

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

March 10, 2021 – 4:30 PM

Zoom meeting information: [March 10, 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 February 10, 2021.

2. RECOGNITION OF RECENTLY TENURED FACULTY

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.

3. CLOSED SESSION

- 3.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCCCBU
- 3.2 Conference with Legal Counsel – Anticipated 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
- 3.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

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

4. **PRESIDENT AND ADMINISTRATION REPORT**

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

CONSENT AGENDA

5. **Personnel**

- 5.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 5.2 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 5.3 Consideration to approve Employment - Classified
Recommendation to approve the classified employment as presented
- 5.4 Consideration to approve Faculty Transfer
Recommendation to approve the faculty transfer as presented
- 5.5 Consideration to ratify Resignation - Classified
Recommendation to ratify the resignation as presented
- 5.6 Consideration to ratify Resignations – Faculty
Recommendation to ratify the resignations as presented
- 5.7 Consideration to approve Faculty Contract
Recommendation to approve the tenure-track faculty contract as presented
- 5.8 Consideration to approve Working Out of Class Compensation
Recommendation to approve the working out of class compensation as presented

6. **Other Items**

- 6.1 Fiscal Report as of January 31, 2021
Recommendation to accept the report as presented

7. **ACTION ITEMS**

- 7.1 2021 California Community College Trustees (CCCT) Ballot for Board of Directors
Recommendation to be determined at the meeting

8. **BIG PICTURE**

- Support for First-Year Students: FYI Review
An overview presentation by Vice President Velasco and Monica Flores, Director of FYI

9. **INFORMATIONAL ITEMS AND REPORTS**

- 9.1 Mendocino College Foundation, Inc.
9.1.A Mendocino College Foundation informational report
9.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate
- 9.2 Constituent Group Reports
Reports from constituent groups are presented as information
- 9.3 Board Policies and Revisions – First Reading
Revisions and additions to board policies are presented for information and review
- 9.4 Board Policy Deletions – First Reading
Board policy deletions are presented for information and review

10. **TRUSTEE COMMUNICATIONS**

- 10.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 10.2 Future Agenda Items
Board discussion about topics to be included on future agendas

11. **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, April 14, 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, February 10, 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	absent
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	present
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	

Secretary Timothy Karas, Superintendent/President

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

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

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

Agenda Approval M/S (Nickerman/Tomkins) to approve the agenda as amended. The amendment being moving both items 4.5 and 4.7 from consent to action items. The matter was approved via the following vote:

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

Approval of Minutes M/S (Nickerman/Tomkins) to approve the minutes of the regular board meeting held on January 13, 2021 as presented. The matter was approved with the following vote:

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

M/S (Nickereman/Tomkins) to approve the minutes of the special board meeting held on January 13, 2021 as presented. The matter was approved with the following vote:

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

M/S (Nickerman/Tomkins) to approve the minutes of the special board meeting held on January 28, 2021 as presented. The matter was approved with the following vote:

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

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:36 PM with Board President Pinoli stating only item 2.3 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:20 PM with Board President Pinoli reporting the following action taken in closed session:

This evening in closed session under item #2.3 the Board of Trustees by a vote of 6-0 (Trustees Anderson, Martinez, Nickerman, O'Neal, Tomkins and Pinoli) took action of non-renewal of the following positions:

Categorical Classified Program Manager, FYI;

Categorical Classified Program Manager, CAMP;

Categorical Educational Administrator, Director of MESA/STEM Success;

Categorical Faculty, FYI Counselor;

Categorical Faculty, Equity Counselor; and

Categorical Faculty, Nursing Instructor

There was no action taken on items 2.1 or 2.2.

Public Comments

Stuart Campbell, President of the Mendocino Part-Time Faculty Association (MPFA) addressed the board regarding the reference in the President's report to the Part-Time Faculty salary schedule.

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas mentioned the celebration of Black History Month taking place at the college. He also stated we will be celebrating President's Day weekend and the campus will be closed on Friday, February 12th and Monday, February 15th.

Superintendent/President Karas recognized Jim Xerogeanes and his years of service whose upcoming retirement is mentioned in this packet.

He also mentioned the board will be taking action to grant tenure to five faculty members during this meeting.

Superintendent/President Karas informed the board he and the Vice Presidents participated in a meeting last Friday with Senator McGuire's office regarding the Sustainable Construction program and provided him with an update on our progress.

He also discussed current enrollments which are trending down about 15%. This trend is not unheard of across the state in the community college system and find them to be running about average in our area. We have found many of the students who are not attending are first time students which have children at home with them, etc. We are looking to run a big campaign in the future where we anticipate re-engaging with those students as we prepare to return to campus.

CONSENT AGENDA

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

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

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 the list of
Volunteers*

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

*Consideration to
approve
Employment –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Rochelle Fink effective February 16, 2021 pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve Working
Out Of Class
Compensation*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class and/or Additional Duties of Joseph Atherton, Eliza Fields, Janet Jones and Amy Nelson as presented.

*Renew Contracts for
Categorically
Funded Faculty*

*RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the one-year categorically funded faculty contracts for Sara Bogner, Joseph Munoz and Noel Woodhouse as presented.

*Classified
Administrator
Contracts*

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

*Educational
Administrator
Contracts*

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

Other Items

*Fiscal Report as of
December 31, 2020*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of December 31, 2020 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Euline Olinger.

*Quarterly Fiscal
Status Report –
AB2910*

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

ACTION ITEMS

*Consideration to
ratify Resignation –
Full-Time Faculty*

The Board recognized Jim Xerogeanes for his twenty-five years of service to the college and our community. He was responsible for starting many agricultural programs offered by the college including viticulture and horticulture. The board wished him well in his future endeavors and took the following action:

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Jim

Xerogeanes, Instructor – Agriculture, effective May 31, 2021 as presented with the following vote:

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

Faculty Contracts

The Board recognized the five faculty members who have made it to the point in their career where they are granted tenure. The board congratulated Neeka Aguirre, History; Chantal Cimmiyotti, Mathematics; Heidi Crean, Nursing; Emily Hashemian, EOPS Counselor; and John Rall, English on their accomplishment and took the following action:

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the listed contracts for tenure-track faculty as presented with the following vote:

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

*Proposed 2021-2022
Nonresident Tuition
Fee*

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

M/S (O'Neill/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2021/2022 nonresident tuition fee at \$270 based on Option C - Contiguous District as presented with the following vote:

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

*Board Policy
Additions and
Revisions – Second
Reading*

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

M/S (O'Neill/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 5120, Board Policy 5130, Board Policy 7211 and Board Policy 7251 as presented with the following vote:

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

Absent

Myers

Big Picture

Mendocino College Coastal Field Station Update

Dr. Steve Cardimona, Professor of Earth Science presented the information on the Mendocino College Coastal Field Station.

Dr. Cardimona stated the Coastal Field Station included 15 acres on the coast just north of Point Arena which was formally used by the United States Army Air Corps and the United States Coast Guard. Mendocino College was awarded the property in 1981.

The Earth Science and Biological Science disciplines are the major users of the property which also includes a laboratory and a classroom meeting space. Prior to the College taking possession of the property, these spaces were used as the shop and the garage for the Coast Guard.

The facility offers a hands-on experience in the field with all of the work done at the site. It also offers the opportunity to promote environmental awareness and to address 21st century issues. Environmental Science courses collect data which is used to help understand the coastal environment and its challenges. Botany works to collect native plant samples and to conduct further study of them. Zoology and Marine Biology also study the many things available to them at the site. The MESA students have also been afforded the opportunity to focus on the many aspects of the property.

In addition to the spaces listed above, the site also includes kitchen facilities, a dining area and gathering spaces. Many of our students have never been to the coast and these facilities provide a space which enables them to expand the opportunities available to them.

Ongoing activities at the site include an Associated Students of Mendocino College (ASMC) retreat and an Art class weekend. We have also been able to draw attention to the field station by way of the faculty-nominated scholarships which are available to students.

Several external organizations use the field station facility and also provide exposure to our students regarding opportunities beyond Mendocino College.

A mural is currently planned to be placed on the wall of the pump house at the property. The mural will be completed by one of the Mendocino College art students. Input for the mural was gathered by the artist from various science students who have visited and studies at the site.

Dr. Cardimona also informed the board while the field station site is not open to the general public, it is surrounded by the California Coastal National Monument property.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

An oral report was presented by Joe Atherton, Director of Fiscal Services. The Foundation will be holding an ad-hoc committee meeting next week where they will be reviewing the foundation needs and the process for hiring a new Executive Director.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill. Academic Senate Indermill thanked the Trustees for approving the tenure track contracts for the five faculty members mentioned above.

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.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he is happy to recognize the newly tenured faculty and to hear about the progress of the Construction program.

Trustee Martinez asked about the study taking place which addresses not including a COVID-19 testing program as a requirement for admission.

Trustee Nickerman stated he has been out visiting his small schools and he cannot wait for the pandemic to be over so we can get the students back in the classroom.

Trustee O'Neill thanked the Superintendent/President and the staff members for all the great things currently happening at the college.

Trustee Tomkins stated he is very proud of the staff and what they do and thanked everyone for the great job they are doing.

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 by Mendocino County Superintendent of Schools Michelle Hutchins and colleague – Spring 2021
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.

Board President Pinoli stated he is currently working with Superintendent/President Karas to have both Lake and Mendocino County Superintendent of Schools make a presentation to the Board next month.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:30 PM.

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

ITEM NO: 4.1
DATE: March 10, 2021

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

Fall 2021 Planning

We are in the process of finalizing our Fall 2021 schedule of classes over the next several weeks. We are planning on increased ground/face-to-face classes at all locations. We anticipate some on-ground open hours for student support and academic services. We will follow social distancing, face mask, and other guidance by local and federal authorities as we transition to increased face-to-face courses and services.

The college has a “Transition Group”, which consists of classified staff, faculty, and management leaders brainstorming ways to get more students/employees back on campus in a timely and safe manner. The college is also surveying students to gather input about how that might look.

Mendocino College will continue primarily remote instruction in summer 2021 session. As with the spring 2021 semester, a limited number of on ground courses will be held, such as science labs and art courses, and will follow social distancing guidelines. Some classes are also being taught using the hybrid model, which includes a mix of on ground/face-to-face and online instruction.

COVID Vaccinations

Good news on the vaccination front. In working with the Mendocino County we were able to offer vaccines to the remaining employees on our interest list. At this point, any employee who indicated an interest in the vaccine has had the opportunity to receive one. We had about 200 people on the interest list. Nicole Marin, HR Director, did a great job handling a very chaotic county process. Also the “call center” team of Nicole, Eileen, Ulises, Mac, and Cindy Chapman, and Kris Bartolomei were outstanding. We are well ahead of most colleges statewide in providing vaccination opportunities to employees. Vaccinations are not allowed to be mandatory by the District.

Institutional Effectiveness Partnership Initiative

A team of administrators, faculty, and staff spent Thursday, 2/11, hosting meetings with a Partnership Resource Teams of peer throughout the state as part of the Institutional Effectiveness Partnership Initiative. A District must apply to participate in the initiative, which we did in November 2020. There will be two meetings with the Partnership Resource Teams leading to the development of a plan. The State will award us about \$200,000 one-time funds to fulfil the plan objectives. The award letter should be coming to the Board in June 2021. This will assist Mendocino to accomplish the goal we set out in our Quality Focus Essay for Accreditation.

Puente Project

Mendocino College began dialog with The Puente Project, <https://www.thepuenteproject.org/>, administered through the University of California, Berkeley in January 2021. The Puente Community College Program is an academic, counseling and mentoring program of support for students to build the skills necessary for success in both academic and career goals while in community college. Students enrolled in the Puente program work closely with their Counselor, English Instructor and

Mentor to prepare for transfer to four-year colleges and universities. The Puente project began at Chabot Community College, in Hayward, CA.

There are now 64 California Community Colleges participating in the Puente project. There are 115 community colleges in California. Mendocino College would be the first college to join in the North/Far North region of the state. Mendocino College would join beginning July 2021 with a year of training and program development. The first student cohort would begin in Fall 2022. New college joining the Puente Project receive seed funding of \$30,000 for the first year and \$15,000 in the second year to defray costs.

There is also another Puente Program focused on high schools administered through the University of California, Berkeley. Statewide 43 high school participate in this program.

Athletics

Mendocino College opted-in to Spring II athletics. Softball and Baseball seasons will be from March 27-June 23. The California Community Colleges Athletics Association has modified the season, practice parameters, competition/game practices, and playoffs to safely allow athletics to resume. Mendocino College will have COVID testing and other compliance measures in place to allow the resumption of sports. Unfortunately, spectators will not be allowed at games. Thank you to the coaches, players, trainers, and Athletic Director Matt Gordon for working together to make this a reality.

Career Speaker Series and Spring Job Fair

The spring session of the Career Speaker Series brings business professionals from a variety of fields to speak with students, job seekers, and community members via Zoom webinar to support career exploration and workforce development. The Career Speaker Series is a regional effort and is open to North SF Bay Area counties. The program runs ten Wednesdays, 4-5 p.m., starting on Feb. 24th.

CAREER SPEAKER SERIES

- February 24 – May 5
- Wednesdays, 4:00-5:00 p.m. – All presentations via Zoom
- Link to live speaker line-up: [Speaker Schedule](#)
- REGISTRATION: [Career Speaker Series Webinar Registration Link](#)



**North Bay Regional
Job Fair**

**Thursday
April 8, 2021
12-4 PM
Virtual Event**

- Find your next Job or Internship
- Connect with organizations you value
- Showcase your strengths in a virtual space
- Engage with recruiters from multiple businesses
- Learn about company culture and your next career move

JOB SEEKER REGISTRATION LINK:
<https://portal.premiervirtual.com/event/register-jobseeker/4911-north-regional-fair>




Budget Update

The Chancellor's Office published financial updates to apportionment allocations on Friday, February 26, 2021. This updated information will positively impact the financial position of the college. The information was a recalculation of the apportionment for last fiscal year, 2019/20 and an updated calculation for the current fiscal year, 2020/21. The information was reviewed by PBC on March 2, and will be used to inform the upcoming 2020/21 April Revise Budget which will be presented to the trustees for consideration next month.

Centers and Dual Enrollment

The Centers continue to build our partnership with our HS dual enrollment programs. Each region, Lake, North County, and the Coast are now meeting routinely to share local resources and develop increased opportunities for students. With limited faculty available in our rural areas, courses are often not able to be taught, due to lack of instructors. The HS teams are creatively looking at ways to adapt the current remote learning environment to enhance educational opportunities when we return to on ground instruction. This includes the potential to for an instructor at one HS to teach a course on ground at their site, while simultaneously instructing via Zoom to students at another HS. Much of this is still in the works, but it is very promising what opportunities await the centers based on the tools we have learned to utilize in the past year.

Dual enrollment recruitment for next academic year will also soon be underway. Dual enrollment parent videos have been created in English and Spanish to introduce parents to the idea of college classes at the HS site. (KHS video link as an example: https://youtu.be/Ci_GilPUQZQ). A general student targeted video has also been made <https://youtu.be/kXFRsZpgANA> We hope this information assist HS students and their parents in planning for their future dual enrollment college career.

Equity Professional Development

The Equity workgroup of the Guided Pathways Leadership Team is sponsoring professional development with two cohorts of faculty this semester. A group of 12 faculty have taken a course entitled Best Practices in Community College Teaching offered by CORA Learning. CORA (the Center for Organizational Responsibility and Advancement), is a widely respected professional educational organization committed to training faculty to better service historically underrepresented and underserved students. The cohort supplemented the online course with group meetings to discuss the course content and how it can be applied at Mendocino College. This course ran from early February through March 5th when the cohort members met with Dr. Luke Wood, one of the founders of CORA.

A group of 27 faculty are currently taking an online class entitled Equity and Culturally Responsive Teaching created by @ONE (the online network of educators) and facilitated by DE Director Vivian Varela, with assistance from the members of the Equity workgroup. The course runs from March 1st through March 26th and coaches faculty on how to create inclusive experiences that empower all students to achieve their full intellectual capacity through applying the principles of Culturally Responsive Teaching and Learning to their online courses.

Career Education

The Strong Workforce Program year 5 plan for Regional and Local projects for 2021/2022 was submitted on February 28, 2021. The plan will fund many projects, including:

- Auto Technology will develop electric & hybrid automotive curriculum content to teach students to service electric/hybrid vehicles and develop and repair electric charging station services. Instructors will continue to earn new industry certifications in this rapidly developing transportation technology. Strong Workforce Program funding will purchase current industry standard equipment to build an innovative Electric/Hybrid Automotive Technology program.
- The Agriculture program will continue to improve Agriculture facilities such as a mist house, a shade house, a greenhouse, and a viticulture demonstration area; additionally, we will expand our plant sciences course offerings.
- In Computer Informational Systems, a CTE faculty/staff team is developing the use of cutting edge technologies by purchasing and sharing how to use “Clear Boards” during instruction. These new technologies allow an instructor to write, draw or calculate on a clear board that is displayed to students on Zoom and Canvas courses.
- In a cross discipline approach outdoor classrooms are being designed and installed on the Ukiah campus at the Pomo Plaza and the Big Theater. The plan is to further develop outdoor classrooms at all three centers in Ft. Bragg, Willits and Lakeport by continuing to purchase outdoor educational furniture and outdoor instructional technologies to meet our students and communities career educational needs.

Career Hub

Career Center Specialist Lauren Simmonds is planning a “Virtual Career Fair” April 8th Thursday for our entire District.

In-Person Support Services

Multiple student support services will once again provide in-person assistance to students in preparation for Summer and Fall enrollment. Scheduled for April 19, 20, 26 and 27, staff from Admissions & Records, Counseling, Financial Aid, EOPS and IT Support will be available on campus. Our services will be available for three hours each day to assist students who may have connectivity issues or just need in-person assistance. Students will be able to get help completing their application, finalizing documents, enrolling in courses, or getting IT support. While students will still be encouraged to complete all items remotely, staff will be available in person for this limited basis. The same safety/health measures followed during the Fall semester when these in-person services were provided will be followed to ensure the safety of faculty, staff and students.

Mental Health Symposia

A virtual Mental Health Symposium was offered to faculty and staff on Wednesday, February 10th. Mental Health Counselors Jeremy Lawyer and Rachel Young offered assistance to faculty and staff on how to support students with mental health needs during the remote learning environment. They provided insights on how to direct students to available resources and strategies on self-care. A follow-up Symposium was provided on Wednesday, March 3rd. Our Mental Health counselors will continue to develop support services for students to meet their needs.

Early Alert Update

During Spring In-Service, faculty were able to attend a session on the updated Early Alert process. The feedback by instructional faculty has been very positive on the recent improvements. As a result, there has been an increase in the use of the Early Alert process. The implementation of an added step in the process to ensure a “closing of the loop” has had positive effects thus far. Counselors are now following up with both students and faculty to keep everyone informed of the status of the Early Alert. Additionally, this has increased communication and collaboration amongst counselors. Students are often served by multiple programs/counselors, but by improving this process there has been a reduction in duplication of efforts.

Continuity of Support Services for First-Year Students

In anticipation of the end of the HIS grant, the Counseling department and our outreach team is anticipating some restructuring of resources and personnel to maintain the level of services to first year students. At the most recent Counseling Department meeting, Outreach staff presented the status of their work and invited counselors to virtual venues to participate in the outreach and matriculation process with new students. As our College prepares for an expansion of services, Dean of Counseling & Student Programs Antonio Lopez is working with multiple areas to better align services so that new students in the 2021-2022 academic year have an experience that replicates aspects of the FYI program.

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
Ratliff	Diana	Library Assistant	Library	4/1/2021	6/17/2021

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
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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
Rios Ramos	Marisol	Tutor	HEP	3/11/2021	6/20/2021

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

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

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Atherton, Melissa	Assist with softball	3/11/2021-6/1/2021
Bour, Jeff	Assist with softball	3/11/2021-6/1/2021
Dominguez, Solano	Assist with skills and testing for EMT class	3/11/2021-5/2/2021
Escobedo, Mike	Assist with athletic classes	3/11/2021-6/1/2021
Franz, Connor	Assist with baseball	3/11/2020-6/1/2021
Goss, Elena	Assist with athletic classes	3/11/2021-6/1/2021
Lawler, Owen	Assist with skills and testing for EMT class	3/11/2021-5/2/2021
Lawler, Richard	Assist with skills and testing for EMT class	3/11/2021-5/2/2021
Smallcomb, Katerina	Assist with athletic classes	3/11/2021-6/1/2021
Trouette, Jeff	Assist with baseball	3/11/2021-6/1/2021
Wilkinson, Victoria	Assist with skills and testing for EMT class	3/11/2021-5/2/2021

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a EOPS/CARE Coordinator

RECOMMENDATION:

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

ANALYSIS:

Roberto Renteria
EOPS/CARE Coordinator
Range 31/Step 1

Effective: April 19, 2021
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Roberto Renteria, effective April 19, 2021; pending receipt of all necessary employment eligibility requirements.

SUBJECT: FACULTY TRANSFER

SYNOPSIS:

Faculty transfer from EOPS Counselor to Instructor - Psychology

RECOMMENDATION:

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

ANALYSIS:

Fernando Calderon, currently the EOPS Counselor, submitted a letter of interest to transfer to the vacant Instructor-Psychology position.

Consideration for the request was followed and Mr. Calderon was determined to meet the minimum qualifications and hold the experience required for the position.

Consideration of his 2021/22 contract can be found on item #5.7

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Fernando Calderon, Instructor - Psychology, effective July 1, 2021.

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation – Classified

RECOMMENDATION:

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

ANALYSIS:

Cyndi Woskow
Administrative Assistant II
Effective: July 15, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Cyndi Woskow, Administrative Assistant II effective July 15, 2021.

SUBJECT: RESIGNATION– FACULTY

SYNOPSIS:

Resignation – Faculty

RECOMMENDATION:

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

ANALYSIS:

Glen (Doug) Boswell
Full Time Instructor – Automotive
Effective: June 30, 2021

Kurt Combs
Full Time Counselor / Articulation Officer
Effective: June 30, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Glen (Doug) Boswell, Instructor – Automotive, effective June 30, 2021 and Kurt Combs, Counselor/Articulation Officer, effective June 30, 2021.

SUBJECT: FACULTY CONTRACT

SYNOPSIS:

Contract status for tenure-track (probationary) faculty

RECOMMENDATION:

The Superintendent/President recommends that the item be approved as presented

ANALYSIS:

The four-year faculty tenure process provides for two one-year contracts followed by one two-year contract. On or before March 15th of the fourth year, the Governing Board must employ the faculty member as a tenured employee or not.

Before making a decision related to the continued employment of a contract (probationary) faculty member, the Governing Board must consider the recommendations of the Superintendent/President in a lawful meeting of the Board.

The Superintendent/President recommends the following:

Employ Faculty Under Third Contract

Second Year of a Two-year Contract – 2021-22

Fernando Calderon, Instructor - Psychology

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the above listed contract for tenure-track faculty.

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to position vacancies, Classified staff have been assigned additional duties.

RECOMMENDATION:

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

ANALYSIS:

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

Mayra Sanchez (Accounting Specialist)
Due to the Vacancy of: Budget and Grants Technician
Period: 4/1/2021-6/30/2021
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class of Mayra Sanchez.

SUBJECT: FISCAL REPORT AS OF JANUARY 31, 2021

SYNOPSIS:

A report on District fiscal data as of January 31, 2021

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of January 31, 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 January 31, 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	\$0	\$30,000	0%
	Federal Work Study	120,000	14,280	105,720	0%
	CAMP	547,391	188,708	358,683	34%
	PELL Grant Administration	7,500	675	6,825	9%
	HEP	398,348	103,016	295,332	26%
	HSI	541,215	180,333	360,882	33%
	CTEA	150,264	0	150,264	0%
	CARES Act	564,410	275,310	289,100	49%
	Other Federal Revenue	67,052	16,512	50,540	25%
	TOTAL FEDERAL SOURCES	\$2,426,180	\$778,834	\$1,647,346	32%
STATE	State General Apportionment	\$9,194,733	\$5,207,386	\$3,987,347	57%
	Education Protection Account	3,012,483	1,504,762	1,507,721	50%
	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	109,002	109,002	0	100%
	AEBG Adult Education Block Grant	2,060,787	1,406,558	654,229	68%
	CTE Strong Workforce Program	3,136,318	2,526,381	609,937	81%
	Constuction State Grant	1,000,000	1,000,000	0	100%
	Other Categorical Apportionments	456,658	428,685	27,973	94%
	TANF	45,040	0	45,040	0%
	DSPS	421,734	396,010	25,724	94%
	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	333,708	12,394	96%
	State Subventions	211,829	99,581	112,248	47%
	Lottery	606,253	126,833	479,420	21%
	Mandated Cost Reimbursements	73,473	79,250	-5,777	108%
	Other State Revenue	492,052	270,909	221,143	55%
	TOTAL STATE SOURCES	\$24,480,277	\$15,471,017	\$9,009,260	63%
LOCAL	Property Taxes	\$10,386,326	\$4,155,321	\$6,231,005	40%
	Local Contributions/Grants/Donations	357,939	153,030	204,909	43%
	Contract Instructional Services	26,069	0	26,069	0%
	Rents/Leases (Facilities Use)	54,000	35,047	18,953	65%
	Interest	79,000	29,329	49,671	37%
	Community Extension	6,000	0	6,000	0%
	Student Fees	1,163,000	1,267,922	-104,922	109%
	Other Local Revenue	328,095	278,434	49,661	85%
	TOTAL LOCAL SOURCES	\$12,400,429	\$5,919,083	\$6,481,346	48%
TOTAL REVENUES		\$39,306,886	\$22,168,934	\$17,137,952	56%
TOTAL RESOURCES AVAILABLE		\$46,049,141			
EXPENDITURES					
	Certificated Salaries	\$12,626,696	\$6,403,899	\$6,222,797	51%
	Classified Salaries	6,744,040	3,595,071	3,148,969	53%
	Benefits	8,083,642	4,274,774	3,808,868	53%
	Subtotal Personnel Costs	\$27,454,378	\$14,273,744	\$13,180,634	52%
	Supplies	\$1,888,334	\$444,902	\$1,443,432	24%
	Services	6,450,220	1,960,204	4,490,016	30%
	Capital Outlay	957,567	177,425	780,142	19%
	Transfers/Other Outgo	2,388,534	817,628	1,570,906	34%
TOTAL EXPENDITURES		\$39,139,033	\$17,673,903	\$21,465,130	45%
	Ending Fund Balance	\$6,910,108			
TOTAL EXPENDITURES/CONTINGENCY		\$46,049,141			

SUBJECT: 2021 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BALLOT
FOR BOARD OF DIRECTORS

SYNOPSIS:

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

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

RECOMMENDATION:

Using the ballot provided by the Community College League of California, it is recommended that Trustees cast their vote for CCCT Board candidates.

ANALYSIS:

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

The election of members of the CCCT board will take place between March 10 and April 25, 2021. This year, there are seven (7) seats up for election on the board, with one incumbent running and six vacancies. Candidates' statements and bios are also available on the League's website here: <https://www.ccleague.org/about-us/california-community-college-trustees-ccct>

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

Reference Board Policy 2200 – Board Duties and Responsibility

MOTION/ACTION:

To be determined at the meeting

**2021 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF
STATE'S RANDOM DRAWING ORDER OF FEBRUARY 12, 2021**

TRUSTEE VOTE

- | | |
|---|-------|
| 1. Yvette Davis, Glendale CCD | _____ |
| 2. Tina Arias Miller, Rancho Santiago CCD | _____ |
| 3. Marguerite Bulkin, Yosemite CCD | _____ |
| 4. Edralin Maduli, Chabot- Las Positas CCD | _____ |
| 5. Bernardo Perez, Ventura County CCD | _____ |
| 6. Gregory Pensa, Allan Hancock Joint CCD* | _____ |
| 7. Kendall Pierson, Shasta-Tehama-Trinity Joint CCD | _____ |
| 8. Mary Strobridge, San Luis Obispo County CCD | _____ |
| 9. Alan Siemer, Lassen CCD | _____ |
| 10. Cindi Reiss, Peralta CCD | _____ |
| 11. Mark Edney, Imperial CCD | _____ |
| 12. Barbara Calhoun, Compton CCD | _____ |
| 13. Nan Gomez-Heitzeberg, Kern CCD | _____ |
| 14. Margaret Fishman, Sonoma County Junior College District | _____ |
| 15. Mary Lombardo, Copper Mountain CCD | _____ |
| 16. Michele Jenkins, Santa Clarita CCD | _____ |
| 17. Carolyn Inmon, South Orange County CCD | _____ |
| 18. Deborah Ikeda, State Center CCD | _____ |

* Incumbent

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Mendocino College Foundation staff is submitted as information.

ANALYSIS:

The 2021 AAFG adoptions to date are at 52 adoptions.

The Foundation is excited to announce the Ricardo Stocker Perpetual scholarship which will honor a Mendocino College student.

The scholarship application deadline closed on Monday, March 1st. Over the next few weeks, The Foundation Board of Directors will each read 20 applications (on average) and final congratulation letters will be mailed by mid-April. Over \$200,00 in scholarship funds will be provided for Fall 2021 and Spring 2022 semesters.

The AAFG postcard to AAFG alumni went out reminding them to update their contact information if it has changed with the Foundation to keep in touch for future mailings/communications.

Thanks to MEDSTAR's generous donation, student stipends have been distributed to current Mendocino College students enrolled in the EMT program to support them in the costs that incur during their enrollment.

Staff and the Finance Committee of the Foundation have begun building the budget for the fiscal year 2021/22.

The Lake County Friends of Mendocino College (LCFMC) have formed a committee to host their first ever AAFG and Scholarship Awards Ceremony via Zoom for recipients of Lake County. The ceremony will take place on Saturday, May 1st.

ITEM NO: 9.1.B
DATE March 10, 2021

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

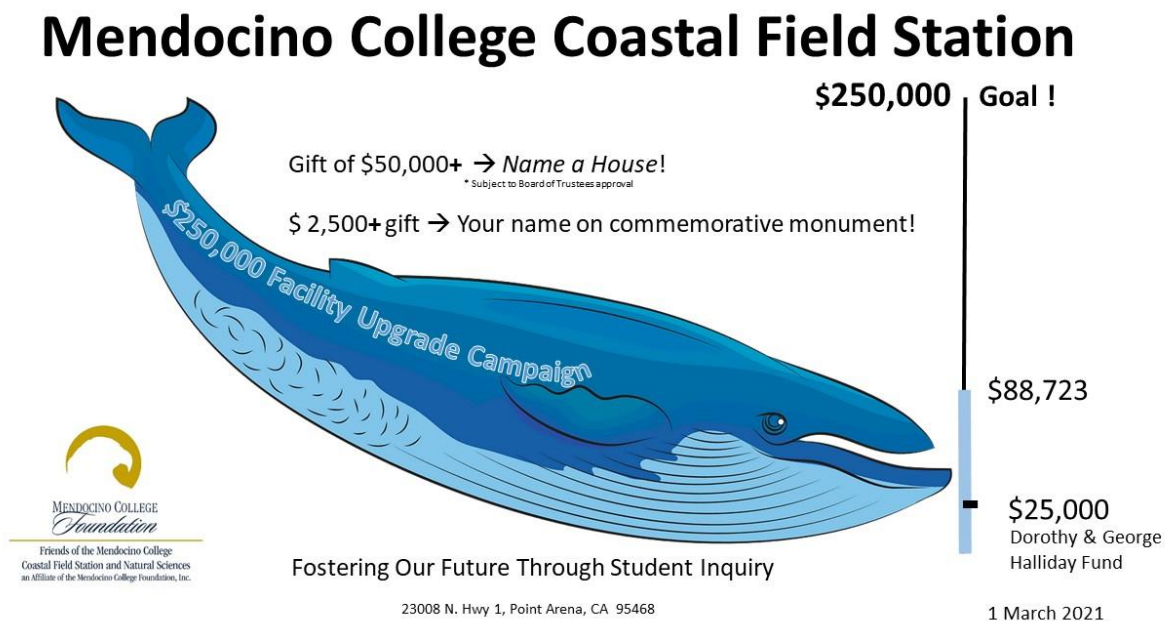
SYNOPSIS:

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

March 2021 BOT update regarding the Mendocino College Coastal Field Station

(Please direct any questions or comments to Dr. Steve Cardimona, Professor of Earth Science)

- Managing the landscaping at the field station property involves mowing around four houses and the education building. With fire season becoming more extreme these past years, mowing more often and over a broader zone around the buildings is warranted. Couple that with a rough land surface (made by goffers and the occasional cows that push through our fencing and wander our property), and it is clear that completing the task with just the push lawnmower we have is a difficult and time-consuming job. In consultation with our caretaker and facilities Director Mac Lojowsky, and with approval from the Friends of the Mendocino college Coastal Field Station and Natural Sciences for fund expenditure, we have purchased a John Deere lawn tractor for the facility.
- Building on the Foundation's donation to our affiliate of \$25K from the Halliday Trust fund, our capital campaign continues! As of the end of November 2020, enough additional funds have been raised to surpass the 1/3 mark toward our ambitious goal!
- Please consider participating in this campaign with your own donation, and help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.



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:

At the February 4th faculty meeting, some faculty shared ways they have incorporated content related to **Black History Month** into class presentations, discussions, assignments, etc. Following is a summary from three faculty members who contributed.

Taylor Cannon, Associate Professor Sociology (part-time) developed and shared a comprehensive faculty resource list with links to information on how to incorporate Black History Month into courses; encouraged the support of BLM week in the first week of February; and offered a list of CSU and UC virtual events for Black History Month that can be used in classes. In classes, he addressed speaker series' which highlight the excellent work of black scholars and provide better representation for people of color in the curriculum. In addition, Cannon created a curriculum for SOC 200 (*Introduction to Sociology, Culture & Mass Media*) that highlighted the work of Amanda Gorman and her inaugural poem, using both the poem and recent interviews where she discusses the use of language to heal division.

Apryl Guisasola, Equity Counselor developed an assignment related to personality development research (for PSY 212 *Personality Theories*). Students read two articles (*Psychological Research Has A Racism Problem*, De Witte, M. and *Racial Inequality in Psychological Research: Trends of the Past and Recommendations for the Future*, Roberts, S., et al) and watched a video (*How Structural Racism Works*). Students were then assigned an essay asking them to answer the following questions:

- Based on your own life experiences and your new knowledge about the field of personality psychology, do you think one's personality can vary depending on one's race and racialized experiences? Why or why not?
- Do you think the racial background/perspective of the psychologist who is conducting the research influences the research too? Why or why not?

Elise Jones, Instructor Psychology (part-time) noted the importance of addressing intersectionality and highlighting Black, Indigenous, and People of Color (BIPOC) scholars and thinkers. She supports the perspective that Black History Month is American History, and America was, largely, built on the backs of enslaved BIPOC. In February, she specifically addressed the need for the field of psychology to take accountability for the mistreatment of BIPOC. This includes unpacking "social Darwinism" as a thinly veiled extension of genocide against BIPOC and disentangling it from the theory of evolution and natural selection.

Thanks to Cannon, Guisasola and Jones for their assistance in preparing this report. In closing, I quote Angela Davis: “I am no longer accepting the things I cannot change. I am changing the things I cannot accept”. I continue to focus on this and share with the Academic Senate and faculty at large. Please consider this as you undertake your duties as Trustees of MLCCD in the next few months. We have much work to do.

Classified Senate:

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

MendoCares is meeting again to continue the great work of the Caring Campus initiative. We are excited to announce we are working on our first newsletter and are anticipating its release in mid-March.

Management/Supervisory/Confidential:

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

The Management Team has been part of discussions held in regards to expanding on ground classes and services in the coming semesters. At our last meeting we submitted feedback for a student survey initiated by the Transition Group. The student survey will give us a good understanding about how our current, past, and future students are feeling about returning to campus. We know we have a great deal of work ahead of us getting students back after losing a large amount due to the pandemic. We are eager to see the results and more students on campus soon!

We also discussed continuing our contributions to the Adopt a Fifth Grader and Student Scholarships this year through the college Foundation.

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

Board Policy 3433 – Prohibition of Sexual Harassment under Title IX – This new legally required board policy has been created using the League template as a guide and includes the legally required Title IX information updates. 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 January 22, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 7120 – Recruitment and Hiring – This legally required board policy was last revised in November 2015 and has been revised and updated under the direction of the Director of Human Resources. The policy was first reviewed by the President's Policy Advisory Committee on January 22, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021. Copies of the approved administrative procedures are included as information only.

Board Policy 7250 – Educational Administrators – This legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. It was previously listed under Board Policy 705 (Administrator Min Quals and Equivalency) and Board Policy 720 (Administrator Retreat Rights) which are now incorporated into this board policy. The policy was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the April 2021 Board meeting.

**NEW****Prohibition of Sexual Harassment under Title IX**

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

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

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

The Superintendent/President shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and

this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

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

References: Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106



ADMINISTRATIVE PROCEDURES

No. 3433.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

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

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
 - **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**

- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

References: Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e



RECRUITMENT AND HIRING

The Superintendent/President shall establish procedures for the recruitment, **hiring**, and selection of employees including, but not limited to, the following criteria:

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the ~~Board of Governors~~ **Minimum Qualifications for Faculty and Administrators in California Community College Handbook.**

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Classified Senate an opportunity to participate in the decisions under the Board's policies regarding local decision-making.

The Director of Human Resources as the designee of the Superintendent/President shall apply and enforce this policy and related administrative procedures.

References: Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., and 87458;
Title 5 Sections 51023.5 and 53000 et seq.;
ACCJC Accreditation Standard III.A.1
Minimum Qualifications for Faculty and Administrators in California Community Colleges

Adopted: December 19, 1978

Revised: August 22, 1979

March 5, 1986

July 3, 1991

Revised by PPAC: February 10, 2009

Reviewed: August 18, 2010

Revised: February 5, 2014

November 10, 2015

January 22, 2021 (DRAFTED)



ADMINISTRATIVE PROCEDURES

No. 7120.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FULL and PART TIME FACULTY HIRING

Full Time Faculty

The following screening process applies to open full-time tenure-track faculty; full-time temporary; and full-time categorically funded faculty positions.

Initiation of the Hiring Process

A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of faculty will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the Academic Senate. Extenuating circumstances include, but are not limited to, instances when a faculty member must be identified on short notice to fill an unexpected leave of absence or vacancy. In this situation, faculty will be compensated for participation on the Screening Committee per their Collective Bargaining Agreement.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees. When possible, the committee shall consist of 6 members: 3 full-time faculty one of whom should be from the same or related discipline whenever possible; with 3 additional members selected from each of the non-faculty constituent groups (Classified and Management).

The responsible Dean over the discipline will serve as Co-Chairs of the Screening Committee. If the responsible Dean is not available, the Superintendent/President will designate another Dean to serve as the Co-Chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

Academic Senate will appoint three faculty representatives to serve on the Screening Committee and designate which of the appointed faculty will act as faculty co-chair. Faculty co-chairs shall be faculty within the discipline. When there is no full-time faculty in the discipline or one is not available to serve on the committee, faculty in a related discipline will be appointed as co-chair. If two or more faculty in the same discipline are being hired at the same time, a single hiring committee may be used. Classified Senate will appoint one classified representative to serve on the Screening Committee. The Management Team will appoint one manager to representative to serve on the Screening Committee.

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The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. The Director of Human Resources may request additional names to further diversify the committee composition.

The Co-Chairs and/or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical expertise.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

When the required training has been completed and verified by the Director of Human Resources, the Screening Committee, in consultation with the Director of Human Resources will:

- Review and revise the job announcement prepared by the Director of Human Resources in consultation with the Co-Chairs.
 - All job announcements will include requirements that the candidate is sensitive to, has an understanding of and ability to teach diverse students (including, but not limited to: academic, socio-economic, disability, sexual orientation, gender identity, ethnic and racial backgrounds).
- Develop paper screening rubric based on the specific requirements of the position addressed in the job description and announcement.
- Review all qualified applications and rank according to the paper screening rubric.
 - The committee will meet to review and discuss the rubric rankings to determine who will be interviewed.
 - The committee may recommend the deadline be extended or the position re-advertised if

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there is not an adequate and/or diversified applicant pool.

- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
 - Develop an interview rubric based on the specific requirements of the first level interview
 - This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.
- Selection criteria at each stage of the selection process will include a sensitivity to, an understanding of and the ability to teach diverse backgrounds of community college students.
- Participate in interviews.
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related qualifications.
- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.

In addition to the above stated, the Screening Committee Co-Chairs will:

- Coordinate meeting schedule with Human Resources.
- Co-chairs will review the most recent job description for currency and if it meets specific needs of the department that may exist.
- Provide leadership to the committee during the various phases of the selection procedure, including enforcing EEO practices and considerations.
- Provide recommendation to Human Resources on recruitment outlets.
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking.
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- The Co-Chairs will review the reference checks completed by the Dean, as the designee of the Superintendent/President.

Job Announcement Requirements

The Director of Human Resources, in consultation with the Screening Committee, will develop a job announcement for all full-time faculty positions filled pursuant to Title 5, the District EEO Plan.

The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g., resume, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that faculty demonstrate a sensitivity to and understanding of the diverse

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academic, socioeconomic, cultural, disability, gender identity, sexual orientation ethnic and racial background of community college students.

- Each job announcement shall include language indicating that candidates are required to demonstrate that they can infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.

The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the California Community Colleges Registry, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources may place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

Application Review and Selection of Interviewees

The Director of Human Resources and Co-Chairs shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources, or designee, shall assist Screening Committees as needed, schedule committee meetings, prepare screening materials, make other related arrangements, etc.

The Director of Human Resources and/or Co-Chairs will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the Co-Chairs, to determine if the filing period may need to be extended and/or the position re-advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Co-Chairs will review the applications to ensure State mandated Minimum Qualifications have been met. If this is not clear and/or if the Co-Chairs disagree, the Academic Senate will be asked to review the application to determine if the Minimum Qualifications have been met or if an Equivalency Committee need to be convened to make the determination.

Any applicant who holds a degree that departs from the State mandated minimum qualifications or

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the equivalent as defined by the *Minimum Qualifications for Faculty and Administrators in California Community College Handbook* and who submitted a request for equivalency through the application process will be evaluated for equivalency by the Academic Senate. Should any applicant requests for an equivalency be received; notification to the Academic Senate shall be provided as soon as possible in order to schedule an equivalency committee meeting within one week of position closure. All requests for equivalency for the position shall be completed simultaneously.

All applicants who meet the published State mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be available for all the Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human Resources, or designee. The Co-Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review and discuss the findings of the paper screen rankings, as summarized by Human Resources and the Co-Chairs and determine who shall be offered an interview. The Co-Chairs shall notify the Director of Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the Screening Committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall be conducted by the Screening Committee and consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- Teaching demonstration based on topic predetermined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Co-Chairs in coordination with Human Resources will compile the rankings. The co-chairs will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee

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determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President and Co-Chairs according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President **or designee** will:

- Consult with the Director of Human Resources as needed regarding the screening process, equal opportunity guidelines. The Superintendent/President may defer completion of the process to verify that it reflects equal employment opportunity principles and District Board Policy and Administrative Procedure.
- Conduct second level interviews with the recommended applicants. The responsible Vice President, and the Screening Committee Co-Chairs will participate in second level interviews.
 - At the completion of the interviews the Superintendent/President will discuss the final candidates with the participants in the second level interviews before making a final hiring decision.
 - Will conduct reference checks from the list provided by the applicant,
 - Communicate with the Co-Chairs a hiring decision has been made, including which candidate will be recommended to the Board of Trustees
- If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
 - If issues cannot be resolved, the Screening Committee may determine if alternate candidates should be forwarded for consideration. If none are determined appropriate, the Screening Committee may request a new recruitment process be initiated
- Authorize the Director of Human resources to make an official offer of employment.
 - Forward the employment recommendation to the Board of Trustees, which will ratify the decision

Candidate Notification and Process

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the responsible Dean.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.

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- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
 - Retain application and selection materials for the time prescribed by law.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.

If the candidate rejects the offer of employment, the procedure may be reinstated, modified, or postponed until a future date.

Part Time Faculty

The following screening process is applicable to part-time employment under Education Code 87482.5.

Initiation of the Hiring Process

The responsible Dean and/or the full time faculty in the discipline in coordination with the responsible Dean may request a specific discipline recruitment effort from Human Resources.

The Director of Human Resources shall coordinate with the responsible Dean and full time faculty in the discipline to develop the job announcement as it pertains to specific discipline recruitment.

Recruitment

Human Resources shall send copies of the part-time job announcement to the California Community Colleges Registry, and may send the announcement to other appropriate recruiting sources which may include: schools and universities, local agencies and organizations which are a potential source of applicants, and other entities as appropriate. Human Resources shall also participate in appropriate job fairs that may provide sources of faculty for part-time assignments.

Human Resources shall also place ads in local newspapers and other publications as appropriate.

Open recruitment applies to part-time faculty vacancies in accordance with Title 5 of the California Code of Regulations, section 53021. The District may recruit separately for each part-time position vacancy or may establish a pool of eligible part-time candidates.

Job Announcement Requirements

The Director of Human Resources, in consultation with the responsible Dean and at least one full time faculty in the discipline, or closely related discipline, will develop a job announcement for specific part-time faculty positions filled pursuant Title 5, the District EEO Plan., if there is not a comparable one available. The provisions for full-time faculty the job announcement will be applied to hiring part-time faculty.

Application Review and Selection of Interviewees

The Dean responsible for the discipline and at least one full-time faculty member from the discipline, or a closely related discipline, will review the application materials and determine those applicants to be interviewed. Full-time faculty in the discipline or a closely related discipline will

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participate in the interview process. The Dean shall serve as the committee Chair, in order to facilitate the interview process (scheduling meetings etc.).

The provisions of the Full-Time Faculty Procedures shall be applied to the hiring of part-time faculty hiring, these include:

- Committee training per the provisions of Title 5 of the California Code of Regulations, Equal Opportunity and Bias, and confidentiality
- Development of interview questions and other screening materials
- Reference checks
- Minimum Qualification and/or Equivalency determinations
- Accommodation for disabilities

Upon completion of the interviews, the Dean forward the names of those determined to be acceptable for hiring to Human Resources. The Superintendent/President will make the final decision for hiring part-time faculty. To do so, they may (or their designee) may conduct an additional interview (the full-time faculty in the discipline will participate in the second-level interview); select a candidate from the names advanced by the Director of Human Resources that were recommend by the responsible Dean and Full-time faculty member who conducted the interviews; or defer the selection of the part-time faculty member to the responsible Dean. Action by the Board of trustees applies to the hiring the part-time faculty under this provision.

Short Term Temporary and Substitute Faculty

Should circumstances arise that require the employment of day-to-day substitute faculty or short-term temporary faculty where temporary service is authorized in accordance with applicable law and such service is not otherwise addressed in these procedures, reasonable efforts shall be made to recruit qualified applicants. The screening of such temporary and substitute faculty shall be conducted by the academic Dean responsible for the department to which the individual will be assigned. Candidate names shall be forwarded for Board action as soon as reasonably possible.

Faculty Interns

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The majority of the full-time faculty and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience.

Recruitment shall include sending announcements for the District's faculty internship program to all campuses of the University of California and the California State University as well as to other accredited institutions of higher education subject to Chapter 4 of Part 59 of the Education Code (beginning with section 94300).

The purposes of using faculty interns is to enhance the District's efforts at building a diverse

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faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.

References: Education Code Sections 87487, 87482.5 and 94300. et seq.
Title 5 of the California Code of Regulations, sections 53021 and 53500 et seq.

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ADMINISTRATIVE PROCEDURES

No. 7120.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLASSIFIED HIRING

This procedure applies to classified employees, excepting temporary, short-term, or substitutive classified employees. Classified administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

Initiation of Hiring Process

A hiring process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of Classified employees will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the classified constituent group leaders. Extenuating circumstances include, but are not limited to, instances when a position must be filled on short notice.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees.

The immediate supervisor will serve as Chair of the Screening Committee or a Chair will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, they may designate a committee chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. If two or more classified staff members in the same job classification are being hired at the same time, a single hiring committee may be used.

CLASSIFIED ADMINISTRATOR AND CONFIDENTIAL POSITIONS: A minimum of 6 members selected from the Vice-President, Management Team, Faculty, Classified, and Student groups (when possible).

NON-ADMINISTRATIVE CLASSIFIED POSITIONS: When possible, a minimum

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of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

The Director of Human Resources may request additional names to expand the committee to further diversify the committee composition. The Chair or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

The Screening Committee will:

- Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- Selection criteria at each stage of the selection process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
- Develop an interview rubric based on the specific requirements of the first level interview
- This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their services.
- Participate in interviews
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related

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qualifications

- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.
- Make hiring recommendations to the Superintendent/President. For classified management and confidential positions, the top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

In addition to the above stated, the Committee chair will:

- Review the job description to ensure its currency and need of the department
- Coordinate meeting schedule with Human Resources
- Provide leadership to the committee during the various phases of the selection procedure including enforcing EEO practices and considerations
- Provide recommendation to Human Resources on recruitment outlets
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking in coordination with Human Resources
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- Coordinate and/or complete reference checking as the designee of the Superintendent/President

Job Announcement Requirements

The Director of Human Resources, in consultation with the immediate supervisor will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The job announcement shall include the requirement that the applicant demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic and racial background of community college students.
- The applicant will demonstrate a sensitivity to the college's commitment to equity, inclusion and social justice.

The Director of Human Resources will review the job announcement in regard to equal opportunity

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guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources, which may include: The California Community Colleges Registry, state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair, or other job fairs or resources for advertising the District as a potential employer.

The Director of Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

Application Review and Selection of Interviewees

The Director of Human Resources and Chair shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources or designee shall assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.

The Director of Human Resources will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re- advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Director of Human Resources and the chairperson or a designated committee member may screen the applications to determine which applicants meet any applicable minimum qualifications for the position. Only those candidates who meet applicable minimum qualifications will be forwarded to the Screening Committee.

Each Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human

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Resources, or designee. The Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review the findings of the paper screen rankings to discuss and determine who shall be offered an interview.

The chairs shall notify Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the selection committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- A presentation may be required as determined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Chair in coordination with Human Resources will compile the rankings. The Chair will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Upon completion of the interviews, the Director of Human Resources will transmit the findings and recommendations of the committee to the Superintendent/President.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President, Chair, and intervening supervisors according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants

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with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President or designee will:

- Consult with the Director of Human Resources for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or his/her designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.
- The Superintendent/President will conduct second level interviews with the recommended applicants. The responsible Vice President and Screening Committee chair will participate in second level interviews.
- Conduct reference checks.
- Authorize the Director of Human Resources to make an official offer of employment
- Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees. If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
- If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

Candidate Notification and Processing

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.
- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- Retain application and selection materials for the time prescribed by law.

If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date

Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may

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supplement open recruiting by contacting previous applicants via email to notify them of the new vacancy so long as the job qualifications remain the same.

References: Title 5 of the California Code of Regulations, section 53021(c)(7).

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ADMINISTRATIVE PROCEDURES

No. 7120.3

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EDUCATIONAL ADMINISTRATOR HIRING

This procedure applies to educational administrator positions, excepting the position of Superintendent/President. Educational administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

Initiation of Hiring Process

A hiring process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the screening process that normally require the participation of other academic and classified employees will generally not be conducted during summer and winter breaks when academic employees and staff are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the constituent group leaders. Extenuating circumstances include, but are not limited to, instances when an educational administrator position must be filled on short notice.

Screening Committee Composition and Appointment

Positions will be filled by utilizing participatory governance Screening Committees.

The immediate supervisor will serve as Chair of the Screening Committee or a Chair will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, they may designate a committee chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position.

- A minimum of 6 members selected from the Vice-President, Management Team, Faculty, Classified, and Student groups (when available).
- When possible, a minimum of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

The Director of Human Resources may request additional names to expand the committee to further diversify the committee composition. The chairperson or Director of Human Resources

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may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President or designee for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training prior to participation on the Screening Committee and sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

The Screening Committee will:

- Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- Develop screening criteria at each stage of the screening process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
- Develop an interview rubric based on the specific requirements of the first level interview
 - This will include a means for assessing the candidates demonstrated ability to infuse diversity, inclusion, and equity into their services.
- Participate in interviews
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related qualifications
- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.

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- Make hiring recommendations to the Superintendent/President. The top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

In addition to the above stated, the Committee chair will:

- Coordinate meeting schedule with HR
- Meet with intervening supervisors to review the job description to ensure its currency and need of the department
- Provide leadership to the committee during the various phases of the screening procedure, including enforcing EEO practices and considerations
- Provide recommendation to Human Resources on recruitment outlets
- Facilitate and monitor the screening process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking in coordination with Human Resources
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- Coordinate and/or complete reference checking as the designee of the Superintendent/President

Job Announcement Requirements

The Director of Human Resources, in consultation with the Superintendent/President or their designee will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that educational administrators demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic and racial background of community college students.
- Each job announcement shall include language indicating that candidates are required to demonstrate that they support the infusion of diversity, inclusion, and equity in their areas of responsibility and are committed to student success.

The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines.

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Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the Registry, California Community Colleges, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources may place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

The Director of Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

Application Review and Selection of Interviewees

The Director of Human Resources shall monitor the screening procedure, equal opportunity considerations, and confidentiality along with the Chair.

The Director of Human Resources shall assist Screening Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc. Director of Human Resources may assign a designee.

The Director of Human Resources will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re- advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Director of Human Resources and the Chair or a designated committee member may screen the applications to determine which meet state-mandated minimum qualifications, and to address any applicant claims that they meet the minimum qualifications through equivalency. All applicants who meet the published state-mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be forwarded to the Screening Committee.

Any applicant who holds a degree that departs from the state-approved disciplines list and who submitted a request for equivalency through the application process will be evaluated for equivalency by the Superintendent/President.

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Should any applicant requests for an equivalency be received; notification to the Superintendent/President shall be provided as soon as possible in order to review any equivalency requests within one week of position closure. All requests for equivalency for the position shall be completed simultaneously.

All applicants who meet the published state-mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be forwarded to the Screening Committee.

Each Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human Resources, or designee. The Chair will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review the findings of the paper screen rankings to discuss and determine who shall be offered an interview.
The chairs shall notify Human Resources of selected candidates to offer a first level interview.

Human Resources shall contact and schedule applicants within the prescribed schedule set by the selection committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- A presentation as determined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Chair in coordination with Human Resources will compile the rankings. The Chair will present the entirety of the rankings for consideration of the committee, including the names of the candidates.

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- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Upon completion of the interviews, the Director of Human Resources will transmit the findings and recommendations of the committee to intervening supervisors and the Superintendent/President.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President, Chair, and intervening supervisors according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President or their designee will:

- Consult with the Director of Human Resources for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or their designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.
- Conduct second level interviews with the recommended applicants.
- Conduct reference checks
- Authorize the Director of Human Resources to make an official offer of employment. Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees. If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
- If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

Candidate Selection and Processing

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Hold discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- Prepare a Board agenda item concerning employment of the applicant. All offers of

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employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.

- If a candidate meets state-mandated minimum qualifications through the equivalency process, the Board agenda employing the individual shall reflect the criteria used by the Board of Trustees in making the determination that the individual possesses qualifications that are at least equivalent to state-mandated minimum qualifications.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.
- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- Retain application and selection materials for the time prescribed by law.

If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date.

Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may supplement open recruiting by contacting previous applicants via email to notify them of the new vacancy so long as the job qualifications remain the same.

References: Title 5 of the California Code of Regulations, section 53021(c)(7).

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BOARD POLICY

No.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS/EQUIVALENCY— EDUCATIONAL ADMINISTRATORS

An Educational Administrator is a person employed by the Board in a supervisors or management position as defined in Government Code Sections 3540 et seq. As a condition of employment with the Mendocino-Lake Community College District, Educational Administrators are required to meet state-mandated minimum qualifications or the equivalent. Educational Administrators are **those who exercise** ~~have~~ direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of ~~a college or the~~ District. Educational Administrators are designated as such by the Board.

In accordance with Minimum Qualifications for Faculty and Administrators in California Community Colleges, published by the Chancellor's Office minimum qualifications for Educational Administrators include a Master's Degree and one year of formal training, internship or leadership experience reasonably related to the assignment. Applicants for an Educational Administrator position who do not meet the state-mandated minimum qualifications are required to submit a written statement **and supportive documentation** explaining how their education and experience are equivalent.

Application materials for any applicant selected for an interview who claims equivalency, will be referred to the Superintendent/President by Human Resources for approval of equivalency before interviews are scheduled. Educational Administrators employed under equivalency will be so noted in the action of the Board of Trustees when employing that individual.

Educational Administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation of the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President. Educational Administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Board.

Every Educational Administrator shall be employed by an appointment or contract of up to, but not exceeding four years in duration.

The Board may, with the consent of the Educational Administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the Educational Administrator, and reemploy the Educational Administrator on any terms and conditions as may be mutually agreed upon by the Board and the Educational Administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

Adopted: July 11, 2007

Revised: May 54, 2011

December 11, 2020 (DRAFT)

If the Board determines that the Educational Administrator is not to be reemployed when their appointment or contract expires, notice to an Educational Administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

ADMINISTRATOR RETREAT RIGHTS

~~The Mendocino Lake Community College District recognizes Administrator retreat rights as delineated herein.~~

~~1.0 EDUCATIONAL ADMINISTRATORS EMPLOYED ON OR AFTER JULY 1, 1990~~

- ~~• An Educational Administrator employed on or after July 1, 1990, who has not previously acquired tenured status as a faculty member of the Mendocino Lake Community College District shall have any right of assignment as a first year probationary faculty member once his/her **their** administrative assignment ends, or if the Administrator's request for assignment is approved, if all of the following apply:~~
 - ~~○ The Administrator has completed as least two years of satisfactory District service, including any time previously served as a faculty member.~~
 - ~~○ The termination of the administrative assignment is for any reason other than dismissal for cause.~~
 - ~~○ There are sufficient assignments in the discipline or service currently held by temporary faculty to make a full time assignment for an additional faculty member.~~
 - ~~○ The assignments of the Administrator to a discipline(s) will be governed as follows:~~
 - ~~▪ The Administrator may only be assigned to a discipline in which he/she they holds a credential in the discipline of the assignment or meets the minimum qualifications.~~
 - ~~▪ The Academic Senate will determine that the Administrator possesses the appropriate credential or minimum qualifications for employment as a faculty member in conjunction with Personnel Services. **the Director of Human Resources.**~~
 - ~~▪ The Academic Senate may present its views on the assignment in writing to the Board of Trustees together with the recommendation presented to the Board by the Superintendent/President.~~
 - ~~▪ The written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code 87358.~~

~~2. CERTIFICATED ADMINISTRATORS EMPLOYED PRIOR TO JULY 1, 1990:~~

Adopted: July 11, 2007

Revised: May 54, 2011

December 11, 2020 (DRAFT)

~~Administrators employed prior to July 1, 1990, who acquired tenured status with the Mendocino-Lake Community College District shall retain their tenured status while employed by the District.~~

**References: Education Code Sections 66700, 70901, 72411 et seq., 87002 subdivision (b), 87356, and 87457-87460;
Government Code Section 3540.1 subdivisions (g) and (m)**

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 705 – Administrator Min Quals and Equivalency –The legally required information regarding this topic is now included in board policy 7250 currently before the board for approval. The policy deletion was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

Board Policy 720 – Administrator Retreat Rights – The legally required information regarding this topic is now included in board policy 7250 currently before the board for approval. The policy deletion was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

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



BOARD POLICY

No. 705

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS/EQUIVALENCY – EDUCATIONAL ADMINISTRATORS

As a condition of employment with the Mendocino-Lake Community College District, Educational Administrators are required to meet state-mandated minimum qualifications or the equivalent. Educational Administrators have direct responsibility for supervising the operation of or formulating policy regarding the instruction or student services programs of a college or district. Educational Administrators are designated as such by the Board.

Minimum qualifications for Educational Administrators include a master's degree and one year of formal training, internship or leadership experience reasonably related to the assignment. Applicants for an Educational Administrator position who do not meet the state-mandated minimum qualifications are required to submit a written statement explaining how their education and experience are equivalent.

Application materials for any applicant selected for an interview who claims equivalency, will be referred to the Superintendent/President by Human Resources for approval of equivalency before interviews are scheduled. Educational Administrators employed under equivalency will be so noted in the action of the Board of Trustees when employing that individual.



BOARD POLICY

No. 720

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMINISTRATOR RETREAT RIGHTS

The Mendocino-Lake Community College District recognizes administrator retreat rights as delineated herein.

1.0 EDUCATIONAL ADMINISTRATORS EMPLOYED ON OR AFTER JULY 1, 1990

1.1 An educational administrator employed on or after July 1, 1990, who has not previously acquired tenured status as a faculty member of the Mendocino-Lake Community College District shall have any right of assignment as a first-year probationary faculty member once his/her administrative assignment ends, or if the administrator's request for assignment is approved, if all of the following apply:

1.1.1 The administrator has completed as least two years of satisfactory District service, including any time previously served as a faculty member.

1.1.2 The termination of the administrative assignment is for any reason other than dismissal for cause.

1.1.3 There are sufficient assignments in the discipline or service currently held by temporary faculty to make a full-time assignment for an additional faculty member.

1.1.4 The assignments of the administrator to a discipline(s) will be governed as follows:

1.1.4.1 The administrator may only be assigned to a discipline in which he/she holds a credential in the discipline of the assignment or meets the minimum qualifications.

1.1.4.2 The Academic Senate will determine that the administrator possesses the appropriate credential or minimum qualifications for employment as a faculty member in conjunction with Personnel Services.

1.1.4.3 The Academic Senate may present its views on the assignment in writing to the Board of Trustees together with the recommendation presented to the Board by the Superintendent/President.

1.1.4.4 The written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code 87358.

2. CERTIFICATED ADMINISTRATORS EMPLOYED PRIOR TO JULY 1, 1990:

Administrators employed prior to July 1, 1990, who acquired tenured status with the Mendocino-Lake Community College District shall retain their tenured status while employed by the District.

ITEM NO: 10.1
DATE: March 10, 2021

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 Mendocino County Superintendent of Schools Michelle Hutchins and colleague – Spring 2021
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.