

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

March 9, 2022 – 4:00 PM

Mendocino College – 1000 Hensley Creek Road – Room 4210 – Ukiah, CA 95482

Zoom meeting information: [March 9, 2022, zoom meeting link](#)

Or by telephone phone dial: +1 669 900 9128

Meeting ID: 983 9902 6688

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 9, 2022
- 1.3 Approval of Minutes of the special meeting held on February 9, 2022

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

At the appropriate time on the agenda, the Board President will ask individuals joining the meeting 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 meeting 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, MLCCCBU
- 3.2 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 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. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

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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 Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 5.3 Consideration to Approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 5.4 Consideration to Approve Employment – Classified
Recommendation to approve the employment of classified personnel as presented
- 5.5 Consideration to Approve Educational Administrator Contracts
Recommendation to approve the educational administrator contract as presented
- 5.6 Consideration to Approve Reclassification – Management Team
Recommendation to approve the position reclassification as presented
- 5.7 Consideration to Approve Working Out of Class Compensation
Recommendation to approve the working out of class compensation as presented
- 5.8 Consideration to Approve Professional Development Leave
Recommendation to approve the Professional Development Leave as presented

6. **Other Items**

- 6.1 Fiscal Report as of January 31, 2022
Recommendation to accept the report as presented
- 6.2 Authorization for Remote Teleconference Meetings – Resolution #03-22-01
Recommendation to adopt Resolution #03-22-01 as presented

7. **ACTION ITEMS**

- 7.1 Awarding of Audit Contract for Fiscal Year Ending June 30, 2022
Recommendation to approve the audit contract as presented
- 7.2 Board Policy Additions and Revisions – Second Reading
Recommendation to approve the board policy additions and revisions as presented

8. **INFORMATIONAL ITEMS AND REPORTS**

- 8.1 Mendocino College Foundation, Inc.
8.1.A Mendocino College Foundation informational report
8.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate
- 8.2 Constituent Group Reports
Reports from constituent groups are presented as information
- 8.3 Board Policy Additions and Revisions – First Reading
Revisions and additions to Board policies are presented for information and review

9. **TRUSTEE COMMUNICATIONS**

- 9.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 9.2 Future Agenda Items

Board discussion about topics to be included on future agendas

10. ADJOURNMENT

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

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

Future Board Meetings:

- *Regular meeting – April 6, 2022, 4:00 PM, Room 8020 at the North County Center and available via ZOOM*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 9, 2022, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA and also using ZOOM remote meeting technology.

GENERAL MATTERS

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

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Trustee	Ed Nickerman	present
	Clerk	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	arrived at 4:03 PM
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	arrived at 4:30 PM

Secretary Timothy Karas, Superintendent/President (present)

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	Isabel Lopez, President (present)
	Management Team	Janet Daugherty, President (present)

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

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

Approval of Minutes M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on December 15, 2021, as presented. The matter was approved with the following vote:

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

Abstentions None
Absent Anderson
Advisory Vote Rodriguez – absent

M/S (Nickerman/Myers) to approve the minutes of the special board meeting held on January 26, 2022, as presented. The matter was approved with the following vote:

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

Public Comment on Closed Session Items There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating only item 2.1 and 2.3 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session The Board returned to open session at 4:46 with Board President Pinoli reporting no action was taken on item #2.1 and the report out on item #2.3 is deferred.

Public Comments There were no comments from the public.

PRESIDENT AND ADMINISTRATION REPORT

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

On February 8th, a new art show opened on February 8th entitled “The Russian River and its Watershed” which includes works by renowned landscape artist Richard McDaniel. The show will run through March 18th.

The Theatre Department is currently offering a production of a Mid Summer’s Night Dream through February 13th. Tickets are limited but there are some still available.

CONSENT AGENDA

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

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

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

Personnel

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

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

Consideration to approve Personnel List – Part-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the Part-Time Faculty for the Spring 2022 semester as presented at the meeting pending receipt of all necessary employment eligibility requirements.

Consideration to approve Assignment Change - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the increase of assignment for Adriaan Leon and Chenfei Xu effective July 1, 2022, as presented.

Consideration to approve Faculty Contracts

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the list of contracts for tenure-track faculty as presented.

Consideration to Renew Contracts for Categorically Funded Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the one-year categorically funded faculty contracts as presented.

Consideration to approve Classified Administrator Contracts

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

Consideration to approve Educational Administrator Contracts

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

Consideration to approve Notification of Classified Layoffs – Resolution 02-22-01

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Resolution #02-22-01 and directs the Superintendent/President to send layoff notices to that individual currently employed in the CAMP categorically funded position.

Other Items

Fiscal Report as of December 31, 2021

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of December 31, 2021, as presented.

Quarterly Fiscal Status Report – AB 2910

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the quarterly fiscal report – AB 2910 as of December 31, 2021, as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donations to Mendocino College by Debra Polak as presented.

Authorization for Remote Teleconference Meetings – Resolution 02-22-02

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #02-22-02 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

ACTION ITEMS

Contracts and Agreements

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

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as provided with the following vote:

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

Proposed 2022/2023 Nonresident Tuition Fee

After reviewing the late-breaking revised information presented by Assistant Superintendent/Vice President of Administrative Services and the subsequent discussion, the board took the following action:

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2022/2023 nonresident tuition fee of \$295.00 based on option C (contiguous districts) as presented with the following vote:

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

Authorization for the Issuance of Mendocino-Lake Community College

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College

*District 2022
General Obligation
Refunding Bonds and
Actions Related
There to – Resolution
02-22-03*

District Board of Trustees does hereby approve Resolution #02-22-03 as presented with the following vote:

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

*Board Policy
Additions and
Revisions – Second
Reading*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 1200 – District Mission; Board Policy 2210 – Officers; Board Policy 2345 – Public Participation at Board Meetings; Board Policy 2350 – Speakers; Board Policy 2355 – Decorum; Board Policy 2410 – Board Policies and Administrative Procedures; Board Policy 2430 – Delegation of Authority to the Superintendent/President; Board Policy 2715 – Code of Ethics/Standards of Practice and Board Policy 2745 – Board Self-Evaluation as presented with the following vote:

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

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

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

M/S (Nickerman/Rodriguez) that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve the College and Careers Access Pathways agreement with the Willits Charter School as presented with the following vote:

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

*Establishment of
New Trustee Areas –
Resolution 02-22-04*

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

M/S (Tomkins/Myers) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution #02-22-04 as presented with the following vote:

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

Awarding of Contract – Coast Center Boiler Contract

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

M/S (Nickerman/Tomkins) that the Board of Trustees of the Mendocino-Lake Community College District hereby awards the contract for the Coast Center Boiler Project to Matrix HG, Inc. for \$89,812 with the following vote:

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

Big Picture

Vice President of Student Services Velasco presented information on the various programs in the area of student services.

Work has begun on the Student Equity Plan which is due November 20, 2022. Working on the plan we have discovered several successes since the previous plan from 2019-2022. The new plan will run from 2022-2025. The most recent data reflects many successes since the last plan and have increased significantly. In this plan, Native American and White students transfer rates have increased as well as improvements to the completion of transfer level English and Math by Asian students as well.

We have been using Mendo Mobile to submit vaccine and testing information as required by Board Policy 2901 and Administrative Procedure 2901.1 which were implemented in the fall. Green passes are issued to students who are testing with blue passes being issued to those individuals who are vaccinated. Approximately 90% of students attending in person classes are vaccinated.

In-person support is provided in many ways whether it be curbside service or extended hours for in-person assistance. Plexiglass barriers are in place in many areas on campus.

A line queuing system was implemented during the fall 2021 semester. We haven’t usually needed to use this service as our lines haven’t been huge but the great thing about using this system is we are able to track how many students we are serving as well as being able to find out when our peak hours for services are.

Many interactions continue to be virtual.

The online bookstore launched on January 10th. Our staff provided service for those students who wanted to pick up their books in person.

Our new Transfer Center Counselor/Coordinator (Mark Osea) has been able to share more information with our students regarding those opportunities available to them. There will also be transfer workshops taking place in March.

Fiscal Services has distributed approximately \$3m in emergency funding to qualified students.

The Planning and Budgeting Committee has recommended hiring a full-time Behavioral Health and Wellness Counselor/Coordinator which would be a great benefit to our students.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation Executive Director Julie McGovern.

She added at yesterday's Foundation meeting, the group discussed bringing back the Gala in 2023 in recognition of the college's 50th anniversary.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill who added the following information:

Vice President of the Academic Senate Ginny Bucelli has resigned her position and was thanked for her help during her tenure.

She also recognized the six faculty members who were approved for tenure by the Board earlier tonight.

Classified Senate

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

Management Team

A written report was submitted by Management Team President Janet Daugherty who stated she had nothing to add.

TRUSTEE COMMUNICATION

*Board Policies
Additions and
Revisions – First
Reading*

Board Policy 2720 – Communication Among Board Members; Board Policy 2725 – Board Member Compensation; Board Policy 2730 Board Member Health Benefits; Board Policy 2735 – Board Member Travel; and Board Policy 2740 – Board Member Education were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the March 2022 board meeting.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson attended the MLACE strategic planning meeting which provided great information. He also attended the Blue-Ribbon Committee for the Rehabilitation of Clear Lake meeting. He would like to have further discussion on how we can improve our communication with the tribes in order to obtain a list of their needs.

Trustee Martinez acknowledged the Academic Senate and their statement regarding the Native American Lands.

Trustee Myers inquired about the fewer on-ground sections we are offering. Superintendent/President Karas informed her we have fewer students enrolled in on-ground classes therefore the need to offer fewer sections. We anticipate adding more sections on ground as students return to that mode of study.

Trustee Nickerman informed the board Vice President Polak gave a great program at the Ukiah Rotary meeting yesterday and he thanked her.

Trustee O'Neill reminded everyone about the open house scheduled to be held at the North County Center in March. He also stated he will not be attending the March Board of Trustees meeting. When considering the need of future programs at the college, he informed the Board there will be a need for Psychiatric Technician program in the near future. He was wondering about the possibly of offering a joint program with Yuba. Information regarding this type of venture will be addressed in a future administration report.

Trustee Tomkins informed the board he is a member of the Friends of the Lake County Center and attended a recent meeting where Julie made a presentation to them which was very informative.

Student Trustee Rodriguez informed the board he had is first in person Community Colleges of California Trustees (CCCT) meeting in January. They had a briefing on the Governor's budget proposal. During the meeting, he was part of the group who spoke on Financial Aid reform.

Trustee Pinoli addressed the question about becoming a Native American Serving Institution. When we had the original dedication of Pomo Plaza, it was the first time so many members of the various area tribes were brought together in one place. It might make sense for us to look into holding some sort of summit where once again the tribal members of both counties could gather together to discuss common issues and ways the college could help.

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 – move to try and find a date for a workshop – wants to wait a little longer in order to have outside presenters, etc.

- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:57 PM.

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

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

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 9, 2022, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA and also using ZOOM remote meeting technology.

GENERAL MATTERS

Call to Order Trustee Pinoli, Board President, called the special meeting to order at 2:30 PM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	Arrived at 2:32 pm
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	absent
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	absent

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 (absent)
Ulises Velasco, Vice President of Student Services (absent)
Nicole Marin, Director of Human Resources (absent)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Isabel Lopez, President (absent)
	Management Team	Janet Daugherty, President (absent)

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

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

Public Comments • There were no comments from the public.

BOARD DOCS TRAINING

Training and Discussion Sylvia Raye from Board Docs led the training with the Board members.

The icon behind the share feature is a location where board members can save their own notes on individual agenda items.

When using the share by email feature, you will only be sharing public information and nothing which was included in executive content.

By using Board Docs, anyone can search for a key word to locate all documents which include that word. The documents may be current or historical in nature.

By using the META feature and typing in key words, anyone can search all Board Docs users for the information they are looking for.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 3:02 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

CalFresh Outreach Week

Mendocino College (MC) organized a series of events to promote CalFresh Outreach Week February 22-24 to increase awareness about the Supplemental Nutrition Assistance Program (SNAP) and the food insecurities college students and the community face.

On Wednesday, February 23, MC staff handed out DIY food kits to students so they could prepare a healthy and easy Quinoa Bowl dish at home. The recipe, provided by MC Culinary Arts Instructor, Nicholas Petti, went along with the meal and a demo video was posted to the college website.

On Thursday, February 24, cars lined up as MC staff and volunteers from MC athletic programs helped distribute food to students and the community at the Ukiah campus. The food was generously provided by the Redwood Empire Food Bank (REFB) and included a variety of grocery items such as fruit, vegetables, rice, lentils, milk, peanut butter, pork loin, bread, cereal, diapers, and more.

Students who are eligible for CalFresh are able to receive a maximum of \$250 each month to purchase groceries at the grocery store, Farmers' Markets, and online.

Non-Resident Students

In response to a question at the February Board of Trustees meeting, below is a table showing the number of non-residents students enrolled at MLCCD for three terms.

Non-resident Students	Fall 2021	Fall 2020	Fall 2019
Out-of-State	48	63	48
Foreign Country	183	110	212

Specifics on the determination of residency and nonresident tuition are covered in detail in two District Administrative Procedures.

AP 5020.1: Nonresident Tuition:

https://www.mendocino.edu/sites/default/files/docs/BOT/Procedures/ap5020.1_nonresident_tuition.pdf

AP 5015.1 Resident Determination:

<https://www.mendocino.edu/sites/default/files/docs/BOT/Procedures/ap5015.1.pdf>

Enrollment

Our year-over year numbers continue to improve. We have 12% more students and 38% more section than in Spring 2021. However, we are still below pre-pandemic numbers. Compared to our last pre-pandemic semester, spring 2020, the decline is 16 % number of students, 14% number of sections, and 22% total FTES.

Semester	Active Students	Number of Sections	TOTAL FTES
SPRING 2022	3737	683	828.69
SPRING 2021	3316	492	891.37
SPRING 2020	4459	799	1062.28

Summer and Fall 2022 Schedule Development

Instructional Deans, faculty and key staff members have been working to develop our upcoming Summer and Fall 2022 class schedules. While Summer sessions, even pre-pandemic, have been scheduled heavily online, we will be bringing back more in person classes, in particular at the Centers.

Planning for Fall 2022 is exciting and daunting. We are excited to think about continuing to grow the numbers of students taking classes at all our locations. At the same time, we recognize that we will need to continue to provide instruction in the delivery modes students have become accustomed to, including online, hybrid, and Zoom. Our challenge will be to find a new balance between these different modes that recognize the increased accessibility offered to students without sacrificing the value of face-to-face instruction.

At the Centers, in collaboration with FT-Faculty and instructional deans, we continue to explore ways to enhance the breadth of courses being offered and are taking advantage of learned technology to increase the number of synchronous zoom courses available on site. This way, a course being taught at the Lake Center, for example, can also be made available at our Coast Center. This reduces the overall number of students needed at each location to meet enrollment requirements to maintain fiscal responsibility and opens disciplines that may not have previously been available at that location. We are also continuing to build our dual enrollment partnerships, with planned College Days at both our Lake Center on March 17th, and North County Center on March 31st. Between the two sites, we hope to have 11 high schools in attendance for an outdoor event focused on bringing student services and academic departments to high school students, to inspire them to continue their educational journey with the support of Mendocino College. We have also finalized our 11th CCAP agreement with Willits Charter School, and Legett Valley Unified, and look forward to offering our first on site dual enrollment courses in both Legette and Whale Gulch in the upcoming academic year.

Commencement

Spring 2022 commencement ceremony plans are under way for an in-person ceremony hosted May 20th in the Stadium Field. Students from the 2020 and 2021 classes, in addition to the class of 2022, are invited to join. Staff will be calling students to invite them to participate in the first in person ceremony in two years. Final decisions and plans are still to be determined as we wait for changing guidelines and recommendations from local health officials regarding gatherings.

Re-Opened Resource Spaces

The Veteran Resource Center has re-opened to students for the spring semester. The VRC is open to students Monday, Tuesday, Thursday and Friday, 10am-4pm. Wednesdays are reserved for academic counseling appointments.

The Native American Student Resource Center (NASRC) has been reestablishing services this Spring semester. Staff member Bonnie Lockhart has been offering limited in-person services during this time as she works to restore in-person support and is currently in the process of hiring student mentors to assist with center operations.

Financial Aid Awareness Week

The Financial Aid Office hosted Financial Aid Awareness Week starting the week of February 22nd at the Ukiah Campus and at each Center location. Financial Aid staff were available to answer financial aid related questions, provide resources and assist students with completing the 2022-2023 FAFSA, CA Dream Act application and Foundation Scholarship application.

College Assistance Migrant Program (CAMP) Outreach

On February 4, 2022, the CAMP director and counselor visited Anderson Valley High School and presented on the CAMP program (recruitment presentation) and Mendocino College, to a total of 22 students. The program has also mailed out 2022-2023 applications to all target high school counselors in Mendocino and Lake counties. Additionally, CAMP staff is working with local high schools to visit and present on the program. These efforts, in addition to new mailing campaigns, are intended to help increase the number of students in the program, which has seen a decline during the pandemic.

CAMP Statewide Leadership Student Conference

Mendocino College will be hosting the virtual 2022 CA CAMP Statewide Leadership Student Conference on April 8-9, 2022. Fourteen CAMP scholars will be participating in the conference. The purpose of the CA CAMP Statewide Leadership Student Conference is to serve as a platform for students to receive tools in leadership, teamwork, and overall academic and professional inspiration for success.

2+2 Pathways

Mendocino College is working with Sonoma State University to finalize a 2+2 Pathway that would facilitate student's ability to obtain a Bachelor's Degree. Utilizing Mendocino College's Liberal Arts and Sciences Associate of Arts Degree would then lead to Sonoma State's Bachelor's Degree in Liberal Studies. Faculty Mark Osea and Rachel Donham have been working jointly with SSU partners on this pathway. Under this pathway, students would complete two years at Mendocino College and two years at SSU. When finalized, this pathway would lead students to the completion of an AA in Liberal Arts and Sciences with an emphasis in Education with a transfer to SSU in Liberal Studies.

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. 7300.

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 7300, Employment/Termination of Short-Term and 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
Oliver	Roxanna	Program Specialist	Centers	3/10/2022	6/20/2022

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
Fallai	Dakota	Student Worker	Auto	3/10/2022	6/19/2022
Linville	Zachariah	Student Tutor	MESA	3/10/2022	6/19/2022
Lopez	Yesenia	CDV Assistant Teacher (FWS)	CDV	3/10/2022	6/19/2022
Oliver	Roxanna	Student Tutor	NCC	3/10/2022	6/19/2022
Peterman	Heidi	Student Worker (FWS)	Instruction/Music	3/10/2022	6/19/2022
Saldona	Jose	Student Worker (FWS)	IT	2/25/2022	6/19/2022

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
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ITEM NO: 5.2
DATE: March 9, 2022

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring 2022 semester.

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Spring 2022 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY SPPRING 2022 SEMESTER

Name	Position	Location
Michael Escobedo	Athletics	Ukiah
Brenda Estrada	Career Planning Success	Ukiah
*Dan Hoyle	Theatre	Ukiah
Jennifer Lockwood	Dual Enrollment/CED	Ukiah/Willits
Lucas Near-Verbrugghe	Theatre	Ukiah
Jim Xerogeanes	Agriculture	Ukiah

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

ITEM NO: 5.3
DATE: March 9, 2022

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. 7500) The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Nhung Pham	Tutor – Assist with Human Biology and Calculus courses & workshops	3/10/2022 – 6/1/2022

Reference Board Policy 7500, Volunteers

MOTION/ACTION:

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

ITEM NO: 5.4
DATE: March 9, 2022

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a Human Resource Specialist.

RECOMMENDATION:

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

ANALYSIS:

Through an external recruitment process, an internal applicant was the successful candidate.

Lisa Caito
Human Resources Specialist
Range 25/Step 3

Effective: April 1, 2022
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 Lisa Caito as Human Resources Specialist, effective April 1, 2022 pending receipt of all necessary employment eligibility requirements.

ITEM NO: 5.5
DATE: March 9, 2022

SUBJECT: EDUCATIONAL ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of educational administrator contract.

RECOMMENDATION:

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

ANALYSIS:

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

Contracts were approved at the February 9, 2022, Board of Trustees Meeting. In review of administrator type, this is a correction to identify the Director of MESA/STEM Success as an Educational Administrator.

One Year Contract (Categorical):

Eric Hoefler
Director of MESA/STEM Success
Educational Administrator Contract, 7/1/2022-6/30/2023

MOTION/ACTION:

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

ITEM NO: 5.6
DATE: March 9, 2022

SUBJECT: RECLASSIFICATION – MANAGEMENT TEAM

SYNOPSIS:

In review of the Management Team position of Director of Facilities; major responsibilities have extended into this position since the last review date of 2016. The current job duties and responsibilities have expanded significantly beyond the current job description and classification.

Over the last 5 years; facilities management, hazard mitigation, and emergency response has increased significantly in response to natural disasters, poor air quality, planned power outages, and the pandemic.

As defined in the new Budget Parameter, approved in February 2022; many new infrastructure projects are planned, which will fall under the direction of the Director of Facilities; requiring sustainability and resiliency planning:

*“Use of General Fund Reserves - When reserves are projected to exceed 15% and the budget is balanced, reserves in excess of 15% may be allocated for **infrastructure** projects that require a one-time expense which improve the **safety, sustainability, resiliency, or technology** of the District and the **remodeling or construction of facilities** to meet District needs. Projects that are a one-time investment which will result in lowering or avoiding future expenses should be given preference.”*

Additionally, the newly adopted District priorities identified in October 2021 directly impact the scope of the work of the Director of Facilities:

*“Demonstrate purposeful allocation of resources, make strategic investments in technology, **infrastructure, facilities, and strengthen sustainable and resilient practices** to create a supportive and collaborative 21st Century learning environment.*

This position is the Chief Facilities Officer for the District and reclassifying it as presented will align it to the Chief Information Officer and Chief Human Resources Officer positions.

The reclassification followed the process outlined in the Management Team Employee Handbook. This is our agreement with the meet/confer unit.

RECOMMENDATION:

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

ANALYSIS:

Effective April 1, 2022; the following salary range is effective as defined below:

MacAdam Lojowsky

New Title: Director of Facilities Planning, Operations & Sustainability

Previously: Director of Facilities

New Salary Placement: Range 40 on the Management Salary Schedule

Previously: Range 30 on the Management Salary Schedule

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the reclassification of the position of Director of Facilities to Management Team Range 40 and to the title of Director of Facilities Planning, Operations & Sustainability.

ITEM NO: 5.7
DATE: March 9, 2022

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to the leave of absence and the training period of another Classified staff member, Classified staff have been assigned additional duties.

RECOMMENDATION:

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

ANALYSIS:

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

Jana Rauch (Office Services Assistant)

Due to duties completed during onboarding period of new Accounting Specialist

Period: 4/1/2022-6/30/2022

Compensation: 5% increase

Amber Shrum

Learning Center Assistant

Due to the leave of absence of an Administrative Assistant II

Period: 2/10/2022-3/31/2022

Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working out of Class of Amber Shrum and Jana Rauch as presented.

ITEM NO: 5.8
DATE: March 9, 2022

SUBJECT: PROFESSIONAL DEVELOPMENT LEAVE

SYNOPSIS:

Professional Development Leave requested for Academic Year 2022-23.

RECOMMENDATION:

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

Dr. David Pai, Computer Science Instructor, has requested a Professional Development Leave from his instructional assignment as follows:

Purpose of Leave:

Engage in a year long study in Cybersecurity by examining the current cybersecurity landscape and learning the latest tools and techniques that support digital security. This includes a plan of study of the following four (4) areas:

1. Network Defense
2. Ethical Hacking
3. Digital Forensics
4. Penetration Testing

Objective of Leave:

Obtain expertise that supports his teaching and development of a cybersecurity certificate and provide expertise to colleagues in other disciplines.

This leave was approved by the Superintendent/President pursuant to District requirements.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby Ratifies an Academic Year 2022-23 Professional Development Leave for David Pai.

ITEM NO: 6.1
DATE: March 9, 2022

SUBJECT: FISCAL REPORT AS OF JANUARY 31, 2022

SYNOPSIS:

A report on District fiscal data as of January 31, 2022

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of January 31, 2022 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.

ITEM NO: 6.2
DATE: March 9, 2022

SUBJECT: AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS -
RESOLUTION #03-22-001

SYNOPSIS:

Adoption of Resolution #03-22-01, Authorization for Remote Teleconference Meetings

RECOMMENDATION:

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

ANALYSIS:

Assembly Bill AB361 provides legislation that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions. Those conditions include:

1. If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
 - A. The legislative body has reconsidered the circumstances of the state of emergency.
 - B. Any of the following circumstances exist:
 1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 2. State or local officials continue to impose or recommend measures to promote social distancing.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #03-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.

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

RESOLUTION 03-22-01

**AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS PURSUANT
TO BROWN ACT PROVISIONS INCLUDED IN ASSEMBLY BILL (AB) 361 (RIVAS)**

WHEREAS, the Mendocino-Lake Community College District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of Mendocino-Lake Community College District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950–54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on April 15, 2020, the Board of Trustees of Mendocino-Lake Community College District officially declared a state of emergency for the district; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, following the issuance of Executive Order N-29-20, the Mendocino-Lake Community College District Board of Trustees began to conduct all public meetings virtually using the Zoom teleconference platform and has continued conducting all public meetings virtually since that time; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which indicated that the authorization for holding virtual meetings outlined in Executive Order N-29-20 would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed [Assembly Bill \(AB\) 361 \(Rivas\)](#) as urgency legislation to be effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code Section 54953) to add the following:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following:

C. If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District finds that the March 4, 2020, declaration of a State of Emergency due to the COVID-19 pandemic by Governor Gavin Newsom remains active and that the state of

emergency continues to directly impact the ability of members of the public to meet safely in person.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District authorizes the continuation of virtual meetings pursuant to Assembly Bill 361 (Rivas); and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption and shall be effective until the earlier of 30 days from the date of adoption or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Trustees of the Mendocino-Lake Community College District may continue to teleconference without compliance with of paragraph (3) of subdivision (b) of Government Code section 54953.

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

PASSED AND ADOPTED THIS 9th day of March, 2022, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

Timothy Karas, Secretary
Board of Trustees

Date

SUBJECT: AWARDING OF AUDIT CONTRACT FOR
FISCAL YEAR ENDING JUNE 30, 2022

SYNOPSIS:

Awarding the District’s audit contract for the fiscal year ending June 30, 2022 and entering into a new three-year agreement with two additional optional one-year extensions.

RECOMMENDATION:

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

ANALYSIS:

Cossolias, Wilson, Dominquez, Leavitt (CWDL) has been conducting the District’s annual audit since the fiscal year ending June 30, 2018. The firm’s services for the June 30, 2022 audit are offered for \$37,750/District and \$8,616/Foundation.

CWDL currently audits Lassen, Butte-Glenn, Siskiyou, San Jose/Evergreen, Yuba and Napa Valley community college districts.

This year, June 30, 2022, is the last year of a five-year contract with CWDL. Administration asked CWDL for a new three-year proposal with two additional optional one-year extensions. The District has been very satisfied with the services provided by CWDL and the costs for the five years are very favorable.

For cost comparison purposes, the audit fees for June 30, 2017 with the previous audit firm prior to engaging with CWDL were \$57,700/District and \$10,500/Foundation, for a total of \$68,200. The fees proposed at the end of this new contract for June 30, 2027 remain significantly less than audit costs with the previous firm for the year ending June 30, 2017.

Maximum Fee	2022-23	2023-24	2024-25	Optional 2025-26	Optional 2026-27
Mendocino-Lake Community College District Audit	\$ 39,750	\$ 40,750	\$ 41,750	\$ 42,750	\$ 43,750
Mendocino College Foundation and Tax Return	\$ 8,900	\$ 9,050	\$ 9,200	\$ 9,350	\$ 9,500
Total	\$ 48,650	\$ 49,800	\$ 50,950	\$ 52,100	\$ 53,250

Reference Board Policy 6400, Audits

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby award the audit contract for the fiscal year ending June 30, 2022 at a price of \$37,750/District and \$8,616/Foundation to the Certified Public Accounting firm Cossolias,

Wilson, Dominquez, Leavitt (CWDL) and approve a three-year contract with two additional optional one-year extensions for audit services with CWDL.

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – SECOND
READING

SYNOPSIS:

New and revised board policies are presented for adoption.

RECOMMENDATION:

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

ANALYSIS:

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

The following policies were reviewed by the Board of Trustees ad-hoc committee on January 20, 2022; shared with the President’s Policy Advisory Committee on January 28, 2022 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2720 – Communication Among Board Members – This new legally required board policy has been created using the League template as a guide to reflect the legally required language.

Board Policy 2725 – Board Member Compensation – This policy is only applicable when the Board of Trustees has taken action to provide compensation to its members. The policy was last updated in March 2020. After review by the ad-hoc committee, there were no changes deemed as necessary to the current version.

Board Policy 2730 – Board Member Health Benefits– This board policy was last updated in March 2020 and has now been reviewed by the ad-hoc committee where no changes were deemed as necessary to the current version.

Board Policy 2735 – Board Member Travel – This legally required board policy was last updated in March 2020. The only change deemed as necessary is the addition of a reference to the appropriate Government Code.

Board Policy 2740 – Board Education – This legally required board policy was last updated in January 2015 and has been revised to now include a section regarding a planned means for the board to keep itself updated on any new needs and/or practices of the college.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board Policy 2720 – Communication Among Board Members; Board Policy 2725 – Board Member Compensation; Board Policy 2730 – Board Member Health Benefits; Board Policy 2735 – Board Member Travel; and Board Policy 2740 – Board Self-Education as presented.

ITEM NO: 8.1.A
DATE: March 9, 2022

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an informational report from the Mendocino College Foundation Executive Director.

ANALYSIS:

Foundation Staff will participate in “College Day” at the Lake Center on March 17th and the North County Center on March 31st from 10:00am-12:30pm including students from the surrounding high schools in each county to get a big picture look at what Mendocino College has to offer! This event will replicate the “College Day” on the Coast Campus in October 2021.

The Foundation Board of Directors were saddened to accept the resignation of Immediate Past President, Tom Dow. The board expressed their gratitude for his dedication and service to the Foundation over the years.

The scholarship application deadline closed on Tuesday, March 1st. Over the next few weeks, the Scholarship Committee 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 2022 and Spring 2023 semesters.

The Foundation is in the planning stages of a scholarship mixer for scholarship recipients in May 2022. More information to follow.

The 2022 AAFG adoptions to date are 45 adoptions.

The Adopt A Fifth Grader alumni postcard has hit mailboxes reminding all current Adopt A Fifth Grader alumni to update their most recent contact information with the Foundation.

Outreach to Adopt A Fifth Grader graduating 2022 seniors will begin next month beginning with a parent letter explaining the program and its benefits.

Staff and the Finance Committee have begun building the budget for the fiscal year 2022/23.

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

SYNOPSIS:

This is an informational report from Dr. Steve Cardimona, Professor of Earth Science.

ANALYSIS:

From the Faculty

Upgrades at Field Station

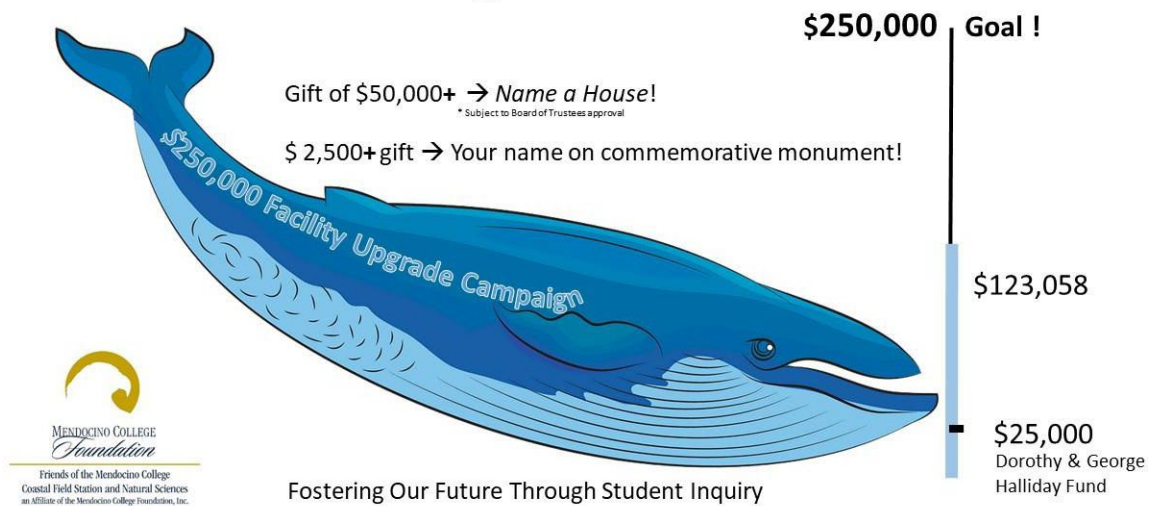
- The college foundation affiliate has provided funding for some important repair work involving the water supply to the facility. Improvements to the well water supply system had long been identified as the next pertinent facility project and this work is ongoing, including some short term emergency repairs and planning for a more complete well system rehabilitation once the ground is solid and can support the weight of work vehicles next to the pump house building on site.

From the Friends

The Field Station Capital Campaign continues!

- Building on the Foundation's donation to our affiliate of \$25K from the Halliday Trust fund in 2019, our capital campaign is approaching the half-way point toward our goal of \$250,000!
- Please consider participating with your own donation. Help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.

Mendocino College Coastal Field Station



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:

Last month I reported that the Academic Senate has adopted a Native American Land Acknowledgement. This acknowledgement was read into the record at the first Academic Senate meeting following the adoption (2/17) and at both faculty meetings we have had. The senate leadership is encouraging faculty to include this (or a similar acknowledgement in class syllabi and/or other appropriate class materials. Some faculty have reported the inclusion of the acknowledgement in class materials and/or having shared it with students. Others have indicated plans to include this with their Summer and/or Fall classes. I have communicated with the Classified and Management leadership about adopting a Native American Land Acknowledgement, as well. They are taking this under advisement with their constituents.

In addition, the Academic Senate has approved Resolution S'22 - 01: *Academic Senate Support for District Adoption of a Native American Land Acknowledgement:*

Whereas, Mendocino - Lake Community College District boundaries reside within traditional Native Lands

Whereas, the First Nations of Lake and Mendocino Counties are Cahto, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki;

Whereas, The Mendocino College Academic Senate has purview for academic and professional matters, such as "student preparation and success" (Title 5 section 53200);

Whereas, The recognition of the rightful stewards of the lands in which the District resides will foster diversity, equity, inclusion, accessibility and student success;

Whereas, The Mendocino College Academic Senate recognizes the injustices and atrocities committed against the local Indigenous Peoples;

Whereas, The Mendocino College Academic Senate has adopted a *Land Acknowledgement* to be included at public meetings (Academic Senate Resolution F'21 - 01, attached);

Therefore be it resolved, The Mendocino College Academic Senate recommends that the Mendocino - Lake Community College District Board of Trustees adopt a similar Land Acknowledgement to be included at all public meetings and events.

This resolution was supported by 40 full- and part-time faculty. I anticipate the district and faculty representatives will enter into the mutual agreement process in the coming weeks and we will have a productive discussion and positive resolve to our request.

Classified Senate:

The following report was submitted by Classified Senate President Isabel Lopez:

The Classified Senate is excited to announce that a total of six members will be attending the Classified Leadership Institute in Riverside this coming June. This is a great Professional Development opportunity for classified as it will strengthen the leadership mindset of the team. We will have a diverse team from various departments representing Mendocino College. The departments are Financial Aid & EOPS/CARE, DSPS, Nursing and Institutional Research. This is an event that Classified looks forward to each year and we are thrilled to be given the opportunity to send this highly motivated team to represent Mendocino College Classified Senate.

Management/Supervisory/Confidential:

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

At the Management Team monthly meeting held on Tuesday, February 22, 2022, the following items were shared and/or discussed. There were 30 participants in that meeting.

- Vice President Polak shared the Summer and Fall schedules are currently being developed with extensive input from all departments. The Summer schedule will have many online options as it has in the past and on-grounds where appropriate. Fall is looking at on-ground classes that best support our students.
- Schat's is now open, can take orders in person and online. A message blurb will be going out on all channels to help stimulate their business.
- The scholarship deadline is March 1st. The Foundation is working with the Finance Department to get the Management Team scholarships in the process. Currently, it looks like there is enough money in the account to cover 4 x \$1000, and (2) adopt a 5th grader scholarships. The Foundation is also planning an in-person reception to celebrate the recipients and their accomplishments.
- The Human Resources Department shared there is a new Personnel Action Form (PAF) process which will help to keep track of the forms submitted and are in process. There will now be a bilingual test with details being released this week or next on how to participate. Those chosen to participate will be granted a stipend for their services.
- The President's Policy Advisory Committee (PPAC) is currently reviewing a procedure which will handle requests for names different than on legal documents and when appropriate as not to create unnecessary burden on student.

- New Service Area Outcomes are being streamlined for support programs that have student-facing programs.
- Board Docs is almost live so please be aware you will need to allow extra time for submissions to get items through the approval process and onto the board meeting agenda.
- Program review is coming soon with section 1A hitting emails in the next month. Section 1B should follow the following week.

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

ITEM NO: 8.3
DATE: March 9, 2022

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.

The following policies were reviewed by the Board of Trustees ad-hoc committee on February 17, 2022; shared with the President's Policy Advisory Committee on February 25, 2022, and are now presented to the Board of Trustees for review and final approval.

Board Policy 2435 – Evaluation of the Superintendent/President – This legally required board policy was last updated in May 2011 and has now been revised to include the evaluation criteria regarding diversity, equity and inclusion statement. It also now includes an updated Education Code reference.

Board Policy 2510 – Participation in Local Decision Making– This board policy was last updated in May 2011 and has now been updated to include the legally required language and Accreditation Standard references.

Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals – This new legally required board policy has been created using the League template as a guide.

Board Policy 2716 – Political Activity – This new legally required board policy has been created using the League template as a guide.

Board members will review the policies and may offer suggestions for changes as deemed necessary. Discussion and/or adoption of the policies will take place at the April 2022 Board meeting.

ITEM NO: 9.1
DATE: March 9, 2022

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.

ITEM NO: 9.2
DATE: March 9, 2022

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.