramics Instructor	Lake Center
Metzger, Angela	English Instructor	Lake Center
Miller, Collin	Physical Ed - General Instructor	Ukiah
Molina, Michele	English as a Second Language Instructor	Lake Center
Mondfrans, Wendy	Administration of Justice Instructor	Lake Center
Morgan, Heidi	Psychology Instructor	Online
*Munoz, Lacey	Biology Instructor	Ukiah
Myklebust, Martha	Child Development Instructor	Ukiah/Willits
Newkirk, Elizabeth	Counselor, Part-Time Hourly	Fort Bragg
Nishiyama, Robert	Administration of Justice Instructor	Ukiah
Novak, John	Automotive Technology Instructor	Ukiah
O'Meara, Melbourne	Mathematics Instructor	Lake Center
O'Neill, Benjamin	Fire Science Instructor	Ukiah

<b>EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER</b>		
<b>Name</b>	<b>Position</b>	<b>Location</b>
Obenyah, Christina	Nursing - Registered Nursing Instructor	Ukiah
Ocegueda, Jose	Spanish Instructor	Ukiah
Offill, William	Athletics	Ukiah
Olson, Menaka	Communications Instructor	Online
Orpustan-Love, Denise	Sociology Instructor	Online
Palmer, Jonathan	Art Instructor	Fort Bragg
Parmenter, Robert	Library Instructor	Online
Parrott, Medie	Nursing - Registered Nursing Instructor	Ukiah
Patterson, Victoria	Sociology Instructor	Ukiah
Pearson, Nicholas	Automotive Technology Instructor	Ukiah
Penner, Elfriede	English as a Second Language Instructor	Lake Center/Ukiah
Prather, Douglas	Anthropology Instructor	Lake Center
Pratt, Michael	Automotive Technology Instructor	Ukiah
Price, Christine	Alcohol and Other Drugs Instructor	Ukiah
Price, Jennifer	Anthropology Instructor	Online
Pullapat, Chaowalit	Mathematics Instructor	Ukiah
Rakofsky, Karen	Basic Skills Instructor Non-Credit	Fort Bragg
Reed, Virginia	Theatre Arts - Acting Instructor	Fort Bragg
Renderman, Kathryn	Mathematics Instructor	Lake Center/Ukiah
Rickansrud-Young, Rebel	English Instructor	Online
Ringer, Bret	Athletics	Ukiah
Rinzler, Jonathan	Theatre Arts - Acting Instructor	Fort Bragg/Ukiah
Ritchley, Yuliya	Career and College Success	Willits
*Ritchley, Yuliya	English Instructor	Sanhedrin HS
Rodriguez, Teresa	Basic Skills Instructor Non-Credit	Fort Bragg
Rohlicek, Louis	History Instructor	Ukiah
Rosales, Gladis	Basic Skills Instructor Non-Credit	Ukiah
Rose, Marsh	Psychology Instructor	Ukiah
Sammel, David	Spanish Instructor	Online
Schmidt, Victoria	Psychology Instructor	Lake Center/Ukiah
Schon-Brunner, Eryn	Theatre Arts - Dancing Instructor	Ukiah
Scott, Melissa	Mathematics Instructor	Ukiah
Scott, Remie	Chemistry Instructor	Ukiah
Seltzer, Charles	Human Services Instructor	Ukiah
Shepherd, Dennis	English Instructor	Covelo/Round Valley
Shieh, Amanda	Mathematics Instructor	Ukiah
Shimada, Machiko	Mathematics-Basic Skills Instructor	Lake Center/Ukiah
Sholars, Teresa	Agriculture Instructor	Fort Bragg
Siderakis, Julia	Culinary Arts Mgmt - Culinary Instructor	Online/Ukiah
Silsbee, Richard	Sustainable Technologies Instructor	Ukiah
Simpson, Marilyn	Music Instructor	Ukiah/Willits
Slocinski, Lech	Digital Arts Media Instructor	Ukiah
Smart, Tanya	Biology Instructor	Fort Bragg
Snider, Michelle	Mathematics Instructor	Ukiah/Willits
Spence, Gordon	Health-Transfer Instructor	Willits
Stocker, Ricardo	Psychology Instructor	Ukiah
Swanson, Catherine	English as a Second Language Instructor	Covelo/Round Valley
Taylor, Riba	English Instructor	Online
Tenaqiya, Rain	Agriculture Instructor	Ukiah
Thomas, Alexander	Economics Instructor	Online/Ukiah
*Thomas, Shirlee	History Instructor	Ukiah

EMPLOYMENT – PART-TIME FACULTY SPRING 2020 SEMESTER		
Name	Position	Location
Thompson, Jessica	Art - Ceramics Instructor	Ukiah
Thomsen, Kirk	Fire Science Instructor	Ukiah
Tilton, Kathryn	Theatre Arts - Dancing Instructor	Willits
Timm, Janice	Music Instructor	Ukiah
Todd, Krista	Nursing - Registered Nursing Instructor	Ukiah
Tomlinson, John	Theatre Arts - Acting Instructor	Lake Center
Trigg, Joycelyn	English Instructor	Fort Bragg
Turner, Kirsten	Theatre Arts - Dancing Instructor	Ukiah
Turner, Lisa	English Instructor	Lake Center/Ukiah
Twyman, Walter	Natural Resources Instructor	Fort Bragg/Lake Center/Ukiah
Tyner, Kris	Mathematics Instructor	Ukiah
Upton, Chatnaree	Physics Instructor	Online/Ukiah
Vaccaro, Erin	Biology Instructor	Ukiah
Verdier, Ronald	Sustainable Construction and Energy Technology Instructor	Ukiah
Vetzmadian, Shushan	English as a Second Language Instructor	Lake Center
Von Vogt, Margaret	Basic Skills Instructor Non-Credit	Boonville/Anderson Valley
Walker, Glenn	Agriculture Instructor	Ukiah
Wann, Brandy	Nursing - Registered Nursing Instructor	Ukiah
Ward, Jordan	Nursing - Registered Nursing Instructor	Ukiah
Watson-Krasts, Dena	Theatre Arts - Dancing Instructor	Ukiah
Weber, David	Computer Science Instructor	Online
Weiss, Elizabeth	Business Instructor	Fort Bragg/Lake Center/Ukiah
*Welch, Diane	Psychology Instructor	Online
Wilson, Patrick	History Instructor	Ukiah
Windsor, Jenni	Music Instructor	Fort Bragg
Wingler, Douglas	Athletics	Ukiah
Woodhouse, Noel	Sustainable Technologies Instructor	Laytonville/Willits
Young, Magdalena	Computer Science Instructor	Willits
Young, Rachel	Theatre Arts - Dancing Instructor	Ukiah
Zellman, Paul	Agriculture Instructor	Ukiah
Zeni, Michael	Welding Instructor	Lake Center
Zepeda, Gayle	Human Services Instructor	Ukiah
Zhang, Min	Mathematics Instructor	Ukiah
Zotter, Frank	Business Instructor	Fort Bragg/Online/Ukiah

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

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Richard Hilliard	Perform VA work study duties in the Veteran Resource Center (VRC) to include: assisting student with matriculation processes, maintaining VRC, clerical support to School Certifying Officials, assisting with events that serve and honor veterans, dependents, and military families.	12/14/19 – 05/22/20
Austin Pratt	Perform VA work study duties in the Veteran Resource Center (VRC) to include: assisting student with matriculation processes, maintaining VRC, clerical support to School Certifying Officials, assisting with events that serve and honor veterans, dependents, and military families.	12/14/19 – 05/22/20

*Reference Board Policy 702, Volunteers*

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a Financial Aid Technician and FYI/CAMP Administrative Assistant

RECOMMENDATION:

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

ANALYSIS:

Yasmin Muniz  
Financial Aid Technician  
Effective: December 12, 2019

Jessica Sanchez  
FYI/CAMP Administrative Assistant  
Effective: December 12, 2019

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Yasmin Muniz, Financial Aid Technician, effective December 12, 2019; and Jessica Sanchez, FYI/CAMP Administrative Assistant, effective December 12, 2019, pending receipt of all necessary employment eligibility requirements.

SUBJECT: EMPLOYMENT – TEMPORARY FULL TIME FACULTY

SYNOPSIS:

Employment of a temporary, full-time faculty in Nursing

RECOMMENDATION:

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

ANALYSIS:

Faculty, Temporary, Full Time – Nursing  
Suzanne Hewitt, DNP, MSN, FNP-C  
Effective: January 16, 2020 – December 18, 2020

Dr. Hewitt earned her Doctor of Nursing Practice from California State University, Fresno and holds a Master of Science in Nursing from Baylor University. She is currently licensed as a Family Nurse Practitioner; most recently practicing at Mendocino Coast District Hospital and Ukiah Valley Medical Center. She has over 37 years of direct Nursing experience with over 10 years of Clinical mentorship.

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dr. Suzanne Hewitt as a temporary, full-time instructor in Nursing effective January 16, 2020, pending receipt of all necessary employment eligibility requirements.



SUBJECT: EMPLOYMENT – MANAGEMENT TEAM (INTERIM)

SYNOPSIS:

Employment of an Interim Executive Dean of Nursing

RECOMMENDATION:

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

ANALYSIS:

**Employment for Hourly Compensation (PAF)**

Purpose: Administrative Program Preparation

Effective: 12/16/19 – 1/16/20

**Employment under Two Year Contract - 10 Month**

Interim Executive Dean of Nursing

Peggy Goebel, Ph.D., DNSC, MSN, RNC, FNPC

Effective: 1/17/20-12/31/2021

Dr. Peggy Goebel holds a Ph.D in Nursing, a Doctorate in Nursing Science, and a Master of Science in Nursing from the University of California, San Francisco, graduating Magna Cum Laude. She is currently licensed as a Family Nurse Practitioner, Public Health Nurse, and Registered Nurse with the state of California.

Dr. Goebel served for 18 years as the Assistant Director of the Associate Degree Nursing Program at Santa Rosa Junior College and 8 years as the Director of the Vocational Nursing Program. She is currently a practicing Nurse Practitioner at the Jewish Community Free Clinic in Santa Rosa and over the last two years has committed her time and experience to the Red Cross Disaster Relief Shelter in Santa Rosa. Additionally, Dr. Goebel is certified as bilingual in Spanish.

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dr. Peggy Goebel as the Interim Executive Dean of Nursing, effective December 16, 2019, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RETIREMENT– CLASSIFIED

SYNOPSIS:

Retirement - Classified

RECOMMENDATION:

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

ANALYSIS:

Eileen Lucas  
Center Assistant, Lake Center  
Effective: January 21, 2020

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Eileen Lucas, Center Assistant, Lake Center effective January 21, 2020.

SUBJECT: RESIGNATION – MANAGEMENT TEAM

SYNOPSIS:

Resignation – Management Team

RECOMMENDATION:

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

ANALYSIS:

Judith Kanavle  
Director of Lake Center  
Effective: June 30, 2020

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Judith Kanavle, Director of Lake Center effective June 30, 2020.

SUBJECT: PARTIALLY RESCIND RESOLUTION 08-19-06 REGARDING  
CLASSIFIED LAYOFF

SYNOPSIS:

Adoption of Resolution 12-19-01, Rescind Classified Manager Layoff Resolution (08-19-06)

RECOMMENDATION:

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

ANALYSIS:

On August 14, 2019; Resolution 08-19-06 was adopted, regarding the December 31, 2019 layoff of the Classified employees working in the High School Equivalency Program (HEP).

On November 15, 2019, the District was awarded a no-cost extension for the High School Equivalency Program (HEP) grant to utilize run out funding. This funding can support the run out of the program through June 30, 2020, on a part time basis. This additional funding supports a contract extension to the HEP Program Manager, to be funded as a .65 FTE Classified Management position.

The District will continue to evaluate other funding options. Should no further funding be identified, the District will re-approach the Board in March 2020 regarding any layoff actions required as of June 30, 2020. Layoff provisions are set forth in Education Code sections 88014, 88117, and 88127. Classified employees must be given a 60-day written notice prior to any layoff action.

Adoption of this resolution authorizes administration to partially rescind the previous layoff notice. Notice will be sent to the affected employee, informing them of this action and any related rights in accordance with California Law.

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution #12-19-01 and directs the Interim Superintendent/President to rescind the lay-off notice previously sent to the HEP Program Manager. The layoff notice issued to the HEP Outreach Specialist remains in effect.

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

**RESOLUTION 12-19-01**

**NOTIFICATION TO PARTIALLY RESCIND CLASSIFIED LAYOFF**

**WHEREAS**, due to temporary extension of funding, this Board hereby finds it is in the best interest of the Mendocino-Lake Community College District that certain services now being provided by the District be continued by the following extent.

Program Manager-HEP                      Temporarily Extend    (.65) position    Effective January 1, 2020

**NOW, THEREFORE, BE IT RESOLVED** that the lay-off action (Resolution #08-19-06, dated August 14, 2019) specific to HEP Program Manager position will be rescinded.

**BE IT FURTHER RESOLVED** that the administration hereby is authorized and directed to rescind the layoff to the affected employee of the District.

Xochilt Martinez                      \_\_\_\_\_  
Robert Jason Pinoli                      \_\_\_\_\_  
Marie Myers                                      \_\_\_\_\_  
Noel O'Neill                                      \_\_\_\_\_

Philip (Ed) Nickerman                      \_\_\_\_\_  
John Tomkins                                      \_\_\_\_\_  
TeMashio Anderson                      \_\_\_\_\_

PASSED AND ADOPTED THIS 11<sup>th</sup> day of December, 2019, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

\_\_\_\_\_  
Eileen Cichocki, Secretary  
Board of Trustees

\_\_\_\_\_  
Date

SUBJECT: CLASSIFIED ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of classified administrator contracts.

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 Contracts:**

Anastasia Simpson-Logg, Director of Admissions & Records  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Janelle Meyers Bird, Director of Community Relations and Communication  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Janis Wood, Director of Child Development Center  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Joe Atherton, Director of Fiscal Services  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Katie Fairbairn, Executive Director of Mendocino College Foundation, Inc.  
Classified Administrator Contract, 7/1/20 – 6/30/2022

MacAdam Lojowsky, Director of Facilities  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Minerva Flores, Director of Institutional Effectiveness, Research and Grants  
Classified Administrator Contract, 7/1/20 – 6/30/2022

Yuliana Sandoval, Director of Financial Aid & EOPS  
Classified Administrator Contract, 7/1/20 – 6/30/2022

**One Year Contracts:**

Monica Flores, Program Manager, HSI (Categorical)  
Classified Administrator Contract, 7/1/20 – 6/30/2021

Mariana Garcia-Martinez, Program Manager, CAMP (Categorical)  
Classified Administrator Contract, 7/1/20 – 6/30/2021

**6 Month Contract:**

Jackeline Orozco, Program Manager, HEP (Categorical)  
Classified Administrator Contract, 1/1/20-6/30/2020  
26 Hour Per Week Contract (.65 FTE)

**MOTION/ACTION:**

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

SUBJECT: EDUCATIONAL ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of educational administrator contracts.

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 educational administrator contracts are recommended for approval.

**Three Year Contracts:**

Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services  
Educational Administrator Contract, 7/1/20 – 6/30/23

Debra Polak, Vice President of Academic Affairs  
Educational Administrator Contract, 7/1/20 – 6/30/23

Ulises Velasco, Vice President of Student Services  
Educational Administrator Contract, 7/1/20 – 6/30/23

**Two Year Contracts:**

Antonio Lopez, Dean of Counseling and Student Programs  
Educational Administrator Contract, 7/1/20 – 6/30/22

Dennis Aseltyne, Dean of Applied Academics  
Educational Administrator Contract, 7/1/20 – 6/30/22

Matt Gordon, Director of Athletics  
Educational Administrator Contract, 7/1/20 – 6/30/22

Rebecca Montes, Dean of Instruction  
Educational Administrator Contract, 7/1/20 – 6/30/22

Amanda Xu, Dean of Centers  
Educational Administrator Contract, 7/1/20 – 6/30/22



MOTION/ACTION:

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

SUBJECT: FISCAL REPORT AS OF OCTOBER 31, 2019

SYNOPSIS:

A report on District fiscal data as of October 31, 2019

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of October 31, 2019 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 October 31, 2019

		2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	7,001,287			
FEDERAL	Federal Forest Reserve	30,000	\$0	\$30,000	0%
	Federal Work Study	63,022	4,547	58,475	7%
	CAMP	484,762	42,073	442,689	9%
	PELL Grant Administration	7,500	750	6,750	10%
	HEP	264,658	63,130	201,528	24%
	HSI	596,131	45,958	550,173	8%
	CTEA	184,364	0	184,364	0%
	Other Federal Revenue	16,662	0	16,662	0%
	<b>TOTAL FEDERAL SOURCES</b>	<b>1,647,099</b>	<b>\$156,458</b>	<b>\$1,490,641</b>	<b>9%</b>
STATE	State General Apportionment	9,500,321	\$3,610,122	\$5,890,199	38%
	Education Protection Account	2,823,818	705,954	\$2,117,864	25%
	Board of Governors Grant	38,099	14,478	23,621	38%
	Student Equity and Achievement	1,962,650	1,094,054	868,596	56%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	41,547	67,551	38%
	Part-time Faculty Compensation	111,516	42,376	69,140	38%
	AEBG Adult Education Block Grant	2,049,971	1,003,205	1,046,766	49%
	CTE Strong Workforce Program	1,890,645	1,333,364	557,281	71%
	Other Categorical Apportionments	202,909	125,307	77,602	62%
	TANF	45,040	0	45,040	0%
	DSPS	396,115	150,524	245,591	38%
	CALWORKS	243,390	90,940	152,450	37%
	BFAP	165,325	62,824	102,501	38%
	EOPS	634,375	208,032	426,343	33%
	EOPS CARE	71,283	27,088	44,195	38%
	MESA	94,438	0	94,438	0%
	Other Categorical Program Allowances	438,991	251,414	187,577	57%
	State Subventions	211,829	0	211,829	0%
	Lottery	575,503	16,001	559,502	3%
	Mandated Cost Reimbursements	73,473	0	73,473	0%
	Other State Revenue	394,935	389,845	5,090	99%
	<b>TOTAL STATE SOURCES</b>	<b>22,042,724</b>	<b>\$9,167,075</b>	<b>\$12,875,649</b>	<b>42%</b>
LOCAL	Property Taxes	10,570,456	\$0	\$10,570,456	0%
	Local Contributions/Grants/Donations	142,068	11,800	130,268	8%
	Contract Instructional Services	19,000	0	19,000	0%
	Rents/Leases (Facilities Use)	66,000	19,500	46,500	30%
	Interest	104,000	27,715	76,285	27%
	Community Extension	7,738	465	7,273	6%
	Student Fees	1,135,880	710,640	425,240	63%
	Bookstore Commission	30,000	16,394	13,606	55%
	Other Local Revenue	348,954	272,740	76,214	78%
	<b>TOTAL LOCAL SOURCES</b>	<b>12,424,096</b>	<b>\$1,059,254</b>	<b>\$11,364,842</b>	<b>9%</b>
<b>TOTAL REVENUES</b>		<b>36,113,919</b>	<b>\$10,382,787</b>	<b>\$25,731,132</b>	<b>29%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>43,115,206</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	11,845,168	\$3,445,377	\$8,399,791	29%
	Classified Salaries	6,478,243	2,048,858	4,429,385	32%
	Benefits	7,782,064	2,334,137	5,447,927	30%
	<b>Subtotal Personnel Costs</b>	<b>26,105,475</b>	<b>\$7,828,372</b>	<b>\$18,277,103</b>	<b>30%</b>
	Supplies	1,380,707	\$311,326	\$1,069,381	23%
	Services	6,418,135	1,267,908	5,150,227	20%
	Capital Outlay	381,191	108,146	273,045	28%
	Transfers/Other Outgo	2,007,598	460,347	1,547,251	23%
<b>TOTAL EXPENDITURES</b>		<b>36,293,106</b>	<b>\$9,976,099</b>	<b>\$26,317,007</b>	<b>27%</b>
	Ending Fund Balance	6,822,100			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>43,115,206</b>			

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2001 Volvo S80 donated by Willie Waters  
2003 Toyota Camry donated by Jaciara Bayer  
Glider Launcher donated by Charles Eberitzsch

RECOMMENDATION:

The Interim 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.

The Glider Launcher is being donated for use at the Pre-MESA day which will be held in March 2020.

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 Willie Waters, Jaciara Bayer and Charles Eberitzsch.

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH

SYNOPSIS:

An update report will be shared.

RECOMMENDATION:

To be determined at the meeting.

ANALYSIS:

At the Board meeting held on October 9, 2019, Trustees Pinoli, Martinez and Tomkins along with one of the Vice Presidents, the Director of Human Resources, and one member from each of the constituent groups were appointed to participate as part of an ad-hoc committee which will assist in the search for the next Superintendent/President.

MOTION/ACTION:

To be determined at the meeting.

SUBJECT: 2018/19 AUDIT REPORT  
SYNOPSIS:

The independent auditor will present the annual audit report for fiscal year 2018/19.

RECOMMENDATION:

The Interim Superintendent/President recommends that the Board of Trustees formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2019, as presented by Cossolias/Wilson/Dominguez/Leavitt (CWDL) CPAs.

ANALYSIS:

Steven Currie, CPA, Manager, representing CWDL, will present the 2018/19 fiscal year audit of all District funds and accounts to the Board of Trustees.

Following Board of Trustees' receipt of the 2018/19 Audit Report presentation, copies will be made available for public review at the Office of the Superintendent/President, Office of Fiscal Services, the Library, and will be posted on the college website.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2019.

SUBJECT: INSTITUTIONAL SELF-EVALUATION REPORT IN SUPPORT OF  
APPLICATION FOR REAFFIRMATION OF ACCREDITATION

SYNOPSIS:

The Institutional Self-Evaluation Report in Support of Reaffirmation of Accreditation is presented to the Board of Trustees for approval.

RECOMMENDATION:

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

ANALYSIS:

This self-evaluation is a result of input from all constituent groups over the past two and a half years, and the four accreditation standards and sub-standards were chaired by faculty and staff. Work over the last two and a half years involved discussions and research by each standard committee and review by the Accreditation Steering Committee. The steering committee provided input on the document, and drafts were presented to the Academic Senate at multiple meetings. The ISER was presented and approved by the Academic Senate at their November 14, 2019 meeting. The document was also discussed at in-service, faculty meetings, Classified Senate, ASMC and has been available on the portal for review.

The ISER was presented to the Board of Trustees for review at the November 13, 2019 meeting.

*Board Policy 3200, Accreditation*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Institutional Self-Evaluation Report in Support of Application for Reaffirmation of Accreditation.

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

SYNOPSIS:

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

RECOMMENDATION:

The Interim 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 Board of the Mendocino-Lake Community College District and Mendocino 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 informational item at an open public meeting of each governing board EC § 76004 (b). One CCAP agreement was presented for its first reading at the November 13, 2019 meeting.
- 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 (CCAP)*

MOTION/ACTION:

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



**College and Careers Access Pathways (CCAP) Partnership Agreement Between  
Mendocino-Lake Community College District and Mendocino 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 Mendocino Unified School District (MUSD) 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 Mendocino 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 Mendocino 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 Mendocino 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 Mendocino 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 Community 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 Community College Catalog for areas A through E and basic skill courses, including courses listed in APPENDIX I.

- d. Information Sharing: MLCCD shall provide MUSD 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. MUSD 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 Mendocino Unified School District, shall be the MUSD Superintendent, Jason Morse, Mendocino 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 Mendocino 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, Jason Morse  
Mendocino Unified School District  
44141 Little Lake Rd, P.O. Box 1154 Mendocino, CA 95460  
EMAIL jmorse@mcn.org  
PHONE 707-937-5868
  3. Principal, Tobin Hahn  
Mendocino Unified School District  
10700 Ford Street, P.O. Box 226 Mendocino, CA 95460  
EMAIL thahn@mendocinoused.org  
PHONE 707-937-5871
  4. Dean of Centers, Amanda Xu  
Mendocino-Lake 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: Mendocino 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

MUSD 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 Community 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 Mendocino 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 MUSD 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 MUSD, 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 MUSD, 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.

Facilities: MUSD shall be responsible for the provision of the facilities for courses offered on one or more Mendocino Unified School District campuses as part of this CCAP.

- c. Books and Supplies: MLCCD and MUSD shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.
- d. Support Services: MUSD 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 MUSD CCAP Partnership Agreement*

	Mendocino-Lake Community College District	Mendocino Unified School District	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on Mendocino Unified School District campuses during the school day in MUSD facilities.
Instruction and Educational Program	x		CCAP participants will take Mendocino Community 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 Community College and MUSD Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.
Assessment and Placement	x	x	Mendocino Community College and MUSD 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.

#### XI. PROCEDURES, TERMS, AND CONDITIONS

- a. Enrollment Process and Period: Students will be added to the CCAP courses held on the Mendocino School campuses through registration conducted on site at Mendocino 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 Community College and Mendocino High School.

- c. Evaluation of Students: College faculty instructing the course shall be responsible for the supervision and evaluation of the students. MUSD 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 Mendocino 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 MUSD to arrange additional instruction if required by MUSD. 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 MUSD 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 MUSD 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 MUSD. 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 MUSD 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 MUSD, 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. MUSD 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 MUSD or any of MUSD'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, MUSD 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. MUSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and MUSD 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:**

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Jason Morse, Superintendent  
Mendocino Unified School District

Date

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Eileen Cichocki, Interim Superintendent/President  
Mendocino-Lake Community College District

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: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Board Policy #5505 – Student Clubs and Organizations – This legally required board policy has been revised to reflect changes in position titles and processes under the direction of the Vice President of Student Services. 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 September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy #5530 – Student Rights and Grievances – This legally required board policy has been revised to reflect the statewide numbering system as well as the change in titles and numbering for other referenced policies and procedures. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6300 – Fiscal Management – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6307 – Debt Issuance and Management – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6520 – Security for District Property – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President’s Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 6600 – Capital Construction – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President’s Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. 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 adopt the additions and/or revisions to Board Policy 5505, Board Policy 5530, Board Policy 6300, Board Policy 6307, Board Policy 6320, and Board Policy 6600 as presented.



# BOARD POLICY

No. ~~517~~ **5505**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS

The Board of Trustees of Mendocino-Lake Community College District encourages students to form their own clubs and join organizations to conduct activities that enhance the student learning experience.

The Vice President of ~~Education and Student Services~~ and or designee will develop the appropriate rules and regulations to support the activities of the student clubs and organizations.

~~The student clubs and organizations conduct all activities, including financial operations, in accordance with Board Policy and Administrative Procedures.~~

~~Student Clubs shall meet requirements and operate as set forth in the student government Constitution and Bylaws.~~

**Reference:**    Education Code Sections 76060, 76062

*Date Adopted :*    *December 19, 1978*  
*Revised:*        *February 5, 2003*  
                      *July 11, 2007*  
                      *September 2019*

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# ADMINISTRATIVE PROCEDURES

No. 5505.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS

Any student club or student organization sponsored by Mendocino College shall:

- Have a club advisor who is an employee of the Mendocino-Lake Community College District (MLCCD).
- Present a statement of purpose for consideration by the Associated Student of Mendocino College (ASMC) and the Dean of Counseling and Student Programs.
- Submit a completed Charter for New Clubs and Organizations packet to the Dean of Counseling and Student Programs, which includes a listing of proposed organizing officers and members.
- Have a constitution approved by ASMC and the Dean of Counseling and Student Programs.
- Be a member of the Inter-Club Council.

Student Clubs shall meet requirements and operate as set forth in the student government Constitution and Bylaws.

Student clubs and organizations conduct all activities, including financial operations, in accordance with Board Policy and Administrative Procedures.

All fiscal operations of the student club or organization shall adhere to the following:

1. All club fiscal accounts must be maintained in the Student Activity Account. Student groups, which are not defined as a club, are not entitled to maintain a college account and issue purchase orders but must complete and file travel requests as stated below.
2. All clubs must have on file in the Fiscal Services Office
  - (1) a copy of the approved club constitution or bylaws
  - (2) a copy of the minutes designating officers
  - (3) their authorization to approve expenditures
3. To use club funds, a purchase order or travel request must be submitted in advance of the purchase or travel to the Fiscal Services Office. These documents must be signed by the authorized club officer, the club advisor, and the Dean of Counseling and Student Programs. A Voluntary Excursion/Field Trip Waiver and Medical Authorization Form must be completed by each student traveling and be submitted with the Travel Request.
4. Upon receipt of goods or services, the authorized club officer shall sign and return a receipt or invoice stating that the goods were received.

*Adopted: December 1, 1982*  
*Revised: April 10, 2002*  
*May 1, 2007*  
*November 29, 2012*  
*October 25, 2019*

*Administrative Procedure 5505.1*  
*Page 1 of 2*

5. No travel may take place without an authorized travel request form. Upon completion of travel, an expense claim must be filed within 10 days. This should be completed by the traveler and approved by the advisor and the Dean of Counseling and Student Programs prior to being sent to the Fiscal Services Office.
6. The Vice President of Student Services, or designee, shall monitor and approve all student fundraising activities to be consistent with Board Policy and Procedures and with District auditing procedures.

#### Receipt of Funds

- Student clubs are required to submit all funds received through club activities to the Fiscal Services Office. When submitting funds, clubs may be required to identify the source of the funds. Funds must be submitted to the Fiscal Services Office the following business day from when the funds were received by the club. The Fiscal Services Office will provide a receipt of all funds deposited to the club account. Student clubs are not authorized to exchange or handle funds directly from or to a vendor without following the District's purchase order process.

Reference: Education Code Sections 76060 and 76062

*Adopted: December 1, 1982*  
*Revised: April 10, 2002*  
*May 1, 2007*  
*November 29, 2012*  
*October 25, 2019*

*Administrative Procedure 5505.1*  
*Page 2 of 2*



**STUDENT RIGHTS AND GRIEVANCES ~~AND DUE PROCESS~~ POLICY**

The Mendocino-Lake Community College District has developed procedures by which students may obtain a hearing of their grievance(s) involving the interpretation, application, or alleged violation of College rules, regulations, policies, and procedures.

This grievance policy does not apply to students who allege violations of the District's nondiscrimination policy, including allegations of sexual harassment or sexual assault. **See Board Policies 3410 (Nondiscrimination), 3430 (Prohibition of Harassment), and 3540 (Sexual and Other Assaults on Campus) and their associated Administrative Procedures for allegations of discrimination, harassment, or assault.** ~~Such allegations must be presented to the District in accordance with Board Policy 307 and Administrative Procedure 307.2.~~

Students are responsible for complying with all College regulations and for completing course requirements established by the instructor of each course in which they are enrolled. The College shall ensure that the student, in cases of admission, probation, suspension, or dismissal is afforded due process as stated in the written procedures of the College.



# ADMINISTRATIVE PROCEDURES

No. 5530.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT RIGHTS AND GRIEVANCES

### A. Grievance

1. Definition: A grievance is a complaint by a student involving the interpretation, application, or alleged violation of College policies and procedures. A grievance action may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.
2. Terms:
  - a. Party - The student or respondent(s) together with their representatives, which may include the Student Rights Advocate. "Party" shall not include the Grievance Hearing Committee or the Grievance Officer.
  - b. Superintendent/President - The Superintendent/President or a designated representative of the Superintendent/President.
  - c. Student –A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
  - d. Grievant - A student who has filed a grievance.
  - e. Respondent - Any person claimed by a grievant to be responsible for the alleged wrongdoing.
  - f. Day - Unless otherwise provided, “day” shall mean a day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.
  - g. Grievance Officer – Human Resources Director. Serves as an assistant to students in seeking resolution.
  - h. Student Rights Advocate – ASMC elected position.
  - i.
3. Grounds for Grievances. The following are grounds for grievances:
  - a. Interpretation, application, or violation of College rules, regulations, policies, and procedures.
  - b. Arbitrary administrative action.

- c. Arbitrary or capricious decision in the academic evaluation of a student's performance.

## B. Informal Stage

Before filing a formal written grievance, the student shall attempt to resolve the matter by means of an informal conference individually and in sequence with the following (Note: This is the process for student grievances, NOT student discipline):

- Step 1: Initial Level—Any student with a grievance (the grievant) should discuss the problem directly with the person with whom the student has a grievance (the respondent). This discussion must take place within ten (10) days of the alleged incident or ten (10) days after the student learns of the alleged incident, whichever is later.
- Step 2: If the grievance is not resolved in Step 1, the grievant must complete the Student Grievance Form, Section A and submit to the immediate supervisor of the respondent. The immediate supervisor will meet with the grievant and make every effort to resolve the problem with the grievant and the respondent. This discussion shall take place within 10 days of completion of Step 1. The supervisor has ten (10) days to respond to the grievance.

## C. Formal Stage

If the grievant feels the matter has not been resolved by the informal conferences in Steps 1-2 the grievant may submit a signed Student Grievance Form within three (3) days after Step 2 to the appropriate supervising Vice President.

The Vice President may render a final decision or refer grievances to the Grievance Hearing Committee. If the Vice President refers the grievance to the Grievance Hearing Committee, the student has three (3) days to submit the Grievance Hearing Form to the Grievance Officer. The committee will conduct a formal hearing within ten (10) days (except where the grievant specifically agrees in writing to a longer period). No person who was involved in any prior step should participate in the committee deliberations. The committee will render a final decision and send it to the Vice President who will inform the grievant.

### Grievance Hearing Committee

The Superintendent/President or designee shall appoint a Grievance Hearing Committee as needed which shall be constituted in accordance with the following:

- a. It shall include one student, one faculty member, one member of the classified staff and one College administrator.
- b. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any

party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

- c. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

References:            Education Code Section 76224 subdivision (a);  
                              Title IX, Education Amendments of 1972;  
                              34 Code of Federal Regulations Parts 106.1 et seq.;  
                              ACCJC Accreditation Eligibility Requirement 20;  
                              ACCJC Accreditation Standard IV.D

# MENDOCINO LAKE COMMUNITY COLLEGE DISTRICT STUDENT GRIEVANCE FORM

**Section A of this form must be submitted to the appropriate administrator prior to informal step 2 and within ten (10) days of Step 1.**

**Section A and B of this form must be submitted to the appropriate Vice President within three (3) days after Step 2 of the informal process.**

## **Grievance Form Section A**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Mendocino College e-mail: \_\_\_\_\_  
Home Work Cell

### **Documentation of Grievance**

\_\_\_\_\_  
Date of grievance Respondent(s) name and title

I wish to file a grievance or complaint as a result of the following college action or decision. Describe in detail your grievance or complaint. This information will be used in the formal resolution of your grievance. (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there witnesses or anyone who could provide additional information regarding this grievance/complain, please list name(s), phone numbers(s), and nature of additional information (attach additional pages if needed)

Witness #1

\_\_\_\_\_  
Name Telephone Summary of additional information provided

Witness #2

\_\_\_\_\_  
Name Telephone Summary of additional information provided

How would you like to see this grievance/complaint resolved? (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

Adopted: May 6, 1992  
Revised: March 5, 2003  
October 25, 2019

Admin Procedures 5530.1  
Page 4 of 6

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

**Record of Informal Stage** (Please record and report information discussed in the informal step prior to moving onto the next step in the informal process)

☐ Step 1 of the informal process was completed \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent(s) name and title

Provide a summary of discussion with respondent(s) (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Step 2 of the informal process was completed \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible supervisor

Provide/attach immediate supervisor's response to alleged grievance

## **Grievance Form Section B**

### **Request to Pursue Formal Grievance Process**

☐ I am satisfied with the outcome of the informal process and do not wish to pursue a formal grievance. There is no need to complete section B.

☐ I am not satisfied with the outcome of the informal process and do wish to pursue a formal grievance. Please complete section B

**Record of Informal Stage** (A formal grievance will not be evaluated if all steps of an informal resolution have not been sought. Documentation of the informal process should be recorded during the informal process.)

Steps 1 and 2 should be documented in Grievance Form Section A

Step 3: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent(s) name and title

\_\_\_\_\_  
Responsible administrator

Provide/attach next-level administrator's response to alleged grievance

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

-----  
**- FOR ADMINISTRATIVE USE ONLY -**

1. Informal resolution was attempted on \_\_\_\_\_ and the grievance was ☐ resolve/☐ unresolved.  
Date

2. If unresolved, this form was submitted within three (3) days of step 3 of the informal stage.  
☐ yes ☐ no

This is to certify that this grievance was resolved at the informal step.

\_\_\_\_\_  
Signature of Grievant/Date

\_\_\_\_\_  
Signature of Administrator/Date

# MENDOCINO LAKE COMMUNITY COLLEGE DISTRICT GRIEVANCE HEARING FORM

**This form must be submitted to the Grievance Officer within three (3) days after  
Step 2 of the informal process.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Street City State Zip

Telephone: \_\_\_\_\_ Mendocino College e-mail: \_\_\_\_\_  
Home Work Cell

A copy of the Grievance Form must be attached to this form at the time of submission

Informal Process Completed on: \_\_\_\_\_  
Date

As outline in AP 534.1, the determination of whether the statement of grievance presents sufficient grounds for a hearing shall be based on the following:

- a. Interpretation, application, or violation of College rules, regulations, policies, and procedures.
- b. Arbitrary administrative action.
- c. Arbitrary or capricious decision in the academic evaluation of a student's performance.

I am not satisfied with the resolution rendered at the informal level and would like to pursue a grievance hearing

\_\_\_\_\_  
Signature of Grievant/Date

-----  
**- FOR ADMINISTRATIVE USE ONLY -**

Grievance Hearing Panel Members:

\_\_\_\_\_  
Grievance Officer Administrator Faculty Student

Date grievance went to hearing panel for review: \_\_\_\_\_

Date grievance hearing was held: \_\_\_\_\_

Date hearing panel's recommendation was sent to Superintendent/President: \_\_\_\_\_

Date Superintendent/President's notification of decision set to student and all parties: \_\_\_\_\_

Resolution of grievance hearing (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adopted: May 6, 1992  
Revised: March 5, 2003  
October 25, 2019

Admin Procedures 5530.1  
Page 6 of 6



# BOARD POLICY

No. 6300

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## FISCAL MANAGEMENT

NEW

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Superintendent/President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References: Education Code Section 84040(c);  
Title 5 Section 58311;  
ACCJC Accreditation Standard III.D;  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.





# ADMINISTRATIVE PROCEDURES

No. 6300.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## FISCAL MANAGEMENT

The Assistant Superintendent/Vice President of Administrative Services shall assure that the commonly accepted auditing standards for sound fiscal management are adhered to by including the following minimum standard procedures as part of the local institutional practice:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

References: Education Code Section 84040(c);  
Title 5 Section 58311;  
ACCJC Accreditation Standard III.D.9;  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.



# BOARD POLICY

No. 6307

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DEBT ISSUANCE AND MANAGEMENT

NEW

The Superintendent/President shall establish procedures to assure that the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

References: Government Code Section 8855



# ADMINISTRATIVE PROCEDURES

No. 6307.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **DEBT ISSUANCE AND MANAGEMENT**

No later than 30 days prior to the sale of any debt issue, the District shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission through the Commission's online submittal system. The report of the proposed debt issuance shall include a certification by the District that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

No later than 21 days after the sale of the debt, the District shall submit a report of final sale to the California Debt and Investment Advisory Commission through the Commission's online submittal system. A copy of the final official statement for the issue shall accompany the report of final sale. If there is no official statement, the District shall provide each of the following documents, if they exist, along with the report of final sale:

- Other disclosure document.
- Indenture.
- Installment sales agreement.
- Loan agreement.
- Promissory note.
- Bond purchase contract.
- Resolution authorizing the issue.
- Bond specimen.

The District shall submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall cover a reporting period from July 1 to June 30, inclusive, and shall be submitted no later than seven months after the end of the reporting period. The annual report shall consist of the following information:

- Debt authorized during the reporting period, which shall include the following: (1) Debt authorized at the beginning of the reporting period; (2) Debt authorized and issued during the reporting period; (3) Debt authorized but not issued at the end of the reporting period; and (4) Debt authority that has lapsed during the reporting period.
- Debt outstanding during the reporting period, which shall include the following: (1) Principal balance at the beginning of the reporting period; (2) Principal paid during the reporting period; and (3) Principal outstanding at the end of the reporting period.
- The use of proceeds of issued debt during the reporting period, which shall include the following: (1) Debt proceeds available at the beginning of the reporting period; (2) Proceeds spent during the reporting period and the purposes for which it was spent; and (3) Debt proceeds remaining at the end of the reporting period.

References: Government Code Section 8855;  
Title 4 Sections 6000 et seq.



# BOARD POLICY

No. 6520

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## SECURITY FOR DISTRICT PROPERTY

**NEW**

The Superintendent/President shall establish plans and processes necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et. seq.;  
ACCJC Accreditation Standard III.B.1



# BOARD POLICY

No. 6600

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CAPITAL CONSTRUCTION

**NEW**

The Superintendent/President or designee is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President or designee. The Director of Facilities shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Director of Facilities shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to the criteria contained in the law.

References: Education Code Sections 81005 and 81820;  
Title 5 Sections 57150 et seq.



# ADMINISTRATIVE PROCEDURES

No. 6600.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CAPITAL CONSTRUCTION

### **Capital Outlay Program**

The Superintendent/President or designee will annually report to the Board and to the California Community Colleges Chancellor's Office a five-year capital outlay program. The program will be informed by the Facilities Master Plan and consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five-year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

### **Contracts**

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

### **Conversion of Buildings**

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
- Excepting historically significant buildings, the total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by the District.
- The District has complied with facility site review guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

References: Education Code Sections 81005 and 81820;  
Title 5 Sections 57150 et seq.



SUBJECT: BOARD POLICY DELETIONS – SECOND READING

SYNOPSIS:

Previously established Board policies are presented for 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 #312 – Use of Physical Fitness Lab – There is no legal requirement to have a board policy covering the use of the Physical Fitness lab and has been deemed as unnecessary by the President's Policy Advisory Committee as rules covering the use of the fitness lab are established by the department. This policy was first reviewed for deletion by PPAC on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy #404 – Textbook Policy – There is no legal requirement to have a board policy covering the selection of textbooks and the policy has been deemed as unnecessary by the PPAC committee. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy 507 – Academic Recognition – The legally required information regarding academic recognition is included in administrative procedure 4233.1 which was revised and approved in August 2018 therefore making this policy unnecessary. The policy deletion was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 511 – Credit Hour – The legally required information regarding credit hour is included in administrative procedure 4020.1 which was revised and approved in March 2018. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 513 – Substance Abuse and Drug Testing – Athletics – This information is included in Board Policy 3550 which was approved in December 2014. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 515 – Privacy of Students – The legally required information regarding student privacy is already included in Board Policy #5040 which the board approved in February 2017. This policy was first reviewed for deletion by the President's Policy Advisory Committee on

September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 523 – Student Health Awareness Program - There is no legal requirement to have a board policy regarding a student health awareness program and has been deemed as unnecessary by the President's Policy Advisory Committee. This policy was first reviewed for deletion by PPAC on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy 725 – Counseling and Advising – The legally required information included in this policy is also included in Board Policy 5110 which was approved by the Board in December 2018 and therefore has been deemed by the President's Policy Advisory Committee as a duplicate. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deleting Board Policy 312, Board Policy 404, Board Policy 507, Board Policy 511, Board Policy 513, Board Policy 515, Board Policy 523 and Board Policy 725 as outlined and presented.



# BOARD POLICY

No. 312

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## USE OF PHYSICAL FITNESS LAB

Due to safety and liability concerns, use of the physical fitness lab shall be restricted as follows:

### **Students**

Students wishing to use the physical fitness lab must be enrolled in a course held in the lab and must use the lab during the scheduled hours of that course.

### **Employees**

Full-time and part-time faculty, regular classified staff, assistant coaches, and management and confidential employees may use the physical fitness lab any time a class is scheduled in the lab, provided they do not displace a student. In addition, employees may use the lab during times classes are not scheduled in the lab provided that they:

- use the lab Monday through Friday, between 7:00 a.m. and 9:30 p.m. (excluding holidays and Fridays during the summer)
- always use the lab with another employee present
- receive an orientation to the lab from one of the instructors prior to using the lab the first time

Several designated offices and employees will be issued a key to the lab which employees may borrow as needed.

Violation of this policy by a student or employee may result in their use of the lab being suspended.



**TEXTBOOKS POLICY**

Mendocino College shall provide an orderly framework for the selection and procurement of required and supplemental textbooks, desk and examination/review copies, copyrighted instructional materials, open source materials, e-books, and duplicated materials.

Education Code 70901, 70902, 76365

Title 5 59400, 59404

*Date Adopted:* December 19, 1978

*Revised:* March 3, 1993

August 7, 2002

December 12, 2012



# BOARD POLICY

No. 507

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## ACADEMIC RECOGNITION

The Board values excellence and wishes to encourage students to do their best in all endeavors. It shall be the policy of this Board, therefore, to recognize outstanding academic accomplishment.

The Board authorizes the recognition of the following achievements:

- a) Periodic recognition of students who maintain high academic grade point averages.
- b) Recognition upon graduation of students who have maintained high academic records.

*Adopted: December 19, 1978*

*Updated: May 1, 2002*



## BOARD POLICY

NO. 511

### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

#### **CREDIT HOUR**

The Board of Trustees of the Mendocino-Lake Community College District utilizes the Carnegie Unit as the basis for the credit hour with 50 minutes of instruction with transitional and break time for a total of one hour with a minimum of two hours of student work or activities outside the classroom each week. Non-classroom work including lab, clinical, and practica are included in this definition. Distance education courses have an equivalent combination of interaction, assignments, and activities in accordance with Administrative Procedure 407.1, Distance Education Procedures – Regular Effective Contact.

#### Reference:

34 CFR 600.2

Title 5 55002 and 55002.5



### **SUBSTANCE ABUSE AND DRUG TESTING - ATHLETICS**

The Board of Trustees of the Mendocino-Lake Community College District is committed to providing a safe, drug-free school environment to maximize the health and safety of district students and to protect them from dangers associated with illegal drug use and drug abuse.

The District recognizes that a drug testing program is essential to the proper function of its athletics programs.

The Superintendent/President or designee shall establish procedures that ensure privacy.



# BOARD POLICY

No. 515

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PRIVACY OF STUDENTS

The Board of Trustees recognizes that an integral part of its responsibility regarding Mendocino College students is the safeguarding of information about those students.

The Board of Trustees directs the Superintendent/President to ensure that staff members are aware that with respect to students, they occupy a position of trust and must respect the need for confidentiality that inheres in that relationship. The activities, remarks, academic success or problems of students at Mendocino College are not appropriate subjects for casual conversation and are protected under the Family Educational Rights and Privacy Act (FERPA). Staff members may discuss or share information about students when it is within the scope of their duties.

Also included in this privacy policy are the children enrolled in the College's Child Development Center. Mendocino College students, staff, and volunteers at the Center must adhere to FERPA guidelines concerning the privacy of the children and their families.

Also see Administrative Procedure 506.1 Privacy of Student Records.

Reference: Family Educational Rights and Privacy Act (FERPA)

*Adopted:* December 19, 1978  
*Revised:* May 1, 2002  
November 5, 2008





# BOARD POLICY

No. 523

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT HEALTH AWARENESS PROGRAM

The Board of Trustees recognizes the value of providing health awareness to students on campus, and believes in the concept that good health is essential to the learning process, therefore, the overall goals of the Student Health Awareness Program should be to promote the student's ability to maintain health, adjust to the college environment, develop and strengthen health habits which will be of lasting value to the individual.

Education Code: 76350

*Adopted: December 19, 1978*

*Revised: May 1, 2002*



# BOARD POLICY

No. 725

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COUNSELING AND ADVISING SERVICES

This policy defines counseling and advising services, based on “The Role of Counseling Faculty in the California Community College” as adopted by the Academic Senate for California Community Colleges, Fall 1994. Counseling and advising of Mendocino College students will be provided in accordance with this policy.

ADVISING responds to student requests for discipline-specific or service-specific information and focuses on giving students information they need to reach their stated goals. Advisors explain and clarify this information for students in a manner sympathetic to the needs and situation of the student.

As an example, advisors might assist at registration by providing information and referring students to college services; disseminate information provided by counseling staff about program requirements; or facilitate and support activities in a variety of student services programs. An Instructor advisor would provide information regarding programs, career opportunities, and course selection in their assigned discipline; refer students to services; or coordinate activities with counseling staff to supplement counseling services. Instructor advisors are expected to participate in advising activities at their own discretion, not as a matter of assignment.

Qualifications for advisors are not established by the State and are set by each district as appropriate to the nature of the duties required of the position.

COUNSELING is required when a student needs more than just discipline-specific or service-specific information. When student needs are related to the areas of goal setting, planning, and decision making, such as interpreting, recommending, or judging the appropriateness of a student’s course, program choice, assessment results, or course placement, counseling is required.

The California Education Code, Section 51018, defines the duties of a counselor as, “Academic counseling, career counseling, personal counseling, and coordination with the counseling aspects of other services to students which may exist on campus.”

State-mandated minimum qualifications for a Counselor specify a “Master’s counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational psychology, social work, career development, California license in marriage, family, and child counseling, or the equivalent”.

In addition, counselors are primary resources for conflict resolution, crisis intervention; critical incident response, retention and follow-up activities, and personal problem-solving related to education.

While Counselors may provide advising services as part of their responsibilities, an Advisor may not provide counseling services.

*Adopted: September 2, 1998*

*Reviewed: August 18, 2010*

SUBJECT: HEALTH BENEFITS 2019/20

SYNOPSIS:

Status of the health benefit fund as of October 31, 2019

ANALYSIS:

For the first four months of fiscal year 2019/20, 7/1/19 – 10/31/19, the average health benefit cost per participant was \$2026.11, per month, while the budgeted rate is \$1,700.00 per participant.

Should this trend continue through the end of the fiscal year, expenditures would exceed the budget by approximately \$750,000 and use the entire reserve in the Health Benefits Fund.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Fall 2019 fundraising appeal letter highlights two Mendocino College Students; Scott Darda and Suley Gonzalez. The appeal letter has been distributed to our donor database.

The Giving Tuesday campaign will be held on Tuesday, December 3, 2019. Those wishing to donate may do so at the giving table located in the student center on December 3, 2019 from 9:00 a.m. to 2:00 p.m. or by going online. Students are encouraged to “give” and experience what it’s like to be philanthropic and to know that their donation helps other students in need. This year’s proceeds benefit the Food Pantry and Student Emergency Fund at the College.

The Foundation’s website is undergoing a complete update which will include a new and streamlined donation page. The new site is expected to be up and running by mid-December.

The Scholarship Program application period will begin one month early this year. The program opens on December 2, 2019 and will close on March 2, 2020. Scholarship workshops have begun and are available to all high schools in Lake and Mendocino counties. A specific flyer advertising our scholarship program has been developed and will be distributed in the next two weeks.

The Friends of the Mendocino College Theatre (FMCT) are actively fundraising to send up to 20 students to the Kennedy Center Theatre Arts Festival in Colorado. To date, over \$8,000 has been raised and another \$12,000 is needed. A drive through tri-tip dinner is being planned for January 17, 2020.

The Friends of the Mendocino College Coast Center held a very successful fundraiser on November 10, 2019 called Bites and Brews. They raised \$11,733 towards the Adopt A Fifth Grader Program on the Coast. Special thanks to North Coast Brewery.

The Executive Director of the Foundation attended the “Promise Net 2019 Conference at UC Berkeley in November and will attend “Student Basic Needs Summit” at Laney College in December.

SUBJECT: FRIENDS OF THE MENDOCINO COLLEGE COASTAL FIELD STATION  
AND NATURAL SCIENCES AFFILIATE REPORT

SYNOPSIS:

The following information report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

ANALYSIS:

**From the Field:**

- Environmental science students from Ukiah, online and Coast center lecture sections met for their accompanying lab course at the field station on two weekends in September. Students collected environmental data to help establish a baseline of information regarding coastal climate and basic diversity indices for the coastal prairie ecosystem.  
Student Quote: "I do truly feel it was a valuable experience, not just to get a better understanding of the issues we're looking at in [earth science], but also an understanding of what scientists do, of what one is getting into if pursuing a career in field science. And I really appreciated the 'bonding experience'. I think there's just something kind of intimate about spending time 'overnight' with a group of people that really promotes a sense of community and camaraderie." – Courtney Wagner
- Zoology class had a field trip in November. Representatives of Mendonoma Whale and Seal Study came out and gave a presentation about the effects of climate change on two species of whale.
- Steve Cardimona also hosted a group of middle school students from Point Arena *Protecting the Coast* class on October 21.

**From the Faculty:**

- On October 11, Steve Cardimona hosted a visit to the field station by the Leadership Mendocino "Masters Class in Mendocino County" as part of the "Natural Resources Day" component of this year's course.  
Program coordinator quote: "Many spoke on the evaluations that (our visit to the field station) was a highlight of the day. I also appreciate your flexibility in letting us use the space for our class discussion exercise." – Holly Madrigal
- Science faculty participated again this year in the coastal community and BLM's Discover the Coast event on October 19, with an open house and hosting event participants including representatives of CDFW and UC Davis Bodega Marine Lab. The field station saw about 50 very excited guests visit.
- We have helped coordinate a visit in early December for 10 Americorps youth, sponsored by The Corporation for National and Community Service, who will be working with representatives of the Bureau of Land Management, the Point Arena Lighthouse and our

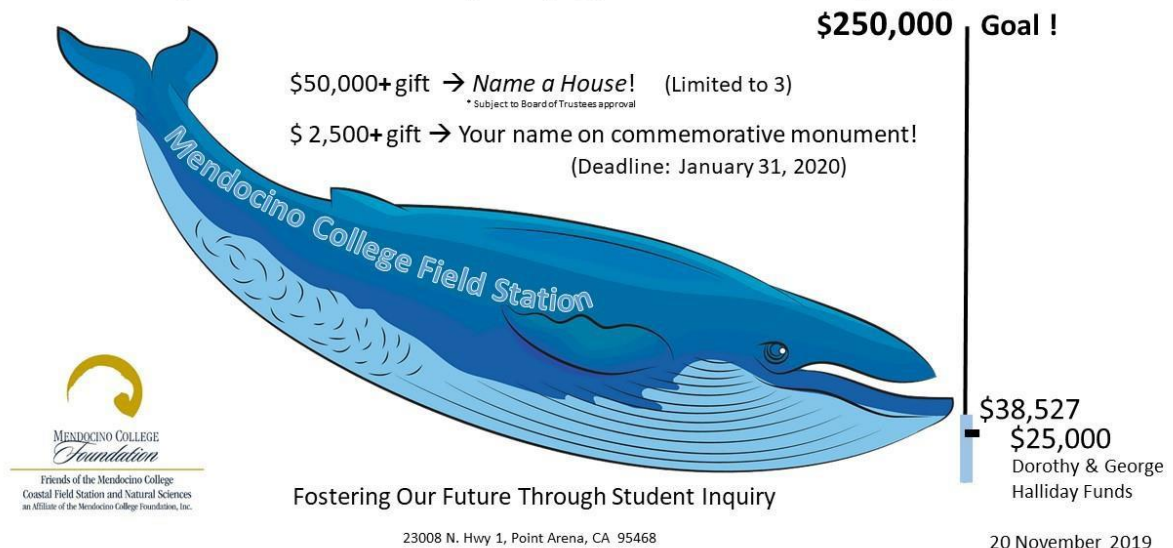
own field station to perform land-management work and to learn from BLM specialists about cultural and natural resources regarding the coast. The Americorps crew are also required to teach at least 1 class of “Leave No Trace” ethics, and we helped by giving them our contacts with coastal school instructors.

- Mendocino College science faculty have been invited to participate in a special session on Marine Laboratories and Field Stations and the opportunities they provide to researchers, educators and students at the annual National Shellfisheries Association in 2020.
- Under art instructor Lisa Rosenstreich’s supervision, Mendocino College art student Salvador Perez-Andrade has created an amazing plan for a mural to be installed on the field station pump house. Painting work is scheduled to begin during spring 2020 art classes.

### From the Friends:

- Building on the Foundation’s donation to our affiliate of \$25K from the Halliday Trust fund, we have embarked on a capital campaign to build on this incredible gift! So far, \$13,527 additional funds have been raised! We have sent out our appeal to the broader community to continue toward our goal. Please consider participating in this campaign with your own donation, and help to support this college facility and all the students who gain the benefit of being able to visit this amazing educational resource. For more information, contact Steve Cardimona.

## \$250,000 Facility Upgrade Campaign



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 always, it seems like the semester has flown by. Much of the work of the Academic Senate has focused on review of the Institutional Self Evaluation Report (ISER). We read, provided input on the report across four separate meetings. We were able to review early drafts of Standards I and II then Standards III and IV on October 3 and 10, respectively, in preparation for the *first reading* (October 24). On November 14 the Academic Senate voted unanimously to approve the ISER as presented.

We are now shifting our focus to reviewing committee work as it relates to our role in decision making, according to participatory governance guidelines. We will have reports from Senators Petti and Browe who serve on Outreach and Marketing and Technology Committees this month (12/5). Last month, we received a report from Senator and Student Learning Outcome Team Chair, Julie Finnegan.

We will also continue to work on our annual goals which include making recommendations about the faculty role in establishing minimum qualification equivalencies and streamlining this process; the faculty role on hiring committees; and a review of all senate committees.

At the November Faculty Meeting, the Automotive Technology Program was highlighted. In addition to a tour of the Auto Lab, Professor Doug Boswell shared the following:

- The Program includes an Associate of Science degree and three Certificates. Most students pursue the certificates. If they begin with one in mind, they typically end up completing all three. The AS has nine core courses and takes two years to complete. About 20% of students complete the AS and a small percentage transfer.
- Student diversity includes 50% Latino and 15% women.
- Laboratory activities include the restoration (and sale) of donated cars. Over the past 12 months 20 cars were donated and most were restored and sold. The lab served 200 customers in the last year. These activities provide valuable “real world” work experience for students.
- Boswell led a discussion about the car, tools, and equipment found in the lab, as well as an overview of the Auto Tech Club.

Lastly, I am pleased to announce that Pomo Pathway has been recognized by the Board of Governors for California Community Colleges as an honorable mention for the 2019 - 2020 Exemplary Program Award. Each year the Board of Governors recognizes colleges who have developed and maintained “exemplary programs”. This award is sponsored by the Academic Senate of the California Community Colleges and the Foundation for California Community Colleges. The focused theme this year is “Student Support Services”. This prestigious award recognizes outstanding efforts to serve diverse student populations. With a significant amount of help writing the narrative from Vice President Velasco and the endorsement of President Cichocki, I submitted the application on behalf of the college last month. I think our program stands out due to the collaborative nature of its inception, development and implementation. In the application we wrote, in part, that “Pomo Pathway is innovative in terms of the collaboration between the Native community and the college. Tribal and college leaders encouraged and supported the concept of developing and implementing an educational program provided at the Coyote Valley Indian Reservation”. In addition, we said “the shared need of the Native community wanting to provide successful educational experiences for their youth and the college’s desire to reach this underserved population created a mechanism for a successful partnership”. Our program director will be invited to the Board of Governors meeting in January to receive our honorable mention award.

#### **Classified Senate:**

The following report was submitted by Classified Senate President Jeana Thompson:

We would like to take this time to acknowledge all those who helped the Classified Senate in one way or another with our annual holiday “funraiser”. Classified staff, Faculty and Management Team members provided us with a wide array of items for our auction and raffle. We would also like to give a special thanks to Nancy Heth who took the lead of our “funraiser” committee this year. Without the help and dedication of the committee, we would not have been able to complete such a successful event. Past support has enabled us to raise over \$31,000 which has then been awarded to students in the form of scholarships. So once again, thank you everyone for your generosity and support.

#### **Management Team:**

The following report was submitted by Management Team President Judy Kanavle:

Happy Holidays! In the spirit of giving this holiday season, the Management Team participated in several college wide fundraisers in November and December. Members donated gift cards to the Classified Senate “FunRaiser”, and pitched in for pies and whipped cream for the Student Holiday Meal. We also encouraged members to consider contributing to the Management Team Scholarship fund and/or making a general contribution to the Foundation. Finally, The Management Team is currently drafting a new procedure for Night Duty that will better reflect our current operations.

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



SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

New and revised Board policies are presented for review and discussion.

ANALYSIS:

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

Board Policy 3410 – Nondiscrimination – This legally required board policy has been revised to now include immigration status as one of the protected classes. 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 October 25, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy #3430 – Prohibition of Harassment – This legally required board policy has been revised to now include immigration status as one of the protected classes. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 3820 – Gifts – This legally required board policy has revised using the League template and the statewide numbering system as a guide. The policy was previously revised in June 2010 and listed as Board Policy 609. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019.

Board Policy 6250 – Budget Management – This new legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6320 – Investments – This legally required board policy was last updated in April 2015. The only recommended change to the current version is the inclusion of the words "or designee" in the first sentence. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested

changes and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6550 – Disposal of Property – This legally required board policy has been revised using the League template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on October 25, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on November 15, 2019. A copy of the approved administrative procedure is included as information only.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the February 2020 Board meeting.



### NON-DISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, **immigration status**, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, **immigration status**, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure No. 3410.1

References: Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;  
Title 5, Sections 59300 et seq., and 59300 et. seq.;  
Penal Code Section 422.55;  
Government Code, Section 12926.1 and 12940 et. seq.;  
Title 2 Sections 10500 et seq.;  
Labor Code Section 1197.5;  
ACCJC Accreditation Eligibility Requirement 20 and ACCJC  
Accreditation Standard Catalog Requirements (formerly Accreditation  
Standard II.B.2.c)

*Adopted: December 19, 1978*

*Page 1 of 1*

*Revised: March 3, 1982      December 6, 1989*

*June 2, 1993      October 16, 1995*

*July 7, 1999      June 5, 2013*

*May 15, 2019      October 2019*



# ADMINISTRATIVE PROCEDURES

No. 3410.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## NON-DISCRIMINATION

The District shall provide and maintain administrative complaint procedures that assure equal access to employment, services, classes, athletics, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, immigration status, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status or military and veteran status.

### Education Programs

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

### Employment

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, layoff and advancement for all position classifications shall be based on job-related criteria and the District's staffing needs.

It is also unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

The District shall from time to time as necessary provide professional and staff development

Any person who desires to file a complaint based on discrimination, harassment or access should contact the District Compliance Officer, Director of Human Resources, by phone at (707) 468-3065 or in person at the District's Human Resources Department, 1000 Hensley Creek Road, Ukiah, California, 95482. A complete copy of the District's complaint procedure, Administrative Procedure 3435.1, can be found at the District's Human Resources Department, Room 1160 in MacMillan Hall, and the Library, Room 4220 in the Library/Learning Center, both at the Ukiah Campus and on the District's website at <http://www.mendocino.edu>.

**References: Nondiscrimination References for Education Programs:**

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;  
Penal Code Sections 422.55 et seq.;  
Title 5 Sections 59300 et seq.;  
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation  
Standard Catalog Requirements (*formerly II.B.2.c*)

**Nondiscrimination References for Employment:**

Education Code Sections 87100 et seq.;  
Title 5 Sections 53000 et seq.;  
Government Code Sections 11135 et seq. and 12940 et seq.;  
Title 2 Sections 10500 et seq.;  
Labor Code Section 1197.5

**PROHIBITION OF HARASSMENT**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, **immigration status**, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435.1. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation

and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedure 3430.1

**References:** Education Code Sections 212.5, 44100, 66252, and 66281.5;  
Government Code Sections 12940 and 12950.1;  
Title 2 Sections 10500 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e



# ADMINISTRATIVE PROCEDURES

NO. 3430.1

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

### PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any administrator, staff or faculty member or student within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

#### **Academic Freedom**

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. (See BP 4030 Academic Freedom). This procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

#### **Definitions**

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not

*Adopted: July 7, 1999*

*Revised: December 9, 2013*

*April 26, 2019*

*November 15, 2019*

*Admin Procedure 3430.1*

*Page 1 of 3*



limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or

*Adopted: July 7, 1999*

*Revised: December 9, 2013*

*April 26, 2019*

*November 15, 2019*

*Admin Procedure 3430.1*

*Page 2 of 3*

- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### **Consensual Relationships**

Romantic or sexual relationships between supervisors and employees they directly supervise, and between faculty and students when a student is enrolled in a faculty's class are prohibited. There is an inherent imbalance of power and potential for exploitation in such relationships. Also, in general, romantic or sexual relationships between or among administrators, faculty, or staff members and students are discouraged. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that allowed relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the authority of one over the other, or of a teacher over a student in allowable settings (non-classroom). Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

References: Education Code Sections 212.5, 44100, and 66281.5;  
Government Code Section 12940;  
Title 2 Sections 10500 et seq.;  
Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

*Adopted: July 7, 1999*  
*Revised: December 9, 2013*  
*April 26, 2019*  
*November 15, 2019*

*Admin Procedure 3430.1*  
*Page 3 of 3*



# BOARD POLICY

No. ~~609~~ **3820**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DONATIONS AND GIFTS

~~The Board of Trustees of the Mendocino Lake Community College District will accept appropriate gifts or donations which are supportive of the College mission and vision.~~

~~Gifts and donations made directly and specifically to Mendocino College are under the purview of the Board of Trustees. The normal duties of the Board of Trustees do not include managing monetary assets, real estate or other income producing properties. The Board encourages donors to make gifts which require special management directly to the Foundation, whose membership includes experts with skills in fiduciary and property management. Such gifts and other donations specifically solicited by and/or received by the Mendocino College Foundation, Inc. are the responsibility of the Foundation. The Superintendent/President or designee has the authority to advise donors as to the most suitable beneficiary of their gift.~~

~~All substantial gifts and donations directed specifically to Mendocino College, including monetary assets, real or personal property, equipment, supplies, and any other asset of use and benefit to the college, must be accepted by the Board of Trustees at a public meeting.~~

~~Any gift or donation which is accepted by the Board shall become District property, and may not be returned without prior approval of the Board of Trustees and is subject to the same controls and regulations as are other properties of the District.~~

~~The Board of Trustees reserves the right to refuse any gift which does not contribute toward the achievement of the goals of the College, or which is contrary to the policies of the College, the laws of the State of California, or applicable federal statutes, or which, by nature of ownership of said gift, would tend to deplete the District's resources.~~

~~In no instance shall acceptance of a gift or donation be considered an endorsement by the Board of Trustees of a commercial product, a business enterprise, an individual, or any other organization.~~

~~Donors who present a gift or donation with conditional requirements which are governed by laws or board policies (e.g. curricula or naming of facilities) shall be advised of and accept those requirements prior to acceptance of the gift or donation by the Board of Trustees.~~

*Adopted: December 19, 1978*

*Revised: November 3, 1982*

*September 2, 1998*

*June 2, 2010*

*October 2019*

**The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.**

**The District shall assume no responsibility for appraising the value of gifts made to the District.**

**Acceptance of a gift shall not be considered an endorsement by the District of a product, enterprise or entity.**

**In no event shall the District accept a donation from a donor who engages in practices or policies which would be in violation of Board Policy 3410, Non-Discrimination when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.**

**Reference:     Education Code Section 72205**

*Adopted:     December 19, 1978  
Revised:     November 3, 1982  
               September 2, 1998  
               June 2, 2010  
               October 2019*



# BOARD POLICY

No 6250

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

**NEW**

## BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Each year the Board will review and approve budget parameters to inform budget development for the coming year.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure #6250.1

References: Title 5 Sections 58307 and 58308



# ADMINISTRATIVE PROCEDURES

NO. 6250.1

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

### BUDGET MANAGEMENT

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References: Title 5 Sections 58305, 58307, and 58308.



# BOARD POLICY

No. 6320

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## INVESTMENTS

The Superintendent/President **or designee** is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

References: Government Code Sections 53600 et seq.

*Adopted: January 4, 1989*  
*Revision: June 4, 2008*  
*April 8, 2015*  
*October 2019*



# ADMINISTRATIVE PROCEDURES

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 6320.1

### INVESTMENTS

The Superintendent/President or designee is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited below and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).
- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8 may be made by the Vice President of Administrative Services subject to prior approval of the Governing Board.

References: Government Code Sections 53600 et seq.





# BOARD POLICY

No. ~~613~~ **6550**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **DISPOSITION DISPOSAL OF PROPERTY**

~~The Board of Trustees recognizes that the District may have from time to time, property which is unusable or obsolete or otherwise not needed by the District.~~

~~The Board directs~~ The Superintendent/President or designee **is delegated authority by the Board to declare as surplus such personal** ~~to periodically review all District property of the District as is no longer useful for District purposes,~~ and **shall** establish procedures to dispose of such property in accordance with applicable law.

~~The Board directs the Superintendent/President or designee to ensure the following:~~

- ~~• That the College does not waste scarce storage space by warehousing property determined to be surplus;~~
- ~~• That the surplus property which cannot be utilized by other college departments or has insufficient value to defray the costs of arranging a sale, may be disposed of in a manner consistent with the College's commitment to recycling.~~

All disposition of surplus **personal** property shall be reported to the Board of Trustees on a periodic basis. **This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.**

Reference: **Education Code Sections** 70902(b)(6); **81360 et seq.; and** 81540 **et seq.** ~~81542~~

*Adopted: December 19, 1972*  
*Revised: December 1, 1982*  
*February 5, 1986*  
*December 9, 2009*  
*October 2019*

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# ADMINISTRATIVE PROCEDURES

No. 6550.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DISPOSAL OF PROPERTY

Periodically, the Vice President of Administrative Services or designee will circulate a request to all Departments to identify as surplus district property which is no longer in use and for which future use is not anticipated.

The Vice President of Administrative Services or designee will compile a master list of items identified and make the list available to all departments to determine whether any item considered surplus in one department would have value in another.

Upon determination that the items are of no use by any college department, the Vice President of Administrative Services will review the list and declare the items surplus. The list of surplus items will be presented to the Board of Trustees.

The District may sell for cash any district personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having general circulation in the District; or if there is no such newspaper, then in a newspaper having general circulation in the county in which the District or any part thereof is situated.

The Vice President of Administrative Services or designee shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus property may also be disposed by means of a public auction conducted by employees of the District or other public agencies or by contracting with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

1. The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
2. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold or donated.
3. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan for the recipient district.

If the Board of Trustees, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold by the Vice President of Administrative Services or designee at a private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code 81450, but for which no qualified bid was received, may be sold at private sale without advertising by the Vice President of Administrative Services or designee.

If the Board, by unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of by order of the Vice President of Administrative Services.

In addition, the Board may sell or lease real property belonging to the District under the following conditions:

If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the least of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale of lease.

Reference: Education Code Sections 70902(b)(6), 81360 et. seq., and 81450 et seq.

ITEM NO: 11.1  
DATE: December 11, 2019

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:

- Report on Disabled Student Programs and Services
- Report on services to Native American students