

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

June 9, 2021 – 4:30 PM

Zoom meeting information: [June 9, 2021 zoom meeting link](#)

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

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on May 12, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

2. CLOSED SESSION

- 2.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU
- 2.2 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 2.4 Public Employee Performance Evaluation – Pursuant to Government Code section 54957
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 the time of discussion of any item. In accordance with the Governor's Executive Order N-29-20, Mendocino-Lake Community College Trustees will be conducting this meeting via teleconference. At the appropriate time on the agenda, the Board President will ask individuals joining the teleconference via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the teleconference via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

OATH OF OFFICE

The Oath of Office is administered to Student Trustee Leonardo Rodriguez

3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve Employment – Classified
Recommendation to approve the employment of classified personnel as presented
- 4.4 Consideration to approve Employment – Full-Time Faculty
Recommendation to approve the full-time faculty contracts as presented
- 4.5 Consideration to approve Employment - Confidential
Recommendation to approve the employment of confidential personnel as presented
- 4.6 Consideration to approve Employment – Educational Administrator
Recommendation to approve the Educational Administrator contract as presented
- 4.7 Consideration to approve Categorically-Funded Faculty Contracts
Recommendation to approve the categorically-funded faculty contracts as presented
- 4.8 Consideration to approve Classified Administrator Contracts
Recommendation to approve the Classified Administrator contracts as presented
- 4.9 Consideration to accept Resignation – Classified
Recommendation to accept the resignation of a classified employee as presented
- 4.10 Consideration to approve Mendocino-Lake Community College Management Team 2021/22 Tentative Agreement
Recommendation to approve the Mendocino-Lake Community College Management Team 2021/22 tentative agreement as presented
- 4.11 Consideration to approve the Vice President Salary Schedule 2021/22
Recommendation to approve the 2021/22 Vice President salary schedule as presented

5. Other Items

- 5.1 Fiscal Report as of April 30, 2021
Recommendation to accept the report as presented
- 5.2 Donation
Recommendation to accept the donated item as presented

6. BIG PICTURE

- 6.1 Diversity, Equity and Inclusion – The Faculty Response
A presentation by Catherine Indermill, Academic Senate President, Tascha Whetzel, Curriculum Committee Chair; Fernando Calderon and Emily Hashemian, Counseling Faculty; and Ginny Buccelli, Academic Senate Vice President

7. ACTION ITEMS

- 7.1 2021/2022 June Tentative Budget
Recommendation to adopt the proposed 2021/2022 June Tentative Budget as presented
- 7.2 District Order of Priorities for Five-Year Capital Outlay Plan, 2023-2027
Recommendation to approve the District Priorities for the Five-Year Capital Outlay Plan, 2023-2027 as presented
- 7.3 Classified Professionals Week – Resolution 06-21-01
Recommendation to adopt resolution 06-21-01 in honor of Classified professionals
- 7.4 Board Policy Additions and Revisions – Second Reading

Recommendation to approve the board policy additions and revisions as presented

7.5 College and Careers Pathways (CCAP) Partnership Agreement – Second Reading

The CCAP Partnership agreement is presented as information for review

8. **INFORMATIONAL ITEMS AND REPORTS**

8.1 Mendocino College Foundation, Inc.

Mendocino College Foundation informational report

8.2 Constituent Group Reports

Reports from constituent groups are presented as information

8.3 Board Policy Deletion – First Reading

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

9. **TRUSTEE COMMUNICATIONS**

9.1 Trustee Reports

Written and oral reports from Trustees are presented as information

9.2 Future Agenda Items

Board discussion about topics to be included on future agendas

10. **ADJOURNMENT**

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

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

Future Board Meetings:

- Regular Meeting – Wednesday, August 11, 2021, 4:30 PM, via ZOOM

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, May 12, 2021 using ZOOM remote meeting technology.

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

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

Secretary Timothy Karas, Superintendent/President

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

Staff Representatives Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)
Debra Polak, Vice President of Academic Affairs (present)
Ulises Velasco, Vice President of Student Services (present)
Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Mayra Sanchez, President (present)
	Management Team	Janelle Bird, President (present)

Agenda Approval Board President Pinoli noted closed session will be moved to the end of the meeting.

M/S (Nickerman/Myers) to approve the agenda as amended. The matter was approved via the following vote:

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

Approval of Minutes M/S (Martinez/Tomkins) to approve the minutes of the regular board meeting held on April 14, 2021 as presented. The matter was approved with the following vote:

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

Absent Anderson

Public Comments

There were no comments from the public at this time.

PRESIDENT AND ADMINISTRATION REPORT

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

Since this is the last meeting of the semester and commencement will be held on Friday, May 21st beginning at 1:00 PM. It will be held virtually and the link to the ceremony will be sent out to everyone early next week.

With this being the end of the spring semester, the end of our academic year is upon us. Superintendent/President Karas took the opportunity to commend everyone for the support and collaboration which has taken place to serve the students of our district.

Summer enrollments are currently ahead of last summer so we are hopeful this trend will continue.

Our softball team is playing Yuba College on campus as we meet and the team is currently leading the league.

CONSENT AGENDA

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

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

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

Personnel

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

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

*Consideration to
approve personnel
List – Part-Time
Faculty*

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

*Consideration to
approve*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dr. Suzanne Hewitt as a tenure-track full-time

<i>Employment – Full-Time Faculty</i>	instructor in Nursing; Ms. Lisa Leonard as a tenure-track full-time instructor in Nursing; and Ms. Chatnaree Upton as a tenure-track full-time instructor in Mathematics effective August 13, 2021, pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Educational Administrator Contracts</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Eric Hoefler, Director of MESA/ STEM Success as presented.
<i>Consideration of Equal Employment Opportunity (EEO) Multiple Method Allocation Model Certification Form for Fiscal Year 2020/21</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the certification of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2020/21.

Other Items

<i>Fiscal Report as of March 31, 2021</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of March 31, 2021 as presented.
<i>Quarterly Fiscal Status Report – AB2910</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the quarterly fiscal status report as presented.
<i>Student Trustee Privileges</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.
<i>Sale of Surplus Property</i>	*RESOLVES, 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.

ACTION ITEMS

<i>Board Policy Additions and Revisions – Second Reading</i>	After reviewing the information presented and discussion, the board took the following action: M/S (Martinez/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 2355, Board Policy 7110, Board Policy 7130, Board Policy 7140 and Board Policy 7220 as presented with the following vote:
Ayes	Martinez, Nickerman, Myers, O’Neill, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

*Big Picture –
Student Success
Scorecard*

Director of Institutional Effectiveness, Research and Grants Flores presented the Board of Trustees with information on the Student Success Scorecard.

Director Flores informed the board the information presented is different than the information presented in past years.

We have been growing our Hispanic population which is now reflected as 40% of our student population. We have the second highest Native American population in the state which is reflected at 5% of our student population.

Student types reflect many areas and are showing 25% as continuing students and 22% at K12 students.

K12 enrollments make up about 21% of our continuing/new/transfer and unknown students.

46% of the K12 students are Hispanic and 6% are Native American. Enrollment status shows 71% are part-time students with approximately 70% coming from Mendocino County.

47% of our part-time students take between 3 and 5.9 units.

The 2019/20 awards were the largest in the last 20 years. Included in those awards were 114 Associate Degrees for Transfer (ADT), 261 Associate degrees and 178 certificates. Of the ADT awarded, 49% were Hispanic students and 4% Native American students. Of the Associate degrees awarded, 36% were awarded to Hispanic students and 8% were awarded to Native American students. 40% of the certificates awarded were to Hispanic students, 6% to Asian American students and 4% to Native American students.

The 2019/20 statistics reflect the following: 85 students transferring to CSUs and 17 to UC. These numbers used to be duplicated which has now been corrected. 80 are transferring to in-state private and out of state institutions.

46% of the Hispanic students transferring attend CSU along with 6% of Native American students, 5% of our Asian students and 1% of our African American students. University of California transfers reflect 29% of Hispanic transfer students and 24% of our Asian American students. Most of our CSU transfers attend Sonoma State, Sacramento State, and Chico. Our UC transfers mostly attend Davis and Berkeley. 76% of the out of State private transfers enroll in those institutions with very robust online programs.

The course completion rate was very high which likely means they did not drop the class but they may not have been successful. This number was inflated due to the availability of the hardship drop due to the COVID situation.

The transfer to a four-year number is reduced due to the removal of the previously duplicated records.

Certificate completions are also inflated as the IGETC certificate is included in these numbers.

The new 2020/21 standards reflect several changes. Many of our students complete certificates, and multiple degrees but now we can only count the highest degree as part of the Student Centered Funding Formula (SCFF). 10% of our funding now comes from the Student Success Allocation (10%) and this is the area where we have the most influence.

We are now breaking out the various degrees we award. Our 3-year average will become our average. The number in yellow will be our goal. Green is our standard stretch goal with the number in the red being our institutional minimum.

The Chancellor's Office provides the 9 or more CTE Units data as well as the regional living wage information. These are areas where the college has no ability to impact a change in our numbers.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

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

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

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

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

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

Management Team

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

*Board Policy
Additions and
Revisions – First
Reading*

Board policy 5010 – Admission and Enrollment; Board Policy 5020 – Nonresident Tuition; Board Policy 5300 – Student Equity; Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions; Board Policy 7230 – Classified Employees; Board Policy 7260 – Classified Supervisors and Managers; Board Policy 7300 – Employment/Termination of Short-Term and Substitute Employees; Board Policy 7310 – Nepotism; Board Policy 7365 – Discipline and Dismissal – Classified Employees; Board Policy 7370 –

Political Activity; Board Policy 7400 – Travel; and Board Policy 7500 – Volunteers were presented for review. Discussion and/or adoption of these policies will take place at the June 2021 board meeting.

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

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Point Arena Unified School District is presented as information for review. This agreement will be presented at the June 2021 board meeting for discussion and/or approval by the Board of Trustees.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez expressed her appreciation to everyone and for all their hard work.

Trustee Myers expressed her thanks to the President and his creation of a bulletin board. She added she would like to see the Board create an additional Adopt A Fifth Grader from Covelo.

Trustee Nickerman stated he met with Superintendent/President Karas yesterday regarding the issues in Covelo.

Trustee O'Neill expressed his support for an additional Adopt A Fifth Grader from Covelo.

Trustee Tomkins reported to the Board about the reception held last Saturday for the scholarship recipients in Lake County. Trustee Pinoli and Trustee Martinez also attended the event which was very well attended. All of the fifth graders who attended were given the opportunity to express their appreciation.

Trustee Pinoli expressed his appreciation for tonight's presentation which brings many issues to the surface and appreciates the dialogue the trustees have engaged in.

Future Agenda Items

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

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

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 5:45 PM with Board President Pinoli stating only item 2.4 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 6:26 PM with Board President Pinoli reporting there was no action taken in closed session.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:27 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

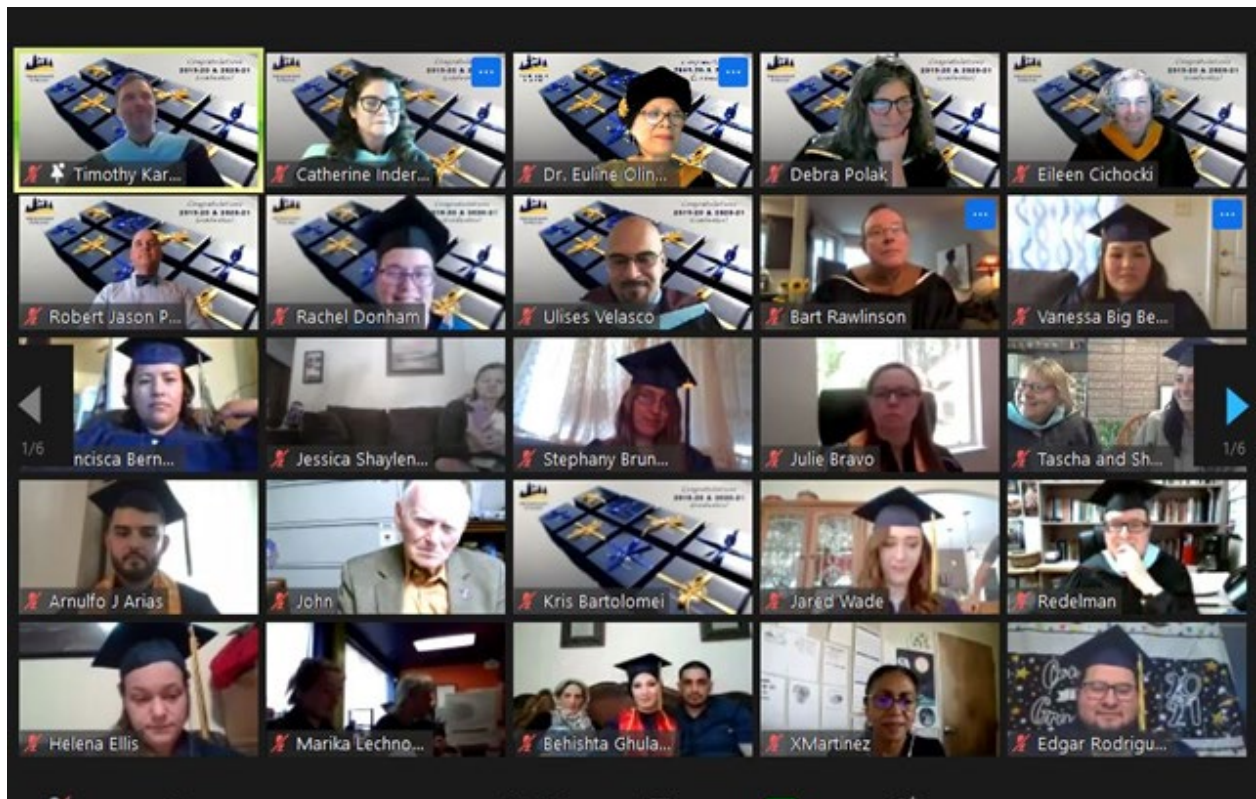
This is the final report of the 2020-2021 academic year. We ended the year on a high note with an online commencement ceremony on May 21, 2021. There were over 180 zoom tiles and numerous others viewing the live feed on Facebook. Congratulations to our graduates! I want to thank the district planning committee that organized the event. Many hours of behind-the-scenes work took place. I am grateful to the Trustees, Staff, Faculty, managers, and Administrators that attended the ceremony.

The majority of participating graduates were those completing the Associate of Science in Allied Health, which prepares students to pursue programs in various health fields.

In addition to the President Karas' welcome, the ceremony included an uplifting message from faculty speaker, Dr. Rachel Donham.

The livestreamed ceremony can be viewed through the college Facebook page and a recording of the ceremony, with the names of all 2019-20 and 2020-21 graduates, will soon be available on the college website under the Graduation page.

Our presence means a lot to our students. Lastly, a shout-out to the Mendocino College Foundation for funding graduation meals from local restaurants in Ukiah, Fort Bragg, Willits, and Lakeport.



We continued to provide excellence in services and instruction during a very challenging year. With the end of the semester ending, many are taking some needed time dedicated to family and themselves. Please take care and I look forward to our continued work in providing educational opportunities to Mendocino County, Lake County, and beyond.

Enrollment: Summer 2021

Our summer session enrollment is stable. It is trending above the prior three-year average. With the improved county data related to the pandemic, we were able to increase the number of sections offered from last summer.

Semester	Day	Active Enrollments	Number of Sections	TOTAL FTES
SUMMER 2021	-7	2741	206	290.04
SUMMER 2020	-7	2645	182	277.73
SUMMER 2019	-7	2370	273	235.66
SUMMER 2018	-7	2247	258	238.99

Fort Bragg and Coast Center

On May 21, 2021, the Mendocino College Coast Center participated with the City of Fort Bragg to explore areas of collaboration within the emerging “Blue Economy” industry. Dean Amanda Xu and Coast Center Supervisor Katherine Brown represented the district. Due to the meeting being scheduled during commencement, both VP Polak and myself could not attend.

The City of Fort Bragg staff has been working with an economic development consultant team to understand the assets, opportunities and strengths of our region, in order to identify strategic investments that could support the long-term economic prosperity of the coastal community. I underscored their potential strategic partnership between Fort Bragg and Mendocino College during my presentation to the Fort Bragg City Council on May 10, 2021 and a separate meeting with city staff.

One of the most exciting areas of opportunity is within an emerging “Blue Economy” industry. The “Blue Economy” sector encompasses a broad range of activities related to climate change, fisheries, renewable energy, transport and tourism; it is about sustainable use of ocean resources for economic growth, improved livelihoods and jobs, and nurturing a healthy marine ecosystem.

Other participants included Caito Fisheries, Noyo Fish Company, Ocean Fresh LLC, Urchinomics, Noyo Harbor District, Sherwood Valley Band of Pomo, and Thanksgiving Coffee. A Blue Economy symposium slated for October 8th and 9th.

General Centers News

The Lake and Coast Centers are preparing this summer to welcome the greatest number of students in over a year. Open enrollment courses aimed at supporting high school students within the Upward Bound program begin June 14th. To support these students, the Centers are in the process of hiring additional STNC staff at all locations. We are all excited of the prospect of the beginning of a return to a traditional educational experience.

The Centers are also finalizing Fall dual enrollment schedules with our 12 high school partners. Much progress has been made in the last academic year to solidify College and Career Access Pathways with these partners. Clear multi-course pathways are being developed at each site with options within a site-specific general education pathway or a career and technical education pathway. Multi-year schedules are in plans that would open up the ability for a dual enrollment student to earn a Certificate and even an Associates while in high school. These opportunities are supported by separate, instructor, student and parent dual enrollment orientations, with the latter being available in English and Spanish. These virtual orientations share the advantages of dual enrollment, including cost savings, time savings, and the wrap around support of both the high school and Mendocino College. The educational access these programs provide, will open countless opportunities for our local students.

Minimum Qualifications for Faculty

I have received questions about the educational qualifications for individuals in specific disciplines to teach community college coursework. The Minimum Qualification Handbook established by State outlines the minimum qualifications for instructors in community colleges, including career education areas. There are three general categories: disciplines requiring a Master's Degree; disciplines require a specific Bachelors' or Associate's Degree & professional experience; and disciplines requiring any degree & professional experience. California Community College Credentials was terminated on July 1, 1990.

[Minimum Qualifications Handbook \(PDF\)](#)

History of the Minimum Qualifications and Discipline List. The complete disciplines lists with revisions that were adopted by the Board of Governors were designed to replace the system of credentials that was in force until June 30, 1990. The relevant sections of the California Education Code were adopted by the Legislature in September 1988, as part of AB 1725, the community college reform bill. The disciplines lists used to implement the minimum qualifications for credit instructors, counselors and librarians are incorporated by reference into the California Code of Regulations. These lists were prepared and reviewed primarily by the Academic Senate for California Community Colleges.

The 15th edition of Minimum Qualifications for Faculty and Administrators in California Community Colleges is an update of the discipline's lists including those noticed to the Board of Governors of the California Community Colleges at the March 22, 2021 meeting. The handbook incorporates changes that resulted from recommendations from the Academic Senate for California Community Colleges and its delegates.

Student Enrollment by Age Group

Below is a table comparing the age demographics of Mendocino College compared to the Far North Region and The State. The age groups above the Statewide average are highlighted in green. MLCCD has a higher percentage of recent high school graduates and younger (19 or less) than the statewide

average. Our strong connections and partnerships with our K-12 partners in Lake and Mendocino Counties is reflected in this data. Mathematically, we cannot be above the statewide average in each age segment. That would take the total above 100%.

California Community Colleges Chancellor's Office
Student Enrollment Status by Age Summary Report Annual 2019-2020
Far North Region

	19 or Less	20 to 24	25 to 29	30 to 34	35 to 39	40 to 49	50 +	Unknown
Statewide	30.88 %	28.18 %	13.16 %	7.75 %	5.29 %	6.65 %	8.07 %	0.02 %
MLCCD	38.87 %	16.91 %	9.67 %	7.70 %	6.15 %	8.32 %	12.29 %	0.09 %
Redwoods	31.48 %	23.26 %	15.13 %	9.76 %	7.25 %	7.31 %	5.80 %	0.01 %
Siskiyou	25.58 %	13.00 %	8.18 %	9.18 %	8.49 %	13.33 %	22.11 %	0.12 %
Shasta	43.66 %	18.08 %	11.17 %	8.38 %	5.86 %	6.73 %	6.05 %	0.08 %
Lassen	10.66 %	16.44 %	18.61 %	16.11 %	12.92 %	16.54 %	7.90 %	0.82 %
Feather River	22.62 %	21.53 %	13.06 %	11.18 %	8.73 %	12.91 %	9.97 %	
Butte	30.37 %	31.82 %	13.39 %	7.67 %	4.72 %	5.35 %	6.65 %	0.05 %
Sierra	38.61 %	29.19 %	11.67 %	6.46 %	4.05 %	4.72 %	5.30 %	0.01 %
Lake Tahoe	17.87 %	20.93 %	11.49 %	10.40 %	7.74 %	10.95 %	20.60 %	0.01 %

Report Run Date
As Of :
5/13/2021
10:06:33 AM

Above
State
Average

2020-2021 Construction Program Annual Update.

During the past academic year updated regarding the Sustainable Construction Technology (SCT) have been included in the administrative reports on September 9, 2020; November 18, 2020, February 10, 2021, and May 12, 2021. The information below will provide a recap of the significant advances made this academic year.

The program is meeting the objectives outlined in the \$1M State grant and the District has been in regular communication with Senator McGuire's Office concerning this funding. Upon completion of the second year of the three years grant, approximately \$400,000 has been encumbered.

The key markers for the grant are hiring full-time faculty coordinator/instructor; dedicated counseling support, curriculum review/updates, supplies/equipment; and facility upgrades. These items are either completed or underway. Funding dual-enrollment at high school's locations is not one of the deliverables of this grant funding.

Below is a list of SCT courses being offered either Summer 2021 or Fall 2021

- SCT-162 Safety Standards for Const. (1 Credits)
- SCT-172 Introduction to CleanTech (3 Credits)
- SCT-200 Sustainability Overview (3 Credits)
- SCT-500 Intro to Construction Trades (Non Credit)
- SCT-505 Intro Construction Trades Lab (Non Credit)
- SCT-515 Fork and Scissor Lift Basics (Non Credit)

SCT-540 Construction Math A (Non Credit)
SCT-541 Construction Math B (Non Credit)
SCT-562 Safety Standards (Non Credit)

Short-term non- credit 5-week courses are being offered and new construction adjunct faculty are being recruited. A Construction program outreach counselor to serve current and prospective SCT students, give presentations and develop career guidance plans for each student in the SCT program has begun. A team of faculty & staff are working together this summer to improve and expand the outdoor worksites available to SCT students.

The SCT program also continues to develop student outreach, facilities and programs. The SCT program is now reaching out with designated adjunct counselors to inform and enroll students. These outreach efforts are taking place district-wide on the Coast, in North County and in Lake County. An employer and industry driven SCT advisory board suggested recruitment of Fall 2021 students for in-demand construction jobs upon SCT program completion as a strategy.

Rebuilding our SCT program facilities is currently underway in the Grove area of campus. The “Construction Test House” and SCT storage building are being upgraded this summer for student safety and expanded construction program use. SCT Instructor Noel Woodhouse is also recruiting part-time instructors to form a team of Construction program adjuncts. They will work collaboratively to develop and deliver courses currently needed to enter the construction career pathway and our local construction workforce.

Below is a list of milestones from the Spring 2021 semester and Fall 2021 plans.

January-May, 2021 (Spring Semester)

Advisory Committee met April 2021

Ukiah Campus SCT facilities upgrade, including renovating a indoor-outdoor instructional in underutilized space; adding pavement and renovating an outdoor instructional work area and outbuildings suitable for equipment and tool storage.

Renew Initial Project Proposal (IPP) for submitting plans to the State Chancellor’s Office for funding to build a new multi-purpose CTE-focused facility at the North County Center in Willits. Expectation based on preliminary IPP review of a 75% state, 25% District funding formula

June- August, 2021 (Summer Session)

Intensive short-term courses and training

Complete Facilities Upgrade on Ukiah Campus

Approval of IPP and submit to Chancellor’s Office

August – December 2021 (Fall Semester)

Grand Reopening of SCT Program

New short-term certificate program launched

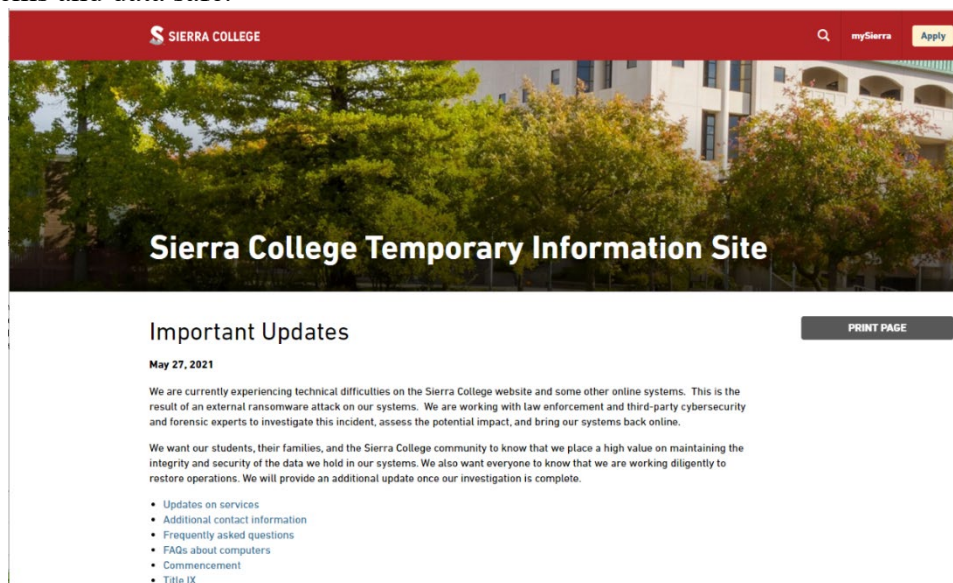
Plan expanded courses for Spring 2022

Campus Security Training

SB 390, approved by the governor on October 2, 2019, requires school security personnel employed by a community college district complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training. To comply with this legislation, Director of Facilities Mac Lojowsky arranged for the training prior to the July 1, 2021 effective date. From May 18-20, 2021 Mendocino College Campus Security full-time and part-time employees received 24 hours of approved training through Keenan & Associates as part of the District's existing contract. These trainings involved significant attention to de-escalation techniques, review of pertinent Board Policies & Administrative Procedures and involved role-playing exercises.

Cyber Security

A ransomware attack on Sierra College on May 19th, during finals week, resulted in students, staff, and faculty losing access to college the website, email, registration system, and Canvas. Ten days later, they are still unable to register students for the summer or fall semesters. This attack served as a reminder to the Information Technology Department that we are a target for cybercriminals and nation state threat actors. Fortunately, we have been able to implement a number of new tools to reduce our attack profile, protect our systems, and alert us more quickly to attacks. We're implementing additional improvements all the time. More than 90% of attacks begin with an email. We still have a lot of work to do. We are all the first line of defense against cyber-attacks. The Information Technology Department assists staff in evaluating suspicious emails and other computer messages to keep our systems and data safe.



Computer Network Upgrades

The Information Technology Department has been working with their vendor, IT Management, to upgrade the networks at the centers. The upgrades include installing a new network firewall, replacing all Ethernet switches and wireless access points. The project increases the number of wireless access points at each center. For example, the Coast Center went from 4 wireless access points to 13. The additional equipment will greatly improve the coverage and speed of the wireless network (WiFi).

The upgrade also moves the student network from a separate Internet connection to the much faster 1 Gbps to our provider, CENIC. This will increase the Internet speed for student computers at the

centers. The Coast Center and North County Centers are nearly complete. Work has begun on the upgrade at the Lake Center. Once all of the centers are up on the new network, the team will return to the Ukiah Campus to continue the upgrades there.

Emergency Financial Aid Funds Update

The Financial Aid Office has awarded the following funds to students who are experiencing emergency needs. Funds are continued to be disbursed as students submit requests for Spring 2021 and Summer 2021.

- **Higher Education Emergency Relief Fund (HEERF) II-** \$626,100 has been awarded to 556 students during the Spring 2021 semester. HEERF II funds are available to all enrolled students. Students do not have to submit a financial aid application to qualify.
- **Finish Line Scholars Emergency Funds-** \$104,143 has been awarded to 159 students during the Spring 2021 semester. Limited funds are available to all enrolled students.
- **Emergency Financial Assistance for Low-Income Students-** \$167,850 has been awarded to 241 students during the Spring 2021 semester. Funds are available to students enrolled in 6 units, who demonstrate an emergency financial aid need, who qualify for the California College Promise Grant (formerly the BOG fee waiver), and have earned a 2.0 GPA OR are receiving DRC services.
- **Disaster Emergency Relief Funds-** \$13,350 has been awarded to 22 students during the Spring 2021 semester. Funds are available to students who demonstrate a financial need, are exempt from paying nonresident tuition under Section 68130.5, and have completed the CA Dream Act Application, or the California College Promise Grant (formerly the BOG fee waiver).

All eligible students have been emailed and texted details of the emergency funds they meet the criteria for and the instructions on how to apply. Students experiencing any financial needs are encouraged to contact the Financial Aid Office at financialaid@mendocino.edu to determine their eligibility for these emergency funds and the many other federal and state financial aid that are available.

CalFresh Outreach

Our outreach team and the Financial Aid Office have been very supportive and proactive in informing students of their eligibility for CalFresh services. All students that receive a verification notice of qualifying for Work Study, also receive the following message:

“Based on your work study approval, you may be eligible for CalFresh benefits. CalFresh is money for food that comes on an Electronic Benefit Transfer (EBT) card, which works like a debit card. It can help you pay for groceries while you are in college. We encourage you to apply for CalFresh to make your college expenses more affordable.

This outreach effort is being done in alignment with our regional partners who are working to increase participating in CalFresh for all eligible community members, including our students.

Native American Outreach

As our tribal partners have once again offered open events for their members and the community, our outreach team has resumed participating in face-to-face events. Over the last couple of months, our staff have made presentations or hosted information tables at multiple tribal events, including at the Sherwood Valley Rancheria and Youth Big Time in Lake County. Additionally, our staff continues to meet regularly with our tribal partners, including with Coyote Valley and Habematolel Pomo. This summer more in-person events are being scheduled by our tribal partners and our outreach staff are prepared to participate to increase our recruitment and support efforts.

First Year Institute

60% of the current First Year Institute (FYI) cohort has enrolled for Fall 2021. Staff are working on following up with students who haven't enrolled to schedule counseling appointments and provide enrollment assistance, as necessary. 51 former FYI students graduated during the 19/20 & 20/21 terms.

Over 40 new students have been onboarded by FYI for the Fall semester. Outreach Specialist Manuel Galicia and Counselor Brenda Estrada continue to work on onboarding more students as the K-12 school year comes to an end. FYI will continue to do outreach through the summer.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non Continuing (STNC) Employees
(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
Albuquerque	Lilia	Program Specialist	ESL	7/1/2021	12/10/2021
Allard-Wilcox	Monet	Ag Tech (Backfill)	Agriculture	7/5/2021	7/9/2021
Allard-Wilcox	Monet	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
Blundell	Ian	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
Cabrera De Duenas	Marlene	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021
Caraballo Morillo	Anali	Program Specialist	ML ACE	6/20/2021	12/20/2021
Clark	Morgan	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
DeFranco	Virginia	Custodian	Facilities	6/21/2021	12/31/2021
Delgado	Denise	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021
Ferrante	Bryce	Agricultural Aid 1	Agriculture	6/20/2021	8/15/2021
Fruge	Tawnie	Associate Teacher III	Child Develop Center	7/1/2021	12/31/2021
Fruge	Tawnie	Food Services Worker (Substitute)	Child Develop Center	7/1/2021	12/31/2021
Garcia	Adrian	Custodian	Facilities	6/10/2021	12/31/2021
Hill	Andy	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
Humphry	Alex	Security/Utility Worker	Facilities	6/21/2021	12/31/2021
Jacinto	Vanessa	CDV Assistant Teacher	Child Develop Center	7/1/2021	9/1/2021
Jacquin	Jessica	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
James	Oneita	CDV Associate Teacher IV	Child Develop Center	8/9/2021	12/31/2021
Knutson	Robin	Professional Expert- Pianist	Centers (Coast)	8/16/2021	12/10/2021
Lavrov	Nicholas	Security/Utility Worker	Facilities	6/20/2021	12/31/2021
Luciani	Talya	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
Macias	Avelino	Recycle Worker	Facilities	6/20/2021	12/31/2021
Macias	Leticia	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021
Mangino	Rosemary	Center Assistant	Centers (Coast)	6/20/2021	8/30/2021
Martinez	Julisa	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021
Medina	Obdulia	Food Services Worker Substitute	Child Develop Center	7/1/2021	12/31/2021
Medina	Obdulia	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021
Moreno Peredia	Oscar	Special Population Outreach Specialist	HEP/MLACE	7/1/2021	12/22/2021
Muniz Madrigal	Maria	Administrative Assistant I	HEP/MLACE	7/1/2021	12/22/2021
Olea-Luna	Rocio	Assistant Teacher	Child Develop Center	7/1/2021	12/31/2021
Pena	Fabiola	Associate Teacher IV	Child Develop Center	7/1/2021	12/31/2021

Last Name	First Name	Position	Department	Start Date	End Date
Ramirez-Gonzalez	Andrea	Assistant Teacher	Child Develop Center	7/1/2021	12/31/2021
Ramirez-Gonzalez	Andrea	Food Services Worker (Substitute)	Child Develop Center	7/1/2021	12/31/2021
Ruiz	Yarely	Assistant Teacher	Child Develop Center	5/24/2021	12/31/2021
Ruiz	Gubed	Instructional Aid	Auto	6/20/2021	12/31/2021
Ruiz	Guillermina	Custodian	Facilities	6/20/2021	12/31/2021
Saderland	Susan	Custodian	Facilities	6/20/2021	12/31/2021
Sorensen	Erik	Agricultural Aid 2	Agriculture	6/20/2021	12/31/2021
Tassin	Saundra	Program Assistant	Athletics (Adaptive PE)	6/7/2021	7/14/2021
Thompson	Christopher	Custodian	Facilities	6/10/2021	12/31/2021
Trejo	Maria	Custodian	Facilities	6/20/2021	12/31/2021
Trejo	Ma Concepcion	Custodian	Facilities	6/20/2021	12/31/2021
Trouette	Jeff	Professional Expert - Baseball	Athletics	4/1/2021	5/27/2021
Whittaker	Aura	Administrative Assistant 1	PTA	6/21/2021	9/30/2021
Zuniga	Lucia	Custodian	Facilities	6/10/2021	12/31/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Bray	Leland	Tutor	Tutor	8/9/2021	12/3/2021
Cisneros	Christoper	Tutor	Tutor	8/16/2021	12/10/2021
Duong	Wesley	Tutor	Tutor	8/16/2021	12/3/2021
Foucault	John Wyatt	North County Rep/Acting President	ASMC	7/1/2021	6/30/2022
Gallegos	Carmen	Tutor	Tutor	8/16/2021	12/10/2021
Gonzalez-Hernandez	Jorge	Tutor	Tutor	8/16/2021	12/10/2021
Hernandez	Jorge	Tutor	Tutor	8/9/2021	12/3/2021
Nguyen	Quy	Tutor	Tutor	6/20/2021	12/10/2021
Parsons	Sofia	Tutor	Tutor	6/20/2021	12/10/2021
Pham	Nhung	Tutor	Tutor	8/16/2021	12/10/2021
Rodriguez	Leonardo	Student Trustee	ASMC	7/1/2021	6/30/2022

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
Altamirano	Ricardo	Tutor	Learning Center	6/20/2021	12/10/2021
Cruz Casanova	Gabriel	Tutor	HEP/MLACE	7/1/2021	12/22/2021
Gallegos Ruiz	Miriam	Tutor	HEP/MLACE	7/1/2021	12/22/2021

Last Name	First Name	Position	Department	Start Date	End Date
Holden	Robyn	Tutor	Learning Center	8/16/2021	12/10/2021
Johnson	Richard	Tutor	Learning Center	6/21/2021	7/29/2021
Lazaro	Caitlin	Tutor	Learning Center	8/16/2021	12/10/2021
Morgan	Scott	Tutor	Learning Center	8/16/2021	12/10/2021
Rios Ramos	Marisol	Tutor	HEP/MLACE	7/1/2021	12/22/2021
Rodriguez	Teresa	Tutor	HEP/MLACE	7/1/2021	12/22/2021
Rosales	Gladis	Tutor	HEP/MLACE	7/1/2021	12/22/2021
Rystad	Connie	Tutor	Learning Center	6/21/2021	12/10/2021
Schlerf	Haley	Tutor	MESA	8/16/2021	12/3/2021
Urzua	Luis	Tutor	MESA	8/16/2021	12/3/2021
Vivas Navarro	Monica	Tutor	HEP/MLACE	7/1/2021	12/22/2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

EMPLOYMENT – PART-TIME FACULTY SUMMER 2021 SEMESTER

Name	Position	Location
Avina, Maria	Counselor, Part-Time Hourly	Ukiah
Brown, Carolyn	Agriculture Instructor	Ukiah
Chaidez, Adan	Counselor, Part-Time Hourly	Ukiah
Dease, Melanie	Counselor, Part-Time Hourly	Willits & Fort Bragg
Estrada, Brenda	Counselor, Part-Time Hourly	Ukiah
Feigin, Kathryn	Human Services Instructor	Online
Gonsalves, David	Counselor, Part-Time Hourly	Fort Bragg
Holl, Merie	Counselor, Part-Time Hourly	Ukiah
Kyne, Lucy	Counselor, Part-Time Hourly	Willits
Lawyer, Jeremy	Counselor, Part-Time Hourly	Ukiah
Orozco, Juan	Basic Skills Instructor Non-Credit	Ukiah
Samota, Susan	Counselor, Part-Time Hourly	Lakeport
Sanchez, Lidia	Counselor, Part-Time Hourly	Ukiah
Schwartz, Lawrence	Athletics	Ukiah
Sharrett, Zachary	Chemistry Instructor	Online
Weiss, Elizabeth	Counselor, Part-Time Hourly	Lakeport
Young, Rachel	Counselor, Part-Time Hourly	Ukiah

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:
Employment of a Budget and Grants Technician

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

ANALYSIS:

Mayra Sanchez
Budgets and Grants Technician
Effective: July 1, 2021
Range 27/Step 5
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

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

SUBJECT: EMPLOYMENT – FULL TIME FACULTY

SYNOPSIS:

Employment of one (1) full-time faculty as Equity Counselor, one (1) full-time faculty in Agriculture, and one (1) categorical faculty as CAMP Counselor

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under Second One-Year Contract

Faculty, Tenure Track - Full Time – Equity Counselor
Apryl Guisasola, M.Ed
Effective: July 1, 2021

Ms. Guisasola earned her Master of Education in Counseling from Northern Arizona University and her B.A from UC Davis. She has worked with Mendocino College as an Equity Counselor under Temporary, Categorical Contracts since January 2018; as such the first year of her probationary contract period has been satisfied. Ms. Guisasola was the successful candidate for the tenure track position after applying through the open recruitment process. Prior to her time with Mendocino College, Ms. Guisasola worked as the Associate Director of Athletics – Academic Counselor at San Francisco State University. She has over 20 years' experience in Student Services and Counseling in higher education.

Employ Faculty Under First One-Year Contract

Faculty, Tenure Track - Full Time – Agriculture
Kurt Voigt, MS
Part-Time Hourly Duties Effective: July 1, 2021
Effective: August 13, 2021

Mr. Voigt holds a Master of Science in Horticulture from Texas Tech University and a B.S in Career Technical Studies from Cal State, Sacramento. He has over eight (8) years' experience as an adjunct instructor at Sierra College, Yuba College, and American River College and over 30 years' experience in the field of Agriculture and landscape design. Additionally, he is a licensed California Contractor.

Employ Faculty Under One-Year, Categorical Contract

Faculty, Temporary, Categorical – Full-Time – CAMP Counselor
Jose Hernandez Venegas
Effective: July 1, 2021

Mr. Hernandez Venegas holds a Master of Arts in Counseling Education and a B.A. in Psychology from Cal State, Stanislaus.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CONFIDENTIAL

SYNOPSIS:

Employment of a Human Resources Technician (Confidential)

RECOMMENDATION:

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

ANALYSIS:

Janet Jones
Human Resources Technician (Confidential)
Effective: July 1, 2021
Range 5/Step 1
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Employment of Director of Lake Center

RECOMMENDATION:

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

ANALYSIS:

Monica Flores
Director of Lake Center
Effective: July 1, 2021
Contract Period: July 1, 2021-June 30, 2022
Range 20/Step 1

Ms. Flores holds a Master of Arts in Education with an emphasis in Secondary Education and a B.A. in American Studies, emphasis on Race and Ethnicity from Stanford University. Most recently, she has served as FYI Program Manager with the District since January 2016. Prior to that, she was CAMP Program Manager for three years with Mendocino College. Ms. Flores has over 20 years experience providing student services and program management in higher education.

MOTION/ACTION:

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

SUBJECT: RENEW CONTRACTS FOR CATEGORICALLY FUNDED FACULTY

SYNOPSIS:

Approval of renewal of categorically funded faculty contract.

RECOMMENDATION:

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

ANALYSIS:

Categorically funded faculty are reemployed on an annual basis based on continued funding. The grant funding associated with this position is a federal grant, with an end date of September 30, 2021. As such a tail contract of three (3) months is recommended to finish out the grant period.

The following full-time, categorically funded faculty are recommended to be reemployed from 7/1/2021-9/30/2021

Brenda Estrada, FYI Counselor

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the three-month categorically funded faculty contract as presented.

SUBJECT: CLASSIFIED ADMINISTRATOR CONTRACT

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.

One Year Contract (Categorical):

Mariana Garcia Martinez, Program Manager, CAMP (Categorical)
Classified Administrator Contract, 7/1/2021-6/30/2022

MOTION/ACTION:

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

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation – Classified

RECOMMENDATION:

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

ANALYSIS:

Marianna Cooper
Admissions and Records Specialist
Effective: July 8, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

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

ITEM NO: 4.10
DATE: June 9, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE MANAGEMENT TEAM,
2021/22 TENTATIVE AGREEMENT

SYNOPSIS:

The 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

RECOMMENDATION:

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

ANALYSIS:

District and Management Team representatives recently reached a Tentative Agreement (TA) on the attached Meet and Confer Agreement regarding 2021/22 retiree benefits and salary schedule adjustment.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

SUBJECT: VICE PRESIDENT SALARY SCHEDULE 2021/22

SYNOPSIS:

2021/22 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents reflects the equivalent salary adjustment offered to the Management Team (previously referred to as M/S/C).

RECOMMENDATION:

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

ANALYSIS:

Vice President of Academic Affairs

Debra Polak

Increase of salary schedule by 1.5% effective July 1, 2021

Vice President of Student Services

Ulises Velasco

Increase of salary schedule by 1.5% effective July 1, 2021

Assistant Superintendent/Vice President of Administrative Services

Eileen Cichocki

Increase of salary schedule by 1.5% effective July 1, 2021

MOTION/ACTION:

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

SUBJECT: FISCAL REPORT AS OF APRIL 30, 2021

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of April 30, 2021 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

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

	2020/21 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE				
	Beginning Fund Balance	\$6,742,255		
FEDERAL	Federal Forest Reserve	\$30,000	\$20,745	\$9,255 69%
	Federal Work Study	120,000	14,280	105,720 0%
	CAMP	547,391	301,344	246,047 55%
	PELL Grant Administration	7,500	5,420	2,080 72%
	HEP	398,348	164,559	233,789 41%
	HSI	541,215	272,002	269,213 50%
	CTEA	150,264	0	150,264 0%
	CARES act & HEERF	4,285,373	847,068	3,438,305 20%
	Other Federal Revenue	67,052	27,581	39,471 41%
	TOTAL FEDERAL SOURCES	\$6,147,143	\$1,652,999	\$4,494,144 27%
STATE	State General Apportionment	\$11,451,457	\$5,659,233	\$5,792,224 49%
	Education Protection Account	2,761,460	2,192,493	568,967 79%
	Board of Governors Grant	37,352	37,352	0 100%
	Student Equity and Achievement	1,964,366	688,095	1,276,271 35%
	Part-time Faculty Office Hours	9,000	0	9,000 0%
	FT Faculty Hiring	109,098	109,098	0 100%
	Part-time Faculty Compensation	116,113	109,002	7,111 94%
	AEBG Adult Education Block Grant	2,060,787	1,799,096	261,691 87%
	CTE Strong Workforce Program	3,204,318	2,607,244	597,074 81%
	Construction State Grant	1,000,000	1,000,000	0 100%
	Other Categorical Apportionments	481,351	881,414	-400,063 183%
	TANF	45,040	25,202	19,838 56%
	DSPS	421,734	411,799	9,935 98%
	CALWORKS	244,259	230,906	13,353 95%
	BFAP	166,279	166,279	0 100%
	EOPS	671,662	671,662	0 100%
	EOPS CARE	78,560	78,560	0 100%
	MESA	33,237	0	33,237 0%
	Other Categorical Program Allowances	346,102	347,846	-1,744 101%
	State Subventions	211,829	112,736	99,093 53%
	Lottery	550,761	272,320	278,441 49%
	Mandated Cost Reimbursements	79,250	79,250	0 100%
	Other State Revenue	497,452	283,600	213,852 57%
	TOTAL STATE SOURCES	\$26,541,467	\$17,763,187	\$8,778,280 67%
LOCAL	Property Taxes	\$9,783,397	\$8,622,099	\$1,161,298 88%
	Local Contributions/Grants/Donations	391,915	347,255	44,660 89%
	Contract Instructional Services	7,000	0	7,000 0%
	Rents/Leases (Facilities Use)	51,400	44,371	7,029 86%
	Interest	59,000	51,628	7,372 88%
	Community Extension	0	2,800	-2,800 0%
	Student Fees	1,272,000	1,240,524	31,476 98%
	Bookstore Commission	7,000	9,640	-2,640 138%
	Other Local Revenue	361,038	350,464	10,574 97%
	TOTAL LOCAL SOURCES	\$11,932,750	\$10,668,781	\$1,263,969 89%
TOTAL REVENUES		\$44,621,360	\$30,084,967	\$14,536,393 67%
TOTAL RESOURCES AVAILABLE		\$51,363,615		
EXPENDITURES				
	Certificated Salaries	\$12,740,390	\$9,351,085	\$3,389,305 73%
	Classified Salaries	6,807,446	5,157,403	1,650,043 76%
	Benefits	8,108,281	6,236,510	1,871,771 77%
	Subtotal Personnel Costs	\$27,656,117	\$20,744,998	\$6,911,119 75%
	Supplies	\$2,003,318	\$578,705	\$1,424,613 29%
	Services	5,895,683	2,438,294	3,457,389 41%
	Capital Outlay	3,984,779	374,486	3,610,293 9%
	Transfers/Other Outgo	3,119,402	1,847,485	1,271,917 59%
	TOTAL EXPENDITURES	\$42,659,299	\$25,983,968	\$16,675,331 61%
	Ending Fund Balance	\$8,704,316		
TOTAL EXPENDITURES/CONTINGENCY		\$51,363,615		

SUBJECT: DONATION

SYNOPSIS:

Acceptance of donation to Mendocino College as follows:

Miscellaneous Biology and Chemistry lab supplies donated by Parducci Cellars/Mendocino Wine Company.

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

The sterile Petri dishes, test tubes, filter papers, biurets and Colony counter are being donated to Mendocino College for use in the Biology and Chemistry Lab classes. Parducci Cellars/Mendocino Wine Company contacted District staff to make the donation of items they are no longer using.

A thank you letter will be sent to the donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

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

SUBJECT: 2021/22 TENTATIVE BUDGET

SYNOPSIS:

Board of Trustees consideration of adoption of the 2021/22 Tentative Budget.

A public hearing on the proposed 2021/22 Adopted Budget will be held at the regular Board of Trustees meeting by September 15.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2021/22 Tentative Budget for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments A through I.

ANALYSIS:

All California Community College Districts are required to adopt tentative budgets for the coming fiscal year and transmit them to the County Superintendent of Schools prior to July 1 of the current year. The tentative budgets reflect the best estimates of the coming year revenues and expenditures known at the time of submission.

The budget for 2021/22 is very different and much better than the budget influenced by the uncertainty caused by the COVID-19 pandemic at this time last year. The State was projecting the pandemic would have dire consequences to the economy. The State budget for 2020/21 did not fund the statutory COLA due to the colleges and included historically large deferrals of cash. Despite the pandemic, the revenue of the State has come in much higher than projected. The May Revise for 2021/22 includes increases to base funding and funding for numerous one-time initiatives. The May Revise funds COLA for the budget year and catch-up COLA for the current year. The May Revise also completely eliminates the cash deferrals. The State budget is still under discussion in the legislative process and will not be finalized until late June. This Tentative Budget is based on the May Revise and a final budget will be presented to the trustees for consideration in September.

BEGINNING BALANCE

The projected 2021/22 Unrestricted General Fund beginning balance is \$8,438,350 based on the 2020/21 budgeted ending balance. Currently over \$206,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE

The General Fund revenue included herein is based on the most recent 2021/22 fiscal year budget information received from the Governor's Budget, the Governor's May Revise Budget, the

Chancellor's Office, the Community College League of California, the Legislative Analyst's Office, and School Services of California.

General Apportionment

The Governor's May Revise calls for a 4.05% COLA on General Apportionment for all colleges. This is welcome news when compared to the 0% COLA funded for the current year. This COLA is comprised of a 1.7% increase for 2021/22 and a 2.3% increase to make up for the fact that the statutorily calculated COLA for 2020/21 was not funded. This COLA is the main source of new funding the College receives to address all increases in costs, such as health benefits, retirement benefits, legal costs, utilities, unemployment, and collective bargaining settlements.

General Apportionment makes up 92% of General Fund revenue for the College. This proposed Tentative Budget assumes that the District will earn apportionment based upon the Student Centered Funding Formula (SCFF). The SCFF for 2021/22 is based on the following: 70% of apportionment on FTES, 20% on enrollment of low-income students, and 10% on successful student outcomes. Mendocino College now earns more revenue under the SCFF than it would under the previous formula, therefore we are no longer under the hold harmless provisions of SCFF. The pandemic has had a major impact on our students and our FTES level. The College is currently experiencing a 17.5% reduction in enrollment. For this reason, we have applied for the COVID-19 Emergency Conditions Allowance, which will result in 2021/22 funding based on the final FTES for 2019/20, in the amount of 3,119 FTES. Absent this protection, the 17.5% enrollment decline would cost the College \$450,000 in lost revenue in this Tentative Budget.

EXPENDITURES

Employee Salaries:

Projected 2021/22 costs for all currently authorized positions are reflected in this Tentative Budget, including step and longevity increments for which current staff are eligible. The cost of these increments is an increase of approximately \$250,000 each year.

There are many vacant positions included in this Tentative Budget that total a cost of \$880,000. These positions are currently under recruitment and will be filled at various times throughout the coming year. The amount budgeted for each vacant position is prorated down depending upon what month the new hire is estimated to begin.

Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. The District is currently negotiating with all employee groups for 2021/22. The costs of any future settlements are not included in this Tentative Budget.

Employee Benefits:

Health Benefit costs increased 5.6% over 2020/21 levels, at a cost of approximately \$150,000.

Based on the Governor's May Revised Budget, this Tentative Budget includes a 2021/22 PERS (Public Employee Retirement System) District contribution rate of 22.91%, an increase from the 2020/21 rate of 20.7% which will result in a cost increase of \$134,000. This rate of 22.91% is applied to the salary of all Classified and Classified management employees and paid to fund the retirement benefits of those employees. For example, for each \$100 of salary an

employee earns, the College contributes an additional \$22.91 to the retirement system for the employee.

Based on the Governor's May Revised Budget, this Tentative Budget includes a 2021/22 STRS (State Teachers Retirement System) District contribution rate of 16.92% an increase from 16.15% in 2020/21 which will result in an increase in cost of \$56,000. This rate of 16.92% is applied to the salary of all faculty and academic administrator employees and paid to fund the retirement benefits of those employees. For example, for each \$100 of salary an employee earns, the College contributes an additional \$16.92 to the retirement system for the employee.

The pandemic has resulted in a significant increase in the use of unemployment benefits throughout the State. This has resulted in the rate the College pays into unemployment to increase from 0.05% to 1.23%. Similar to PERS and STRS, this is a percentage of employee salary, and resulted in \$175,000 in increased costs to the College.

Supplies and Services

Due to the budget uncertainty this past year, supplies and services budgets were cut 25% in 2020/21. Based on the improved budget information coming from the State, these budgets were restored in this Tentative Budget up to a level that results in a 10% cut from pre-pandemic levels. Remote working and learning led to lower costs in the areas of utilities and sign language interpreting. As we transition back to campus, those costs will begin to increase, therefore this Tentative Budget includes a restoration of \$50,000 in utility costs and \$200,000 in sign language interpreting costs for students.

Capital Outlay

The unrestricted funding for capital outlay within the General Fund is comprised of \$50,000 for computers scheduled for replacement on the refresh cycle and \$10,000 for computers for new hires.

Transfer to Capital Projects Fund

This Tentative Budget includes a transfer of \$2,050,000 from the General Fund to the Capital Projects Fund. This transfer is made up of three purposes. First, \$400,000 is being transferred to the Capital Projects fund as a result of the debt service on the solar field having been paid off. The funds that had been used to pay the debt will now be allocated annually to the Capital Projects Fund to make investments in information technology and the physical plant.

Second, \$900,000 is being transferred to partially fund an emergency exit road out the western boundary of the College, across Foundation lands to Orr Springs Road. The College currently only has Hensley Creek Road as an entry/exit to the campus which can become very congested with emergency personnel entering campus while students and employees evacuate. Additionally, Hensley Creek Road passes under Highway 101, which could become impassable in a major earthquake. This single entry/exit option is a safety concern in times of emergency. Over many years, the Foundation purposely acquired parcels of land to make this exit road possible. The preliminary cost estimate for the emergency exit road is \$2.4 million. Additional planning and research is being conducted in an attempt to reduce the cost of the road. \$1.5 million in HEERF funds have been earmarked for the road. The emergency exit road would allow the College to continue to respond to requests by the County and other partners in times of crisis such as acting as an evacuation site, shelter, testing or vaccine center.

The third portion of the transfer is for a temporary interfund loan to fund a Battery Energy Storage System (BESS) for the solar field. In May 2020, the board authorized administration to enter into an agreement with SunPower Corporation for a battery energy storage system. The project will be funded with a Self-Generation Incentive Program (SGIP) grant. Grant funding will cover the majority of the cost of the battery system but will be paid to the College over five years. The College could borrow funds from an outside agency over that five-year period, but it is more advantageous to avoid financing costs by funding the project with College funds and reimbursing the general fund as the grant funds come in. This is similar to how the debt service on the solar field was handled. The battery storage system will cost \$1.7 million, of which \$1.5 million will be covered by the SGIP grant, therefore the net cost to the District will be under \$200,000. The District is guaranteed to save between \$150,000 and \$200,000 each year for the next ten years, \$1.7 million in total savings. The District will purchase a service and maintenance agreement which will cost around \$16,000 per year, \$160,000 in total over 10 years. The net savings to the District over the 10-year period will be \$1.4 million. These figures will be finalized over the next couple of months and final amounts will be included in the Adopted Budget.

BOARD BUDGET PARAMETERS

General Fund Budget Parameters

Unrestricted Ending Balance

The targeted ending fund balance in the General Fund shall be 15% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%.

MET

Balanced Budget

The General Fund shall have a balanced budget with total ongoing expenditures and Transfers not exceeding total ongoing revenues.

NOT MET – The Unrestricted General Fund budget is out of balance by \$1,883,749 of which \$1,798,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$85,749. This is an insignificant deficit considering the size of the Unrestricted General Fund budget of approximately \$27 million.

One-time revenues and reserves shall not be used to fund ongoing expenditures but may be considered for current year expenditures that do not create obligations in future years.

NOT MET – The Unrestricted General Fund budget is out of balance by \$1,883,749 of which \$1,798,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$85,749. This is an insignificant deficit considering the size of the Unrestricted General Fund budget of approximately \$27 million.

ENDING BALANCE

The projected 2021/22 General Fund ending fund balance is \$6,554,601 million or 22.66% of expenditures and transfers. The Board has directed administration to set aside the amount estimated to cover future STRS/PERS pension cost increases. This amount totals \$468,000 for the

time period from 2022/23 to 2024/25. With this amount set aside in the General Fund, the unrestricted reserve is lowered to \$6,086,601 or 21.04% of expenditures and transfers. Typically, District expenditures are known with greater accuracy than revenues at this time. The 2021/22 beginning balance will also be more precisely projected by the time the Adopted Budget is presented as most financial transactions for 2020/21 will have been reconciled by that time.

SUMMARY

In summary, there are many revenue and expenditure assumptions included in this Tentative Budget that may change based upon the final budget enacted by the State. 2020/21 has been a very challenging year due to the uncertainty caused by the pandemic. Enrollment decline and re-engaging students will be a challenge as we begin to put the pandemic behind us. There is a very strong budget outlook for the State for 2021/22 with substantial investments in community colleges.

OTHER FUND BUDGETS

Restricted General Fund (Attachment A-2)

The proposed June Tentative Budget includes 60 categorical programs, totaling approximately \$17.3 million. The May Revise included COLA increases for many categorical programs. This fund includes the federal stimulus allocations from the Higher Education Emergency Relief Fund which total \$6.8 million for institutional needs. The \$4.4 million in direct aid to students is accounted for in the Student Financial Aid Fund (Attachment I).

The Debt Service Fund Budget (Attachment B) was included for the first time in 2009/10 to account for the debt service payments on the Solar project. The debt has been paid in full and this fund is no longer necessary.

The Child Care Fund Budget (Attachment C) reflects a program similar to the 2020/21 program. The estimated increased costs for salary step and column advancements are included in this Tentative Budget. The proposed Tentative Budget reflects a General Fund subsidy of \$158,762.

The Capital Projects Fund Budget (Attachment D) includes projected revenues and expenditures as well as reserves set aside for future capital projects. See detailed information above regarding investments in an emergency exit road and a battery energy storage system.

The Special Reserve Fund Budget (Attachment E) includes reserves for accrued vacations, load banking, GASB 75 requirements, and self-insurance (property, liability, and workers' compensation). Accrued vacation and load banking are each reserved at 25% of the total value of vacation and load banking accruals respectively, based on the most recent audited figures.

The College provides post-employment health care coverage for eligible retired employees and their dependents in accordance with negotiated contracts with the various bargaining units. The College is required by GASB 75 to plan for Other Post Employment Benefit (OPEB) liabilities and disclose the Total OPEB Liability (TOL) in its financial statements. The College contracts with an actuary to estimate the future liability of these benefits. The most recent study conducted in August 2020 determined the TOL to be \$5,570,101. The District currently has an OPEB reserve of \$1,500,218 in the Special Reserve Fund, which is 30% of the total TOL.

The Health Fund Budget (Attachment F) identifies those monies set aside for payment of health benefits while the District was self-funded for health care benefits. This fund will be closed out at the end of the 2020/21 fiscal year because the College is no longer self-funded for health benefits as of July 1, 2020. The balance on June 30, currently estimated to be \$250,000 will be transferred to the Special Reserve Fund.

The Student Representation Fee Fund Budget (Attachment G) reflects the \$2 per semester that each student pays to support student government here at the College and at the State level.

The Student Center Fund Budget (Attachment H) reflects the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements to student areas in the Lowery Student Center and student areas at the Lake Center, North County Center, and Coast Center.

The Student Financial Aid Award Projections Budget (Attachment I) reflects a program similar to the 2020/21 program. This fund now includes the student aid portion of HEERF.

MOTION/ACTION:

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

Attachment A-1	General Fund Unrestricted 2021/22 Tentative Budget
Attachment A-2	General Fund Restricted 2021/22 Tentative Budget
Attachment B	Debt Service Fund 2021/22 Tentative Budget
Attachment C	Child Care Fund 2021/22 Tentative Budget
Attachment D	Capital Projects Fund 2021/22 Tentative Budget
Attachment E	Special Reserve Fund 2021/22 Tentative Budget
Attachment F	Health Benefits Fund 2021/22 Tentative Budget
Attachment G	Student Representation Fee Fund 2021/22 Tentative Budget
Attachment H	Student Center Fund 2021/22 Tentative Budget
Attachment I	Student Financial Aid Award 2021/22 Tentative Projections

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22**

	2020/21 REVISED BUDGET FUND 11		2021/22 TENTATIVE BUDGET FUND 11	
BEGINNING FUND BALANCE	\$ 6,465,652		\$ 8,438,350	
REVENUE:				
A. Federal	37,500		37,500	
B. State	15,197,359		14,756,195	
C. Local	11,668,446		12,247,552	
D. Transfer In (COVID-19)	14,600		-	
TOTAL REVENUE	<u>\$ 26,917,905</u>		<u>\$ 27,041,247</u>	
EXPENDITURES:				
A. Certificated Salaries and Wages	\$ 9,929,838		\$ 10,735,423	
Classified Salaries and Wages	4,929,574		5,332,633	
Subtotal Salaries and Wages	<u>14,859,412</u>		<u>16,068,056</u>	
Fringe Benefits	6,391,933		7,422,054	
Total Personnel Costs	<u>21,251,345</u>		<u>23,490,110</u>	
B. Supplies	609,619		331,536	
C. Contractual Services	2,428,680		2,802,419	
D. Capital Outlay	107,710		72,169	
E. Transfers				
To Capital Project Fund	125,000		2,050,000	
To Child Care Fund	144,286		178,762	
To Debt Service Fund	278,567		-	
	<u>547,853</u>		<u>2,228,762</u>	
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 24,945,207</u>		<u>\$ 28,924,996</u>	
FUND BALANCE:				
A. Designated (PERS/STRS)	467,000		468,000	
B. Undesignated	<u>7,971,350</u>	31.96%	<u>6,086,601</u>	21.04%
TOTAL ENDING FUND BALANCE	8,438,350	33.83%	6,554,601	22.66%
CHANGE IN RESERVES	<u>\$ 1,972,698</u>		<u>\$ (1,883,749)</u>	

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
RESTRICTED GENERAL FUND
2021/22**

	2020/21 REVISED BUDGET FUND 12	2021/22 TENTATIVE BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 276,603	\$ 265,966
<u>REVENUE:</u>		
A. Federal	5,454,724	7,458,922
B. State	11,270,708	9,591,154
C. Local	249,705	239,998
TOTAL REVENUE	<u>\$ 16,975,137</u>	<u>\$ 17,290,074</u>
<u>EXPENDITURES:</u>		
A. Certificated Salaries and Wages	\$ 2,711,864	\$ 2,703,437
Classified Salaries and Wages	1,872,928	1,838,268
Subtotal Salaries and Wages	<u>4,584,792</u>	<u>4,541,705</u>
Fringe Benefits	1,689,733	1,653,046
Total Personnel Costs	<u>6,274,525</u>	<u>6,194,751</u>
B. Supplies	1,461,175	1,333,892
C. Contractual Services	3,679,966	3,419,966
D. Capital Outlay	3,671,833	3,620,838
E. Transfers to Student Financial Aid Fund and to Other Funds and Other Payments To/For Students And Payments Directly to AEBG Consortium Members	<u>1,898,275</u>	<u>2,735,102</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 16,985,774</u>	<u>\$ 17,304,549</u>
ENDING FUND BALANCE	\$ 265,966	\$ 251,491
CHANGE IN RESERVES	<u>\$ (10,637)</u>	<u>\$ (14,475)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 29	2021/22 TENTATIVE BUDGET FUND 29
BEGINNING FUND BALANCE	\$ -	\$ -
<u>REVENUE:</u>		
A. Interest	(750)	-
B. Transfer from General Fund - Solar	278,567	-
TOTAL FUNDS AVAILABLE	<u>\$ 277,817</u>	<u>\$ -</u>
<u>EXPENDITURES:</u>		
A. Solar debt service payments	\$ 277,817	\$ -
RESERVES	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 277,817</u>	<u>\$ -</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 33	2021/22 TENTATIVE BUDGET FUND 33
REVENUE:		
Federal		
A. Food Program	\$ 20,000	\$ 20,000
State		
B. CA State Preschool Program	249,815	253,347
C. Food Program	1,000	1,000
D. General Contract	224,925	224,925
Local		
E. Parent Fees - Non-Certified/Full Fee	48,000	48,000
F. Other Local Income	-	-
Transfers		
G. General Fund Subsidy	124,286	158,762
H. Employee Child Care Benefit	20,000	20,000
I. Other Transfers In (COVID-19)	43,000	43,000
TOTAL REVENUE	\$ 731,026	\$ 769,034
EXPENDITURES:		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	\$ 259,895	\$ 263,241
Classified Hourly	193,738	203,968
	453,633	467,209
2. Benefits	206,579	231,011
Total Personnel Costs	660,212	698,220
B. Supplies	51,100	51,100
C. Contractual Services	19,714	19,714
TOTAL EXPENDITURES	\$ 731,026	\$ 769,034

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2021/22**

	2020/21 REVISED BUDGET FUND 41	2021/22 TENTATIVE BUDGET FUND 41
BEGINNING FUND BALANCE		
Unrestricted	\$ 562,163	\$ 465,132
TOTAL BEGINNING FUND BALANCE	562,163	465,132
<u>REVENUE:</u>		
A. Interest	4,800	5,000
B. Physical Plant Block Grant	4,451	-
C. Redevelopment Agency On-going	150,000	150,000
D. NCCCSIA Safety Credit	17,000	17,000
E. Retro-Commissioning Rebate	44,218	-
F. Other Local Grants	17,500	-
G. Self Generation Incentive Program (SGIP)	-	750,000
H. Transfer from COVID-19 Funds	-	1,500,000
I. Transfer from General Funds	125,000	2,050,000
TOTAL REVENUES	362,969	4,472,000
TOTAL FUNDS AVAILABLE	\$ 925,132	\$ 4,937,132
<u>EXPENDITURES AND TRANSFERS:</u>		
A. McMillan Chiller	\$ 160,000	\$ -
B. HVAC Upgrades	20,000	20,000
C. Fire Alarm Battery Backup	20,000	-
D. Emergency Exit Road	18,800	2,400,000
E. Battery System	-	1,500,000
F. Campus Signs	7,500	7,500
G. Disabled Access Improvements	50,000	50,000
H. Technology Master Planning	2,500	-
I. Network Upgrade	62,500	200,000
J. Safety Improvements	40,000	40,000
K. Other Capital Projects	78,700	80,000
TOTAL EXPENDITURES	460,000	4,297,500
RESERVES	465,132	639,632
TOTAL EXPENDITURES AND RESERVES	\$ 925,132	\$ 4,937,132

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 61	2021/22 TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 2,306,316	\$ 2,573,316
<u>REVENUE:</u>		
A. Interest	17,000	17,000
B. Transfer from Health Fund	250,000	-
TOTAL FUNDS AVAILABLE	<u>\$ 2,573,316</u>	<u>\$ 2,590,316</u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Transfer to General Fund	-	-
<u>RESERVES:</u>		
A. Accrued Vacation Reserve	\$ 185,010	\$ 185,010
B. Load Banking Reserve	100,896	100,896
C. Health Fund Reserve	525,000	525,000
D. Incurred But Not Recorded (IBNR) Health Benefits	-	-
E. GASB 75 Reserve	1,662,410 *	1,679,410 *
F. Self Insurance Reserve	100,000	100,000
TOTAL RESERVES	<u>2,573,316</u>	<u>2,590,316</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 2,573,316</u>	<u>\$ 2,590,316</u>

*Total GASB 75 liability per actuarial study dated August 24, 2020 is 5,570,101

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2021/22**

	2020/21 REVISED BUDGET FUND 62	2021/22 TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	\$ 491,221	\$ -
<u>REVENUE:</u>		
A. Contribution from Other Funds	-	-
B. Employee Contributions	-	-
C. Interest	-	-
TOTAL REVENUE	-	-
TOTAL FUNDS AVAILABLE	<u>\$ 491,221</u>	<u>\$ -</u>
<u>EXPENDITURES:</u>		
A. Health Care Services	\$ 241,221	\$ -
B. Transfer to Special Reserve Fund	250,000	-
TOTAL EXPENDITURES	491,221	-
RESERVE	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 491,221</u>	<u>\$ -</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2021/22**

	2020/21 REVISED BUDGET FUND 72	2021/22 TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$ 51,230	\$ 60,280
<u>REVENUE:</u>		
A. Student Representation Fees	8,500	8,500
B. State Portion of Representation Fees	8,500	8,500
C. Interest	550	550
TOTAL REVENUE	<u>17,550</u>	<u>17,550</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 68,780</u></u>	<u><u>\$ 77,830</u></u>
<u>EXPENDITURES:</u>		
A. Services (Travel)	\$ -	\$ 9,050
B. Other Outgo (State Portion of Rep Fee)	<u>8,500</u>	<u>8,500</u>
TOTAL EXPENDITURES	<u>8,500</u>	<u>17,550</u>
RESERVES	<u>60,280</u>	<u>60,280</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 68,780</u></u>	<u><u>\$ 77,830</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2021/22**

	2020/21 REVISED BUDGET FUND 73	2020/22 TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$ 328,495	\$ 356,475
<u>REVENUE:</u>		
A. Student Center Fees	28,000	28,000
B. Charging Station Revenue	1,000	25,000
C. Interest	3,000	3,000
D. Other Transfers In (COIVD-19)	24,000	-
TOTAL REVENUE	<u>56,000</u>	<u>56,000</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 384,495</u></u>	<u><u>\$ 412,475</u></u>
<u>EXPENDITURES:</u>		
A. Salary & Benefits	\$ 1,020	\$ 22,500
B. Supplies	1,000	4,000
C. Services	1,000	4,500
D. Equipment	25,000	25,000
TOTAL EXPENDITURES	<u>28,020</u>	<u>56,000</u>
RESERVES	<u>356,475</u>	<u>356,475</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 384,495</u></u>	<u><u>\$ 412,475</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2021/22**

	<u>2020/21 ESTIMATED AWARDS</u>	<u>2021/22 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$ 5,000,000	\$ 5,000,000
B. FSEOG	225,400	120,000
C. BUREAU OF INDIAN AFFAIRS	4,500	4,500
D. DIRECT LOANS	800,000	800,000
E. AMERICORPS	30,000	30,000
F. FEDERAL WORK STUDY	25,000	120,000
G. HEERF III	654,919	3,070,756
TOTAL FEDERAL SOURCES	<u>6,739,819</u>	<u>9,145,256</u>
STATE SOURCES		
A. CAL GRANT	750,000	750,000
B. EOPS GRANT	160,000	160,000
C. CHAFEE GRANT	50,000	50,000
D. DISASTER RELIEF FUND	30,210	-
E. MENDOCINO COLLEGE PROMISE PROGRAM	58,051	58,000
F. STUDENT SUCCESS COMPLETION	537,515	525,000
TOTAL STATE SOURCES	<u>1,585,776</u>	<u>1,543,000</u>
LOCAL SOURCES		
A. SCHOLARSHIPS	461,778	450,000
TOTAL FUNDS	<u>\$ 8,787,373</u>	<u>\$ 11,138,256</u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u>\$ 8,787,373</u>	<u>\$ 11,138,256</u>

SUBJECT: DISTRICT ORDER OF PRIORITIES FOR FIVE-YEAR
CAPITAL OUTLAY PLAN, 2023/2027

SYNOPSIS:

Board of Trustees consideration of establishing District Order of Priorities for Five-Year Capital Outlay Plan, 2023/2027.

RECOMMENDATION:

The Superintendent/President recommends approval of the District Order of Priorities for Five-Year Capital Outlay Plan, 2023/2027.

ANALYSIS:

Education Code Sections 81820-23 require the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit (FPU) of the Chancellor's Office a five-year plan for capital construction. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their Five-Year Capital Outlay Plans from the FPU prior to receiving state funding for projects. Districts are also required to complete district and campus master plans before preparing their Five-Year Capital Outlay Plan. The district's Five-Year Capital Outlay Plans are submitted to the FPU on July 1 of each year.

The state funded construction projects must meet criteria set by the FPU of the Chancellor's Office. The Board of Governors of the California Community Colleges sets priorities for funding of projects in categories A, B and C, etc. Projects are funded by the state based on the top priority category "A" representing the highest priority down. Within each of these categories projects are funded based on justified needs of health and safety hazards, as well as classroom, laboratory, office, and library footage to WSCH ratios.

The proposed listing of capital outlay projects in the recommended order of priority is:

- 1) North County Center Phase II
- 2) Coast Center Fine Woodworking Relocation
- 3) Lake Center Phase II

Reference Board Policy 320, Institutional Planning

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College Board of Trustees does hereby approve the District Order of Priorities for Five-Year Capital Outlay Plan, 2023/2027 as presented.

ITEM NO: 7.3
DATE: June 9, 2021

SUBJECT: CLASSIFIED PROFESSIONALS WEEK - RESOLUTION #06-21-01

SYNOPSIS:

Board of Trustees adoption of Resolution 06-21-01

RECOMMENDATION:

The Superintendent/President recommends the adoption of Resolution No. 06-21-01.

ANALYSIS:

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

Reference Board Policy 7230, Classified Employees

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 06-21-01 in honor of Classified Professionals Week as presented.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION 06-21-01**

CLASSIFIED PROFESSIONAL APPRECIATION WEEK

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

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

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

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

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

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

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

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

Ayes _____ Noes _____ Abstain _____ Absent _____

PASSED AND ADOPTED THIS ninth day of June, 2021, by the Board of Trustees of the Mendocino-Lake Community College District.

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – SECOND READING

SYNOPSIS:

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

RECOMMENDATION:

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

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 5010 – Admission and Concurrent Enrollment – This legally required board policy has been revised under the direction of the Director of Admissions and Records using the league template as a guide. It was last revised in January 2017 and has now been updated to include a statement regarding denial of enrollment based upon expulsion from another California Community College, a legally required statement regarding the evaluation of a student's high school completion, and the recent allowance to admit students in an adult education or noncredit program as special part-time students. 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 March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 5020 – Nonresident Tuition – This new legally required board policy has been developed under the direction of the Director of Admissions and Records using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 5300 – Student Equity – This new legally required board policy has been developed under the direction of the Director of Admissions and Records using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions - This new legally required board policy has been developed under the direction of the Director of Admissions and Records using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 7230 – Classified Employees – This legally advised board policy has been revised under the direction of the Director of Human Resources. It was last revised in September 2014. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021.

Board Policy 7260 – Classified Supervisors and Managers – This new legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021.

Board Policy 7300 – Employment/Termination of Short-Term and Substitute Employees – This local board policy has been revised under the direction of the Director of Human Resources. It was previously listed under BP 703 and was last reviewed in February 2011. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021.

Board Policy 7310 – Nepotism – This legally required board policy has been revised under the direction of the Director of Human Resources using the League template as a guide. It was last updated in April 2016. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021.

Board Policy 7365 – Discipline and Dismissal – Classified Employees – This new legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 7370 – Political Activity – This new legally required board policy has been developed under the direction of the Director of Human Resources using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021.

Board Policy 7400 – Travel – This legally required board policy has been revised under the direction of the Director of Human Resources using the League template as a guide and was last

updated in April 2016. The policy was first reviewed by the President's Policy Advisory Committee on March 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. Copies of the approved administrative procedures are included as information only.

Board Policy 7500 – Volunteers – This local board policy has been updated under the direction of the Director of Human Resources using the statewide numbering system. It was previously listed under BP 702 and was last reviewed in August 2010. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on April 23, 2021. 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 5010, Board Policy 5020, Board Policy 5300, Board Policy 5800, Board Policy 7230, Board Policy 7260, Board Policy 7300, Board Policy 7310, Board Policy 7365, Board Policy 7370, Board Policy 7400 and Board Policy 7500 as presented.



BOARD POLICY

No. 5010

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMISSION, ~~ENROLLMENT, AND ATTENDANCE~~ AND CONCURRENT ENROLLMENT

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 or possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

Admission

- Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grades 11-12 is eligible to attend as a special full-time student.
- **Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.**
- Any students enrolled in grades 9-12 may attend summer session. The Superintendent/President or his or her designee shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

- If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the district.

The Superintendent/President or his or her designee shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President or his or her designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Reference: Education Code Sections **52620, 52621**, 76000, 76001, 76002 and 76038;
Labor Code Section 3077;
34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6



ADMINISTRATIVE PROCEDURES

No. 5010.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMISSION

Under the direction of the Vice President of Student Services, the Director of Admissions and Records has the designated authority and responsibility for District admission procedures. The Superintendent/President, or designee, makes final admission determinations. Current admission procedures are published in the most recent version of the college catalog and on the college website.

Admission

All prospective students are required to complete a paper or online application for admission. Students who applied but never attended or are returning to the college after an absence of two or more semesters, must submit a new application for admission.

All information provided by the applicant on the application for admission must be true and accurate as required by law. A student who knowingly falsifies any information required on the application for admission, or other college documents, is subject to disciplinary action.

A person eligible for admission is anyone who meets one of the following:

- Has graduated from high school, including students who have received high school certificates of completion (or equivalent) but did not pass the California High School Exit Exam.
- Has passed the California High School Proficiency or the GED test.
- Is a non-high school graduate 18 years of age or older, who is no longer attending high school and is able to benefit from instruction.
- Is a non-high school graduate under 18 years of age who has been released from compulsory attendance by their high school governing board.
- Is a K-12 student currently enrolled in 9th-12th grade and has met all conditions set forth in Administrative Procedure 5011.1 or 5011.2.
- Is a student enrolled in an adult education program administered by a school district or noncredit program administered by a community college and is pursuing a high school diploma or high school equivalency certificate and receives a recommendation from the adult school administrator or noncredit program of attendance.
- Is an apprentice as defined in Labor Code Section 3077.
- Is an international student who has completed admission procedures for international students as set forth in Administrative Procedure 5012.1.

The Vice President of Student Services shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Residency Determination

Admission of each student includes the determination of California State residency as outlined in Administrative Procedure 5015.1.

Students determined to be California residents are charged the California State Enrollment Fee as set by the California Community College Chancellor's office. All other fees apply.

Students determined to be non-residents are charged the non-resident tuition fee in addition to the resident enrollment fee.

Specialized Programs

Admission to specialized programs (i.e., Fine Woodworking, Physical Therapy Assistant, and Registered Nursing programs) may require the completion of a program admission application and other admission requirements. Current program admission requirements are published by the respective programs and made available in the college catalog and on the college website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

References: Education Code Sections 76000; 34 Code of Federal Regulations 668.16(p) (U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard II.C.6



BOARD POLICY

No. 5020

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEW

NONRESIDENT TUITION

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community Colleges Budget and Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

References: Education Code Sections 68050, 68051, 68130, 68130.5, 76140, and 76141;
Title 5 Section 54045.5



ADMINISTRATIVE PROCEDURES

No. 5020.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NONRESIDENT TUITION

Nonresident tuition will be charged to students who have not established residency in the state of California for a period of one year prior to the first day of the term. In addition to nonresident tuition, nonresident students will be charged the California Community College Enrollment Fee.

Nonresident Tuition Exemption Request

A student who qualifies for the Nonresident Tuition Exemption Request will be exempt from paying the out-of-state tuition fee and will pay an in-state enrollment fee. The qualifications for the waiver are stated below.

A student, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meets all of the following requirements shall be exempt from paying nonresident tuition:

- either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of fulltime high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
- completion of a questionnaire form prescribed by the California Community C Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Additional Nonresident Tuition Exemptions

- A. Any student who meets all of the following requirements:
 - demonstrates financial need;
 - has a parent or guardian who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the state for three or more years; and
 - upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.
- B. The District shall exempt from nonresident tuition any non-immigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet all the following requirements:

- high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this non-resident tuition exemption.
- C. The District shall exempt from nonresident tuition a special part-time student, other than a non-immigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.

The nonresident enrollment fee (U.S. Citizen and Non-U.S. Citizen), and exemptions, are published in the college catalog and on the college website.

The nonresident tuition fee shall be set no later than March 1 of each year. The nonresident tuition calculation will reflect the current expense of education calculated according to the California Community Colleges Budget and Accounting Manual. The nonresident tuition calculation will include the expense of education in the preceding fiscal year, reflect fees in contiguous Districts and will provide for students enrolled in more or less than 15 units per term.

A non-refundable processing fee is charged for international students. This fee is applied to the student's tuition upon registration.

References: Education Code Sections 68075.65, 68130.5 and 76140 et seq.;
Title 5 Section 54045.5



BOARD POLICY

No. 5300

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEW

STUDENT EQUITY

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a Student Equity Plan that meets the Title 5 standards and ensures that all students, especially underrepresented students, have the opportunity to achieve their academic goals.

See Administrative Procedures 5300.1

References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220



ADMINISTRATIVE PROCEDURES

No. 5300.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

STUDENT EQUITY

In accordance with a requirement by the Chancellor's Office for the California Community Colleges, Mendocino College has adopted a Student Equity Plan, following approval by the Board of Trustees.

The Student Equity Plan includes:

- the active involvement of the groups on campus through governance committees, and instructional and student development departments, and through the program review process
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups
- campus-based research as to the extent of student equity and to determine what activities are most likely to be effective
- institutional barriers to equity
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs
- sources of funds for the activities in the plan
- a schedule and process for evaluation of progress towards the goals
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information

The Student Equity Plan shall be developed, maintained, and updated through the participatory governance process under the supervision of the Superintendent/President or designee.

References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220



BOARD POLICY

No. 5800

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

NEW

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chief Information Officer is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

References: 15 U.S. Code Section 1681m subdivision (e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)



ADMINISTRATIVE PROCEDURES

No. 5800.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

I. The Purpose of the Identity Theft Prevention Program

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

II. Definitions

“Identity theft” is a fraud attempted or committed using identifying information of another person without authority.

A “creditor” includes government entities who defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.

“Deferring payments” refers to postponing payments to a future date and/or installment payments on fines or costs.

A “covered account” includes one that involves multiple payments or transactions.

“Person” means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan, and/or debit card.

Detection or discovery of a “Red Flag” implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

III. Procedures for Detecting “Red Flags” For Potential Identity Theft

A. Risk Factors for Identifying “Red Flags”

The District will consider the following factors in identifying relevant “Red Flags:”

1. the types of covered accounts the District offers or maintains;
2. the methods the District provides to open the District’s covered accounts;
3. the methods the District provides to access the District’s covered accounts; and

4. the District's previous experience(s) with identity theft.

B. Sources of "Red Flags"

The District will continue to incorporate relevant "Red Flags" into this ITPP from the following sources:

1. incidents of identity theft that the District has experienced;
2. methods of identity theft that the District identifies that reflects changes in identity theft risks; and
3. guidance from the District's supervisors who identify changes in identity theft risks.

C. Categories of "Red Flags"

The following Red Flags have been identified for the District's covered accounts:

1. Alerts, Notifications, or Warnings from a Consumer Reporting Agency:
 - a. A fraud or active duty alert is included with a consumer report the District receives as part of a background check.
 - b. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
 - c. A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (V)(9) for specific steps that must be taken to address this situation.
 - d. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant, such as:
 - i. A recent and significant increase in the volume of inquiries;
 - ii. An unusual number of recently established credit relationships;
 - iii. A material change in the use of credit, especially with respect to recently established credit relationships; or
 - iv. An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.
2. Suspicious Documents:
 - a. Documents provided for identification appear to have been forged or altered.
 - b. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
 - c. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
 - d. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.
 - e. An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.
3. Suspicious Personally Identifying Information:
 - a. Personal identifying information provided is inconsistent when compared against external information sources used by the District. For example:
 - i. The address does not match any address in the consumer report; or
 - ii. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.

- b. Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
 - c. Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
 - i. The address on an application is the same as the address provided on a fraudulent application;
 - ii. The phone number on an application is the same as the phone number provided on a fraudulent application.
 - d. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
 - i. The address on an application is fictitious, a mail drop, or a prison; or
 - ii. The phone number is invalid, or is associated with a pager or answering service.
 - e. The SSN provided is the same as that submitted by other persons currently being served by the District.
 - f. The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the District.
 - g. The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
 - h. Personal identifying information provided is not consistent with personal identifying information that is on file with the District.
 - i. The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
4. Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:
- a. A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.
 - b. A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
 - i. Nonpayment when there is no history of late or missed payments; or
 - ii. A material change in electronic fund transfer patterns in connection with a payment.
 - c. A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
 - d. Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
 - e. The District is notified that the person is not receiving paper account statements.

- f. The District is notified of unauthorized transactions in connection with a person's covered account.
5. Notices from Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses About Possible Identity Theft in Connection with Covered Accounts:
 - a. The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

IV. Measures to Detect "Red Flags"

The District shall do the following to aid in the detection of "Red Flags:"

1. When a new covered account is open, the District shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be a photo identification).

The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account: valid state-issued driver's license, valid state-issued identification card, current passport, a Social Security Card, current residential lease, or copy of a deed to the person's home or invoice/statement for property taxes.

1. Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the District.

The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.

V. Preventing and Mitigating Identity Theft

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to "Red Flags" that are detected:

1. Monitor the covered account for evidence of identity theft;
2. Contact the person who holds the covered account;
3. Change any passwords, security codes, or other security devices that permit access to a covered account;
4. Reopen the covered account with a new account number;
5. Not open a new covered account for the person;
6. Close an existing covered account;
7. Not attempt to collect on a covered account or not sell a covered account to a debt collector;
8. Notifying law enforcement;
9. Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to for a reasonable belief that the District knows the identity

- of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer , and regularly, and in the course of business, provides information to the credit reporting agency; or
10. Determine that no response is warranted under the particular circumstances.

VI. Updating the ITPP

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

1. The experiences of the District with identity theft;
2. Changes in methods of identity theft;
3. Changes in methods to detect, prevent and mitigate identity theft;
4. Changes in the types of covered accounts that the District maintains;
5. Changes in the business arrangements of the District, including service provider arrangements.

VII. Methods for Administering the ITPP

A. Oversight of the ITPP

Oversight by the District's Chief Information Officer shall include:

1. Assigning specific responsibility for the ITPP's implementation;
2. Reviewing reports prepared by the staff regarding compliance of the ITPP; and
3. Approving material changes to the ITPP as necessary to address changing identity theft risks.

B. Reports

1. *In General.* Staff responsible for the development, implementation, and administration of this ITPP shall report to the Board of Education on an annual basis.
2. *Contents of Report.* The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the ITPP.
3. *Oversight of Service Provider Arrangements* – Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant "Red Flags" that may arise in the performance of the service provider's activities, and either report the "Red Flags" to the District, or to take appropriate steps to prevent or mitigate identity theft.

References: 15 U.S. Code Section 1681m(e), (Fair and Accurate Credit Transactions

Act FACT ACT or FACTA)



BOARD POLICY

No. 7230

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLASSIFIED EMPLOYEES

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment. Full time students employed part time, and part-time students employed part time in any college workstudy program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority).

~~Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.~~

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six months.

~~See Administrative Procedures AP 7230.1~~

References: Education Code 88003, 88004, 88009, and 88013

**CLASSIFIED SUPERVISORS AND MANAGERS****NEW**

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

References: Education Code 72411
Government Code Section 3540.1 subdivisions (g) and (m)



BOARD POLICY

No. ~~703~~-7300

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EMPLOYMENT/TERMINATION OF SHORT-TERM AND SUBSTITUTE EMPLOYEES

The Mendocino-Lake Community College District employs short-term and substitute employees, including student employees, on a temporary, hourly basis. These employees are not part of the classified service.

The Board of Trustees hereby directs the Superintendent/President, or designee, to approve the employment of short-term, substitute employees in accordance with Education Code 88003.

A list of short-term and substitute employees including the service to be performed, as well as the start and end dates of the service, will be presented for ratification at a regularly scheduled Board meeting. **The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.**

Short-term and substitute employees may be terminated at any time by the Superintendent/President.

Salary schedules for short-term and substitute employees will be ~~determined by the Superintendent/President and revised as needed~~ **negotiated with the exclusive bargaining unit.**

Reference: Education Code 88003



BOARD POLICY

No. 7310

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEPOTISM

The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Sections 297 et seq. in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

Immediate family member means spouse or domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws, or any other relative living in the employee's home. The District retains the right to identify further relationships as being governed by this policy when favoritism is perceived.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, morale, or involves other potential conflicts of interest.

See Administrative Procedures 7310.1

References: Government Code Sections 12940 et seq., and 1090 et seq.

Adopted: December 19, 1978
Revision: January 11, 2012
April 13, 2016
March 2021

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**DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES****NEW**

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, involuntary transfer, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees.
- Disorderly or immoral conduct.
- Improper or unauthorized use of District property.

- Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Mental or physical impairment which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her/their official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of policies, procedures and other rules which may be prescribed by the District, college(s), or departments.
- Working overtime without authorization.
- Conduct of personal business for personal gain while on work assignment.
- Abandonment of position.

References: Education Code 88013
Government Code Sections 3300 et seq.



ADMINISTRATIVE PROCEDURES

No. 7365.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES

Grounds for Discipline

See BP 7365 for detailed grounds for discipline and dismissal.

Background Checks

Background checks may be conducted as part of disciplinary or harassment investigations. (Civil Code Sections 1786 et seq. (Investigative Consumer Reporting Agencies Act); 15 U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act).)

Advanced notice of discipline/harassment investigations shall be provided to those under investigation. If the investigation results in action that adversely affects the employee, the employee shall receive oral, written, or electronic notice of:

- the adverse action;
- the name, address, and telephone number of the third party agency that furnished the report;
- the employee's right to obtain a free copy of the report; and
- the employee's right to dispute the accuracy or completeness of any of the information in the report.

Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified service may include, but not be limited to oral reprimand, written reprimand, and the following:

- **Involuntary Transfer** – The District may transfer an employee out of their current assignment, if performance of the required duties falls below standard, or for misconduct.
- **Suspension** – An employee may be suspended for disciplinary purposes without pay.
- **Discharge** – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, suspend, demote or terminate any employee holding a position in the classified service. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees suspended, demoted or discharged the District shall follow a pre-disciplinary procedure as follows:

Notice of Intent: Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, the employee shall be given a written notice of discipline which sets forth the following:

- The disciplinary action intended;
- The specific charges upon which the action is based;
- A factual summary of the grounds upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the discipline is based;
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager;
- The date, time and person before whom the employee may respond in no less than five working days;
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

Response by Employee: The employee shall have the right to respond to the appropriate manager orally or in writing. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

Final Notice: After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: 1) dismiss the notice of intent and take no disciplinary action against the employee; or 2) modify the intended disciplinary action; or 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- The disciplinary action taken;
- The effective date of the disciplinary action taken;
- Specific charges upon which the action is based;
- A factual summary of the facts upon which the charges are based;
- The written material reports and documents upon which the disciplinary action is based;
- The employee's right to appeal.

Appeal and Request for Hearing: If a classified employee, having been issued the final notice of disciplinary action, wants to appeal the action, they shall within fifteen calendar days from the date of receipt of the notice, appeal to the Governing Board by filing a written answer to the charges and a request for hearing with the Director of Human Resources.

Time for Hearing: The Governing Board shall, within a reasonable time from the filing of the appeal, commence the hearing. The Board shall secure the services of an experienced hearing officer or Administrative Law Judge (arbitrator), mutually selected by the District and the employee, to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final. The Board of Trustees may affirm, modify or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned their appeal. In this event, the Board may dismiss the appeal.

Record of Proceedings and Costs: All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter.

Conduct of the Hearing:

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Board shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

Burden of Proof: In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

Proceed with Hearing or Request for Continuance: Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

Testimony under Oath: All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

“Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”

Presentation of the Case: The hearing shall proceed in the following order unless the Board of Trustees, for special reason, directs otherwise:

- The party imposing discipline (District) shall be permitted to make an opening statement.
- The appealing party (employee) shall be permitted to make an opening statement.
- The District shall produce its evidence.
- The party appealing from such disciplinary action (employee) may then offer their evidence.
- The District followed by the appealing party (employee) may offer rebutting evidence.
- Closing arguments shall be permitted at the discretion of the Board of Trustees. The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Board may place a time limit on closing arguments. The Board or the parties may request the submission of written briefs. After the request for submittal of written briefs, the Board will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.

Procedure for the Parties: The District representative and the employee representative will address their remarks, including objections, to the President of the Board. Objections may be ruled upon summarily or argument may be permitted. The Board reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.

Right to Control Proceedings: While the parties are generally free to present their case in the order that they prefer, the Board reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses.

Hearing Demeanor and Behavior: All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or members of the Board of Trustees.

Deliberation Upon the Case: The Board of Trustees should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision. The Board may deliberate at the close of the hearing or at a later fixed date and time. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the Board when it deliberates.

Written Findings, Conclusion, and Decision: The Board shall render its findings, conclusions and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Board on each material issue. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

Decision of the Board to be Final: The decision of the Board of Trustees in all cases shall be final.

Emergency Suspension: If an employee's conduct presents an immediate threat to the health and safety of the employee or others, the employee may be suspended without compliance with the provisions this procedure. However, as soon as possible after suspension, the employee shall be given notice as set forth herein.

Record Filed: When final action is taken, the documents shall be placed in the employee's personnel file.

References: Educational Code Sections 88013
Government Code Sections 3300 et seq.



BOARD POLICY

No. 7370

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY

NEW

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

References: Education Code Sections 7054 and 7056
Government Code Section 8314



BOARD POLICY

No. 7400

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRAVEL

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District or as approved by the Board.

The Superintendent/President shall establish procedures regarding the attendance of District employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the State of California must be approved in advance by the Superintendent/President.

The District prohibits its employees, officers, or members to travel on business to, or approve a request for state-funded or sponsored business travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

See Administrative Procedure 7400.1.

Reference: Education Code Section 87032
Government Code section 11139.8

Adopted: December 19, 1978
Revised: December 8, 1993
November 12, 2006
April 13, 2016
March 2021

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ADMINISTRATIVE PROCEDURES

No. 7400.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRAVEL MANUAL

FORWARD

The procedure's purpose is to provide information and guidance to staff members regarding District travel. The outlined procedures are in general terms so as to allow reasonable flexibility. These procedures may not cover every possible situation. It is recommended that all travelers discuss unusual situations or items with Fiscal Services prior to the trip.

TRAVEL POLICY AND REGULATIONS

Members of the Board of Trustees, employees, and students of the Mendocino-Lake Community College District are eligible for reimbursement of expenses as provided by this policy when on official travel status.

OFFICIAL TRAVEL STATUS

An individual is on official travel status when an approved Travel Requisition is on file with the Fiscal Office. An approved Requisition is one signed by the supervisor, the appropriate manager and the responsible Vice President or designee. In addition, all out-of-state travel requests require approval by the Superintendent/President. Travel Requisitions are due in the ESCAPE (Accounting System) Office at least seven (7) working days prior to travel.

TRAVEL ADVANCES

1. Advances are available for estimated travel costs while on official travel status, providing requests reach the Fiscal Office at least seven (7) working days prior to travel.
2. If the hotel reservations, conference registration, etc., requires prepayment, the Travel Requisition must arrive in the Fiscal Office at least seven (7) working days prior to the prepayment deadline.
3. Advance requests need Fiscal Office approval.
4. Advances to the traveler will be available in the Fiscal Office or by direct deposit. Advances will be disbursed up to three (3) working days prior to the trip.
5. The traveler will be held responsible for the total advance received until a properly completed Travel Expense Claim is filed with the Fiscal Office as explained below. Should the trip be cancelled, any advanced funds must be returned immediately to the Fiscal Office.
6. Travelers with delinquent expense claims are ineligible for travel advances for subsequent trips.
7. Travel Requisitions are required for all trips whether or not expenses are to be charged to the District.

REIMBURSEMENT

1. Claims for reimbursement are due in the District Fiscal Office on a Travel Expense Claim Form immediately upon completion of the trip, but no more than ten (10) working days later.

Adopted: August 4, 1982

Revised: September 5, 1984

November 2, 1988

November 7, 2006

April 23, 2021

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2. Travel advances will be used to reduce the amount of the travel reimbursement claim and will be handled as follows:
 - a. If the expenses claimed are less than the amount of the advance, a check payable to Mendocino-Lake Community College District for the difference should accompany the Travel Expense Claim. If the amount due is less than \$5.00, no refund to the District is expected.
 - b. If expenses are greater than the amount of the advance, a check for the difference will be mailed to the traveler at the address indicated on the Travel Expense Claim. There will be no additional payment to the traveler if the amount due is less than \$5.00.
3. Travel Expense Claims must be signed by the traveler and approved by the traveler's supervisor.
4. Only expenses actually incurred, supported by receipt and in accordance with District travel procedures, are eligible for reimbursement.
5. Reimbursement is limited by contractual restrictions, code requirements, reimbursement rate maximums (i.e., mileage, meals, and lodging), and the availability of funds. In order to timely determine if any of the above limitations exist, a Travel Request Form must be submitted to the District Fiscal Office at least seven (7) days prior to travel.

PUBLIC TRANSPORTATION

1. Train, bus, taxi, shuttle, and air travel fares are eligible for reimbursement.
2. Individuals must make their own travel arrangements consistent with this policy. Reimbursement is made only for travel by the most direct route and most economical mode of transportation.
3. Reimbursement for air travel is limited to less than first-class fares whenever such reduced fare accommodations are available. First-class accommodations are allowed only when less than first-class accommodations would: require circuitous routing; require travel during unreasonable hours; or greatly increase the duration of the flight. Where reimbursement for the cost of first-class fare is requested, the Requisition must provide the justification. In the absence of an explanation, reimbursement will be at the appropriate reduced rate.
4. Claims for reimbursement of train, bus, or air travel must be supported by ticket stubs or receipts. Absence of receipts must be explained in the Travel Expense Claim. Travel tickets or stubs for all fares claimed for reimbursement on the Travel Expense Claim must be attached to the Travel Expense Claim for the trip.
5. Taxis or ride sharing services are allowed between terminals and hotels or places of business, upon arrival or departure; and between hotel and place of business if shuttle service is not provided.
6. Travel to and from San Francisco, Oakland, Sacramento, and Santa Rosa airports will be reimbursed for travel by private automobile or airporter for both departure and return, or one round trip plus parking at the airport.

AUTOMOBILE TRAVEL/DISTRICT OWNED VEHICLES

1. All drivers must be at least 18 years of age and must possess a valid California Class C driver's license. A valid California Class B driver's license with passenger endorsement and valid medical certificate on file with Human Resources are required for all persons driving the 12 passenger vans and carrying passengers.

Adopted: August 4, 1982

Revised: September 5, 1984

November 2, 1988

November 7, 2006

April 23, 2021

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2. Safety of vehicle passengers, as well as the public in general, must be the prime consideration when approving any driver. Driver is responsible to ensure that all occupants wear seat belts when vehicle is being operated.
3. Passengers in vehicles being used for District business are limited to faculty, staff members, students, and persons conducting official business with or on behalf of the District. Friends or relatives of faculty, staff members, and students participating in College related functions shall not be transported in vehicles being used for District business.
4. An approved driver has the responsibility of operating an assigned vehicle in strict compliance with all laws. Any citations, fines, or confinement resulting from violations of the law will be the driver's responsibility and could result in loss of driving privileges. All motor vehicle accidents or traffic violations must be reported immediately to the Director of Facility Services.
5. Except in case of emergency, changing the approved destination or authorized driver is not permitted without the knowledge and consent of the Director of Facility Services, appropriate Dean, or Vice President.

AUTOMOBILE TRAVEL/PRIVATELY OWNED VEHICLES

1. Reimbursement for travel by private automobile:
 - a. Shall not exceed the equivalent of round-trip economy air fare. This is considered full reimbursement for all transportation expenses. Reimbursement for meals, lodging and expenses other than for transportation are limited to those normally incurred during the period of time applicable to commercial air travel.
 - b. Will be paid to the owner of the vehicle at the District approved rate per mile in those cases where two or more staff members share the vehicle and it is demonstrated that the total costs incurred by all travelers (mileage, meals, lodging, etc.) during the normal driving time, are no more than the cost to the District had they gone by air. Expenses for meals, lodging, and other expenses while traveling must be shown separately on the Travel Expense Claim.
 - c. Is allowed when mileage is incurred in the vicinity of the destination and at the District approved rate per mile when the vehicle is used for business purposes in the area being visited. This item should be shown separately on the Travel Expense Claim.
 - d. See also Admin Reg. 7400.2 – Mileage Reimbursement.
2. The District's insurance does not cover privately owned vehicles, operators or occupants for claims or losses while used for District business. It is required that privately owned vehicles are insured by their owners as required by California Financial Responsibility laws. Therefore, a Private Vehicle Certification Form acknowledging that the District will not be responsible for damage to the owner's vehicle and certifying that he or she carries liability insurance for his or her own protection is included on the Travel Requisition and is acknowledged by the employee by submitting the Requisition.

AUTOMOBILE TRAVEL/RENTAL VEHICLES

1. The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use is impractical. For maximum economy, the use of compact cars is encouraged.
2. Rental car expenses must be supported with receipts.

3. The District insurance does not cover physical loss of or damage to rental vehicles. Rental agencies provide full coverage insurance for a nominal cost. Such insurance shall be purchased as part of the rental agreement.

ATHLETIC TRAVEL/COMMERCIAL TRANSPORTATION

1. All trips outside the Mendocino-Lake Community College District made by College athletic teams should be arranged on commercially chartered buses (for larger teams) or rental vehicles (for smaller teams).
2. Exceptions to Paragraph (1) above may be made if such transportation is unavailable or is impractical; however, exceptions must be approved by the Vice President of Administrative Services.
3. The Athletic Department will arrange all transportation for athletic teams in accordance with approval District procedures, including a properly processed Travel Request Form with approval from the Fiscal Office.
4. The District will reimburse student athletes on travel status for meals which are not reimbursed by any other source at the rate of \$20.00 per day.

MEALS AND LODGING

1. The District will reimburse authorized individuals on travel status for the actual expenses of meals and lodging which are not reimbursed from any other source. Actual lodging expenses are not to exceed reasonable accommodations for that specific area. Meal expenses are not to exceed the Federal Per Diem Rates for breakfast, lunch and dinner. Expenses for lodging must be supported by receipted bills. Exceptions for lodging expenses may, with prior approval of the Vice President of Administrative Services or designee be granted when staying at the hotel hosting the conference.
2. When an individual on official District travel shares lodging facilities with a non-District person (e.g., spouse, children, etc.) reimbursement to the traveler is limited to rates for the traveler only. All receipts for such instances must indicate the charges for the single occupancy.
3. Federal Per Deim Rate per day may be claimed for travel days when all three meals are reimbursable. On travel days in which less than three meals are reimbursable, the sum of the allowable meal rates above is the maximum amount which may be claimed.
4. Meals included in conference fees may not be claimed as meal expense.
5. The District does not allow reimbursement for alcoholic beverages at any time.
6. Conferences held within the Mendocino-Lake Community College District will be reimbursed in the following manner:
 - a. Direct payment by the District will be made through the vendor warrant system against an approved purchase order supported by an invoice and a guest check indicating the number of people served. The purchase order must indicate the number of individuals to be served and the purpose of the meeting, or
 - b. Direct payments can be made by the individual responsible for the meeting and reimbursement will be made based on a completed Reimbursement Claim (for mileage and other expenses). Those served and the purpose of the meeting must be detailed.

OTHER TRAVEL EXPENSES

1. Bridge tolls and parking fees are allowable in connection with authorized travel.

2. Telephone calls, fax, and internet access charges made for business purposes are allowable and must be listed separately on the Travel Expense Claim showing dates, names, and organizational affiliation of persons called or contacted.
3. Reasonable expenses incurred for handling, storage, and checking of baggage are allowed. Various registration fees are allowed and should be supported by paid receipts or copy of the program in which the fee is listed.
4. Personal charges will not be approved, i.e., laundry, valet service, tips, entertainment, trip insurance, personal telephone calls, and similar items.

TRAVEL INSURANCE

1. The District's Student Accident Insurance covers currently enrolled students while traveling on College sponsored activities.
2. Employees or agents of the District traveling on District business are covered by the District's general liability insurance and Worker's Compensation Insurance.

SICKNESS, ACCIDENT OR EMERGENCY

1. In case of sickness, accident or emergency occurring while traveling on District business, the responsible faculty/staff member must immediately notify:
 - a. Local emergency or medical services if circumstances so dictate.
 - b. Proper legal authorities in case of accident.
 - c. Their supervisor by telephone. If the supervisor cannot be reached, contact the Fiscal Office.
2. In case of accident or serious illness a written report must be submitted promptly. The authorized District driver is responsible to report in writing every vehicle accident, regardless of fault while traveling on District business. The written report should be submitted to Administrative Services and must include vehicle identification information and all details as required for law enforcement, insurance, and other reporting obligations of the District.
3. It is the responsibility of the traveling faculty/staff member to inform their immediate supervisor of their address and telephone number (s) while traveling. This is necessary so that the staff member can be contacted in case of emergency.

IN-DISTRICT TRAVEL

Provisions for in-district travel and expense reimbursement are described in Administrative Regulation 7400.2.

As this guide deals with typical travel situations, advice regarding special situations may be obtained from the Fiscal Office.



ADMINISTRATIVE PROCEDURES

No. 7400.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MILEAGE REIMBURSEMENT

The Mendocino-Lake Community College District pays its permanent employees, Board members, and other authorized district representatives' mileage for use of their personal vehicle in the performance of District business. Mileage reimbursement for the use of a privately owned vehicle is based on the standard rate established by the Internal Revenue Code. Aside from mileage reimbursement, the District assumes no costs that may be incurred as a result of the use of such privately-owned vehicle. The Fiscal Office will establish the effective date of any changes in the reimbursement rate.

Round trip mileage is paid to the destination from the employee's normal place of work or home, whichever is fewer miles. Mileage is not paid from the employee's home to their normal place of work.

The immediate supervisor's approval is required for all mileage reimbursements. Upon receipt of an approved Travel Expense Claim form, or an in-District expense claim reimbursement will be made through Accounts Payable.

Full time instructors assigned to an outlying area or college center as part of their regular teaching assignment will be paid mileage. Instructors assigned to an outlying area or college center as part of their overload assignment will not be paid mileage. When an instructor has an assignment in Ukiah and at an outlying area or college center on the same day, round trip mileage will be paid between the Ukiah Campus and the outlying area or college center or vise versa.

Part-time instructors are not paid mileage to or from their teaching assignments. Part-time instructors include: Part-time faculty, and "overload" assignments of full-time faculty.

In an emergency or in an undue hardship situation when a part-time employee is needed at a Center or an off-campus location and no other acceptable individual living in the immediate location can be found to fill the assignment, mileage payments may be made with the prior approval of the responsible Dean, Vice President, or Superintendent/President. It is intended that such payments of mileage will be held to an absolute minimum, with proper written documentation of need, and will be judged on an individual basis, weighing all options.



ADMINISTRATIVE PROCEDURES

No. 7400.3

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DRIVER ELIGIBILITY

Under the direction of the Vice President of Administrative Services, or designee, a Department of Motor Vehicle Record check on all drivers must be completed.

Motor Vehicle Records shall be obtained from the California Department of Motor Vehicles for review. The following point system shall be used in assigning values to the various types of traffic violations in order to determine eligibility of the individual to operate vehicles for purposes of District travel.

<u>Convictions/Nolo Contendre Pleas</u>	<u>Points</u>
Major conviction (past 2 years)	6
Major conviction (3-6 years)	3
At-fault accident	3
Minor conviction, not involving accident	1
In addition:	
2 incidents within 18 months	1
or	
3 incidents within 18 months	1

Acceptable Point Total is 5 Points or fewer

Major conviction

Major convictions include, but are not limited to, driving while intoxicated or under the influence of alcohol or drugs; failure to stop and report an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving during a period while license is suspended or revoked; reckless driving; possession of opened container of alcoholic beverage; speed contest, drag or highway racing, or attempting to elude a peace officer.

Minor conviction

Any moving traffic conviction other than a major conviction except the following:

1. Motor vehicle equipment, load or size requirement.
2. Improper display or failure to display license plates provided such plates exist.
3. Failure to sign or display registration card.
4. Failure to have in possession driver's license provided valid license exists.

At-Fault Accident

An accident arising out of the use of a motor vehicle due to the negligence of the operator or for which the operator was at fault, and any other accident where reasonable proof of non-chargeability cannot be furnished.

Incident

At-fault accident, minor conviction or major conviction.

Vehicle

Any motor vehicle, either owned by the District or by the operator, which is being driven on District business.

Other Considerations

When an employee's Motor Vehicle Record point totals exceed the acceptable limit, a judgment will be made to determine if this employee should be permitted to operate a vehicle on District business. Other factors which may be considered in making this decision include:

1. The necessity of driving a vehicle in the performance of the employee's regularly assigned duties.
2. The overall work record of the employee.
3. The type and pattern of the conviction record.
4. Police records.
5. Employment references.
6. Availability of alternate drivers.

Instructions for adult drivers of non-District owned vehicles

1. Insure that your driver's license is valid.
2. Maintain current vehicle insurance. Minimum limits are \$100,000/\$300,000 Bodily injury and \$25,000 Property Damage. You are primarily liable in the event of an accident or injury resulting from such use of your vehicle.
3. A thorough check of your vehicle should be conducted by you, or a mechanic, prior to the trip. Includes lights, horn, turn signals, brakes, tires (including spare), emergency tools and suspension.
4. Carry only the number of passengers for which your vehicle is designed, one for each seat belt. All passengers shall use their seat belts.
5. Travel caravan style if more than one vehicle is used.



ADMINISTRATIVE PROCEDURES

No. 7400.4

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EXPENSE REIMBURSEMENTS

Because the District benefits from participation of Administrators in community activities, specifically community service clubs, District Administrators may be reimbursed for annual membership dues and meal costs (breakfast, lunches, dinners). Organizations included would be the generally accepted community service club organizations, not fraternal groups or other special organizations.

Administrators may be reimbursed for actual and necessary expenses when such expenses are incurred in the course of performing direct services for or on behalf of the District. Administrators, as used above, include the Superintendent/President, Vice Presidents, Deans and Directors, subject to approval by the Superintendent/President.

Reimbursements will be made by using the In-District Monthly Travel Reimbursement Claim form.

Adopted: August 4, 1982
Revised: September 5, 1984
November 2, 1988
November 7, 2006
April 23, 2021

Page 1 of 1



BOARD POLICY

No. 702-7500

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

VOLUNTEERS

Unsalariesd persons may volunteer their services to the Mendocino-Lake Community College District. However, only those individuals who have been approved as volunteers by the administration and the Board of Trustees shall be authorized as volunteers. Authorized volunteers shall be entitled to worker's compensation benefits.

An "Authorization to Serve as a Volunteer" form shall be completed and approved for individuals wishing to volunteer their services to the District, and their names shall be forwarded to the Board of Trustees for approval. Forms are available from the Office of Human Resources. Authorizations to serve as a volunteer will expire according to the dates indicated on the form.

The District reserves the right to terminate the voluntary services of an approved volunteer worker at any time.

This process will not apply to individuals who wish to "volunteer" for a part-time faculty assignment. Such individuals will be considered employees, contracted for the sum of \$1.00, and be bound by all regular terms and conditions of employment as members of the part-time faculty.

Reference: ~~Labor Code 3364.5~~
Education Code Sections 72401, 87010, 87011, and 88249;
Government Code Section 3119.5



ADMINISTRATIVE PROCEDURES

No. 7500.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

VOLUNTEERS

Purpose and Scope

The purpose of this procedure is to outline the District policy on volunteers. Each volunteer is subject to the screening process set forth in this policy, with the following exceptions:

- volunteers serving in single day college events.
- individuals serving as volunteers in Associated Students of Mendocino College (ASMC) officer positions at the colleges. ASMC officers are not entitled to defense and indemnity by the District.

The Director of Human Resources may authorize suspension of the screening process when they believe that this process is not necessary for the volunteers serving in the particular event.

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if they can demonstrate reasonable proficiency or relevant certification and performs their professional duties in accordance with laws, regulations or the technical standards that govern their area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Screening

The District shall use a written application form that requires, at a minimum, the volunteer's name, address, phone number and emergency contact.

Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers during off-hours.

Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- They have been convicted of or if they have charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- They have been convicted of a crime and the Director of Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- They make a false statement or omits a statement as to any material fact on the application form.

Benefits

Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

Volunteers are not considered approved and eligible for worker's compensation benefits until such time they are ratified by the Board of Trustees.

References: Education Code Sections 72401, 87010, 87011, and 88249;
Government Code Section 3119.5

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

CCAP agreements came about from AB 288 passed in 2015. They are agreements between governing boards of community college districts and K-12 districts. The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness. CCAP agreements allow for students to enroll in up to 15 units per term; classes do not have to be open to the public; classes must be part of a pathway; agreements must be presented to the governing board twice at subsequent meetings and submitted to the Chancellor's Office for approval; and there are additional reporting requirements including data sharing agreements.

In adopting the attached CCAP Agreement, the Governing Board of the Mendocino-Lake Community College District and Point Arena Unified School District certify compliance with the following regulations required for the adoption of said CCAP Agreement:

- 1) CCAP Agreement 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 first reading at the May 12, 2021 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 Point Arena Unified School District.

**College and Careers Access Pathways Partnership (CCAP) Agreement Between
Mendocino Lake Community College District and Point Arena Unified School District**

Agreement No:

Dated: June 9, 2021

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 Point Arena Unified School District (PAUSD) 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 Point Arena 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 Point Arena 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 Point Arena 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 Point Arena 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 PAUSD 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. PAUSD 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 Point Arena Unified School District, shall be the Point Arena Unified School District, Superintendent,

Warren Galletti. 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 Point Arena 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 95452
EMAIL: dpolak@mendocino.edu
PHONE 707-468-3068

2. Superintendent, Warren Galletti
Point Arena Unified School District
45 Lake St, Point Arena, CA 95468
EMAIL: wgalletti@mcn.org
PHONE: 707-882-2803

3. Principal, Marty Wilkes
Point Arena High School
240 Lake St, Point Arena, CA 95468
EMAIL: mwilkes@pauhs.org
PHONE: 707-895-3496

4. Dean of Centers, Amanda Xu
Mendocino College
1000 Hensley Creek Rd. Ukiah CA 95452
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
Kelseyville 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

PAUSD 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 Point Arena 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 PAUSD 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 PAUSD, 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

- a. MLCCD, prior to establishing a vocational or occupational training program (career technical education programs) with PAUSD, 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.

- c. Facilities

PAUSD shall be responsible for the provision of the facilities for courses offered on one or more Point Arena Unified School District campuses as part of this CCAP.

- d. Books and Supplies

MLCCD and PAUSD shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.

e. Support Services

PAUSD 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 PAUSD CCAP Partnership Agreement

	Mendocino Community College	Point Arena Unified School District	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on Point Arena Unified School District campuses during the school day in PAUSD 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 PAUSD Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.
Assessment and Placement	x	x	Mendocino Community College and PAUSD 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 Point Arena School campuses through registration conducted on site at Point Arena 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 Point Arena High School.

c. Evaluation of Students

College faculty instructing the course shall be responsible for the supervision and evaluation of the students. PAUSD 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 Point Arena 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 PAUSD to arrange additional instruction if required by PAUSD. 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 PAUSD 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

- 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 PAUSD 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 PAUSD. 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 PAUSD 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.

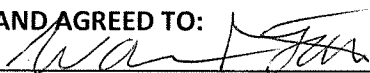
XXI. HOLD HARMLESS AGREEMENT AND INSURANCE

- a. To the fullest extent permitted by law, MLCCD shall indemnify and hold harmless PAUSD, 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. PAUSD 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 PAUSD or any of PAUSD'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, PAUSD 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. PAUSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and PAUSD 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:



6-2-2021

Warren Galletti, Superintendent
Point Arena Unified School District

Date

Tim Karas, E.D., 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. COM 203 – Introduction to Public speaking (3 units)
5. CSC 201 – Computers and Computer Applications (3 Units)
6. ENG 200 – Reading and Composition (3 units)
7. HLH 200 – Health Education (3 units)
8. HST 202 – The United States to 1877 (3 units)
9. HST 203- The United States since 1865 (3 units)
10. HST 222- Native American History (3 units)
11. HST 250- Contemporary America: The People and the Issues (3 units)
12. MTH 200 Pre-calculus Mathematics (5 units)
13. MTH 220 – Statistics (4 units)
14. PSY 205- Introduction to Phycology (3 units)
15. SPN 200- Elementary Spanish I (4 units)
16. SPN 201- Elementary Spanish II (4 units)

Mendocino College Basic English and Math Courses PLUS*

1. MTH 79 – Mathematics for Technical Fields (3.0 units)
2. MTH 80- Intermediate Algebra for STEM and Business Majors (5.0 Units)
3. MTH 121- Trigonometry (4 units)
4. MTH 178 – Applied Math (4 units)
5. ENG 85 – Accelerated Preparation for College Writing (4.0)

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

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The 2021 AAFG adoptions to date are at 79 adoptions. Schools have made their selections for 2021. Students received a \$25 check, certificate and Mendocino College swag.

Foundation President, Tom Dow, participated in a year end awards ceremony via zoom at Nokomis Elementary School. Sandra & John Mayfield and Gary Ross sponsored the 2 AAFG adoptions for Nokomis.

The Foundation Board of Directors met on Tuesday, June 1st and approved the 2021/2022 budget with modifications based on the pandemic and the vacancy of the Executive Director position.

The Foundation Board of Directors also approved at their recent meeting the AAFG Transfer/Completion Scholarship for AAFG students who attend Mendocino College and finish a degree, certificate and/or transfer within 2 years.

Annually, the Foundation runs a full page “thank you” advertisement in the Ukiah Daily Journal. The ad lists all of the Foundation’s generous contributors.

Foundation Director, Jerry Chaney, presented the 23 Mendocino College Nursing Graduates with a \$350 check for their NCLEX State Exam fees at their nursing graduation held on Thursday, May 20th. Nursing Graduates who take their test directly following graduation are more likely to pass. Special thanks to Pacific Redwood Medical Group (PRMG) and The Jepson’s for their generous gifts!

The Foundation Board provided the district with funding to help with the costs of the commencement restaurant meal vouchers of \$50 to aid in the recognition of 2021 MC graduates. Restaurants were available in both Mendocino and Lake Counties. Thank you to those vendors who participated!

Coastal Fundraising Campaign for the \$72,000 Coast Center Physiology Lab is now complete. The FMCCC kicked off the campaign with a generous donation of \$1,000 and through a combination of donations received from individuals, Strong Workforce funds, COVID Relief Funds, and a new partnership with the Mendocino Coast Healthcare Foundation (MCHF), the one-time cost of \$72,000 was raised in less than 2 months. Physiology courses at the Coast Center could begin as early as Spring 2022. Special thanks to all of our thoughtful donors!

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 we wrap up the year, one that has been like no other, I reflect on the exceptional effort of the faculty and other constituent groups to serve our students. The transformations we have been making have assisted our ability to pivot, and keep serving students in an equitable and intentional manner. I can write pages about what we have done, and you are aware of much of this. Instead, I will use my June Academic Senate Report to highlight the exceptional work of a few that exemplifies what we all do every day. The Faculty Excellence Awards this year went to Jim Xerogeanes, Pamela Heston-Bechtol and Steve King.

As the Full-time Faculty of Excellence of Award recipient, **Jim Xerogeanes** (Agriculture) was acknowledged as always being “about the student”. It was noted that he comes to campus early to prepare for courses and stays late to meet the needs of the classroom. He has been active on a variety of committees and is able to use his experience and knowledge to lead decision-making on campus issues.

Pamela Heston- Bechtol, the Part-time Faculty of Excellence of Award recipient, was commended for her forward thinking and commitment to the CCCCO *Call to Action*. She carries herself in a professional manner and seeks out information to better serve students. Her experiences and relationships with our law enforcement community, has helped inform her work on the Five-Year Curriculum Review to ensure our courses and degrees are culturally relevant and will benefit students for employment and continuing education.

The Classified Professional Excellence Award was given to **Steve King** (Facilities and Security). Steve was commended on his commitment to serve the College above and beyond, being student and service centered and always respectful of others. His professionalism was commended and appreciated. Steve’s love of his job and the College are apparent in everything he does to serve others; and admired by many.

While many faculty will teach Summer Classes, which I commend and appreciate, others of us are looking forward to a much needed break. Education is taking on new dimensions which I embrace and am eager to learn more about.

Classified Senate:

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

On behalf of the Classified Senate members, we would like to recognize and congratulate all our recent graduates and wish them well as they continue to pursue their educational goals or use their recently acquired knowledge in their chosen professions.

We are also happy to announce we have eleven classified members who will be participating in the Classified Leadership Institute this year. While we will once again be meeting in a virtual environment, we look forward to learning from and sharing our successes with our colleagues from other institutions across the state.

The MendoCares team would like to express our thanks to all the departments who participated in our virtual departmental open houses this spring. We would also like to thank everyone who took time out of their day to attend. We plan to continue the departmental open houses during the Fall semester and look forward to everyone's participation.

MendoCares is also working on releasing our second newsletter in the near future.

I am happy to share the news that Lauren Simmonds will be taking my place as the next Classified Senate President starting in July. We are extremely happy to see her assume this new role and look forward to many exciting things under her leadership.

Management/Supervisory/Confidential:

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

The Management Team is working to complete our department readiness questionnaires as we prepare for the upcoming transition back to campus. Once complete, we will submit to our responses to our supervisors to review together.

At our last meeting, we nominated new leadership for our group and I am pleased to announce that Janet Daugherty, Learning Center & Student Success Director, will take over as the new 2021/22 President and Eric Hoeffler, MESA Director, will assume the position of Vice President. It has been a pleasure working with the board for the past year and a half as the Management Team President!

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

SUBJECT: BOARD POLICY DELETIONS – FIRST READING

SYNOPSIS:

Board policies are presented for review and possible deletion.

ANALYSIS:

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

Board Policy 718 – Teaching Assignments for Staff –Board Policy 718 conflicts with District practice and does not conform to codes and regulations. Having a board policy that conflicts with District practices is not viable. The District continues to recognize that all employees, regardless of constituent group, have valuable skills and knowledge outside their employment classification. Any of the units referenced in BP 718 can engage with the District through established human resource procedures to explore potential frameworks and agreements to allow employees hired in staff, management, or confidential positions to teach outside their employment classifications.

The policy deletion was first reviewed by the President's Policy Advisory Committee on April 23, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2021.

Board members will review the policies for deletion with discussion taking place at the August 2021 Board meeting.



BOARD POLICY

No. 718

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DELETION

TEACHING ASSIGNMENTS FOR STAFF

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

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

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

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

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

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