

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

November 10, 2021 – 4:00 PM

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

Zoom meeting information: [November 10, 2021, 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 October 13, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. 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.

2. CLOSED SESSION

- 2.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU
- 2.2 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

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.

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. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to Employ – Classified
Recommendation to approve the employment of classified personnel as presented
- 4.3 Consideration to Employ – Full-Time Temporary Faculty
Recommendation to approve the employment of the full-time temporary faculty as presented
- 4.4 Consideration to Employ – Temporary Classified Administrator
Recommendation to ratify the employment of a temporary Classified Administrator as presented
- 4.5 Consideration of Transfer – Classified
Recommendation to approve the classified transfer as presented
- 4.6 Consideration to approve Working Out of Class Compensation
Recommendation to approve the Working Out of Class Compensation as presented
- 4.7 Mendocino-Lake Community College District Contract Reopeners to Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU) 2022/23
Recommendation to receive the initial 2022/23 reopener collective bargaining proposal from the Mendocino-Lake Community College District as presented

5. Other Items

- 5.1 Fiscal Report as of September 30, 2021
Recommendation to accept the report as presented
- 5.2 Quarterly Fiscal Status Report – AB2910
Recommendation to accept the report as presented
- 5.3 Authorization for Remote Teleconference Meetings – Resolution #11-21-01
Recommendation to adopt Resolution 11-21-01 as presented
- 5.4 Sale of Surplus Property
Recommendation to authorize the sale of surplus property as presented

6. ACTION ITEMS

- 6.1 Award of Contract – North County Center HVAC Project
Recommendation to award the North County Center HVAC project contract as presented
- 6.2 Board Policy Additions and Revisions – Second Reading
Recommendation to approve the Board policy additions and revisions as presented

7. BIG PICTURE

Big Picture/Big Projects - Facilities Planning at MLCCD
A presentation by MacAdam Lojowsky, Director of Facilities

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
Mendocino college Foundation informational report
- 8.2 Constituent Group Reports
Reports from constituent groups are presented as information
- 8.3 Board Policy Additions and Revisions – First Reading

- Revisions and additions to Board policies are presented for information and review
- 8.4 Board Policy Deletion – First Reading
Deletion of current board policy is presented as information for review
- 8.5 College and Careers Access Pathways (CCAP) Partnership Agreement – First Reading
The CCAP partnership agreement is 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:

- *Annual Organizational and Regular Meeting – Wednesday, December 15, 2021, 4:00 PM, Room 4210 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, October 13, 2021, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA and also using ZOOM remote meeting technology.

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

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	Arrived at 4:05 PM
	Trustee	Noel O'Neill	present
	Student Trustee	Leonardo Rodriguez	present

Secretary Timothy Karas, Superintendent/President (present)

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

<i>Staff Representatives</i>	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	Lauren Simmonds, President (present)
	Management Team	Janet Daugherty, President (present)

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

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

Approval of Minutes M/S (Myers/Martinez) to approve the minutes of the regular board meeting held on September 8, 2021, as presented. The matter was approved with the following vote:

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

Absent Anderson
Advisory Vote Rodriguez – aye

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

CLOSED SESSION

The Board adjourned to Closed Session at 4:03 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 4:12 PM with Board President Pinoli reporting no action was taken by the Board in closed session.

Public Comments Barbara Rice addressed the Board on item #6.4 – Board Policy 2900 and Board Policy 2901 and shared her support of this item. She also addressed the board regarding item 8.4 – Decennial Redistricting. She stated when considering how the new districts would be divided, she requested we consider making the coast area one district.

PRESIDENT AND ADMINISTRATION REPORT

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

Student Trustee Rodriguez made a presentation through the Dream Center this afternoon which I found to be very insightful and thought provoking. It was recorded so anyone interested can access it through the college Dream Center.

Tonight, the Women’s Volleyball team is playing against Yuba College and Friday afternoon the Men’s soccer team will be competing against Merritt College.

CONSENT AGENDA

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

Ayes	Martinez, Myers, O’Neill, Tomkins, Anderson, Nickerman 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 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-

<i>List – Short Term Non-Continuing Employees</i>	continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve personnel List – Part-Time Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2021 semester as presented pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve the List of Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented.
<i>Consideration to approve Employment – Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Maria Ceja as HEP/MLACE Assistant effective October 18, 2021; and Aura Whittaker as Administrative Assistant I (PTA), effective November 1, 2021; pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Employment – Classified Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Julie McGovern, Executive Director of Mendocino College Foundation, effective January 1, 2022; pending receipt of all necessary employment eligibility requirements.
<i>Consideration of Reclassification – Permanent Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the reclassification of the positions of Special Populations Outreach Specialist, FYI Program Outreach Specialist, and Native American and Other Population Outreach and Support Specialist to Outreach and Support Specialist; range 24.
<i>Consideration to ratify resignation – Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignations of Kristin Bartolomei, Administrative Assistant II effective February 28, 2022 and Denice Solgat, Center Assistant effective September 2, 2021.
<i>Consideration to approve the Notification of Classified Lay-offs – Resolution #10-21-01</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Resolution 10-21-01 and directs the Superintendent/President to send lay-off notices to those individuals currently employed in the FYI categorically funded positions.
<i>Consideration of the Mendocino-Lake Community College Classified Bargaining Uni/SEIU, Local 1021 (MLCCCBU)</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 collective bargaining proposal from Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU), and directs the Superintendent/President to receive related public comments prior to the November Board meeting.

*2022/23 Contract
Reopener*

Other Items

*Fiscal Report as of
August 31, 2021*

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

*2022/23 Academic
Calendar*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts the 2022/23 Academic Calendar as presented.

ACTION ITEMS

*Contracts and
Agreements –
Quarterly
Ratification*

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

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

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

*2021/22 District
Priorities*

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

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby establish the 2021/22 District Priorities 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

*Mendocino-Lake
Adult and Career
Education
Consortium –
Resolution 10-21-02*

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

M/S (Tomkins/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 10-21-02 – Designation of District Representatives 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/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2900 and Board Policy 2901 as presented with the following vote:

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

Big Picture

A presentation entitled “Career Technical Education Highlights” was made by Vice President of Academic Affairs Polak.

She began her presentation by highlighting the catalog and the various degrees and courses we offer at Mendocino College. Each member of the Board of Trustees was provided with a hard copy of the college catalog and the recently completed addendum for their use.

The new Sustainable Construction Technology program courses are offered mostly on Saturdays enabling participants to continue to work full time. The program is currently full and are now on a waitlist status. A couple of the students of the program already have job offers as a result of the instruction they have received.

The paramedic program is currently being offered through the College of Siskiyous with their program offerings being conducted on our campus. Currently there are 28 students enrolled and the program will be offered through the Spring 2022 semester.

Utility Line Clearance Program is being conducted in partnership with Butte College. We are currently preparing to start our third cohort which is currently full. Some of the local tree companies are assisting in providing some of the training. Many jobs being offered by local businesses to completers of the program.

Fire Science is being offered in partnership with CalFire. Once students complete the program, they then qualify for a job with Cal Fire anywhere in the state.

The Physical Therapist Assistant Program will see its first cohort graduate in December. A second cohort of 19 students begins their clinical training

November 1st. we expect to receive final accreditation of the program any day now. Currently, we are accepting applications for third cohort of students now through October 15th.

The Mendocino College Career Hub has been very active in supporting our students as well as working with various employers searching for employees. The Career Hub is funded using Career Technical Education funding and the Career Hub Assistant has been very involved with our students and their career aspirations.

Some programs you wouldn't normally think of having a part in Career Technical Education programs are Technical Theatre and Recording Arts. By offering courses in these areas, they meet the criteria of Career Technical Education.

We also have College and Careers Access Pathways (CCAP) partnership agreements with many of the high schools in our district.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

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

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

A written report was submitted by Classified Senate President Lauren Simmonds 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 2010 – Board Membership; Board Policy 2200 – Board Duties and Responsibility; Board Policy 2431 – Superintendent/President Selection; and Board Policy 2432 – Superintendent/President Succession were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the November 2021 board meeting.

*Decennial
Redistricting*

Superintendent/President Karas presented the Board with information on the soon to be completed redistricting of the Mendocino-Lake Community College District. We are required to complete this process every ten years to ensure voting rights to protected racial and language minority groups; and that the seven trustee areas in the district are as equal in population as possible.

We have contracted with the County of Mendocino to work on determining the

Trustee areas. We have until March 2022 to complete the process. The County of Mendocino will also be completing the information for Lake County as well using the census data which was just released in September 2021.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked Debra for the informative presentation. He has been attending the Friends of the Lake Center meetings and feels continued outreach is needed in various towns in Lake County.

Trustee Martinez participated in the first Board Policy ad-hoc committee meeting and added she is enjoying the work they are completing.

Trustee Myers commented on the college budget.

Trustee Nickerman informed the board about the regional consortium of agricultural instructors that met at the college recently and the positive outcome he has heard.

Trustee O'Neill also stated he is enjoying the ad-hoc committee meetings. And added what a great presentation it was on the Career Technical Education.

Trustee Tomkins added our Agriculture instructor Kurt Voigt is now looking at adding a garden at the Lake Center.

Student Trustee Rodriguez informed the board he recently completed several Congressional visits where he advocated for immigration reform and the Promise Act. Today he made a presentation for the Dream Center where he was able to tell his story and talk about how to find your voice as a student. He will also be participating as a speaker during next week's Undocumented Student Action Week for the Chancellor's Office.

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 similar to the presentation with the Lake 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 5:28 PM.

Submitted by:

Tim Karas, Superintendent/President
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

November is National Native American Month (<https://nativeamericanheritagemonth.gov/>). This allows us an opportunity to educate and raise awareness about the historical and ongoing challenges that tribes and communities face. This is a celebration of courage, knowledge, and resilience. I acknowledge that Mendocino College sits on the land of the Pomo People, past and present. Mendocino College honors with gratitude the people who have stewarded the land throughout generations.

On November 11th, we pause to reflect and honor those who have served and continue to serve in our military services. This Veterans Day, I encourage you to take a moment to say thank you to all our faculty and staff members, students, and alumni who have served our country, as well as those who have supported them in service. When our Veterans return home, they continue to make positive impacts on our country, bringing tremendous skills to their communities and to our workforce.

If anyone is interested in veteran services, our wonderful Veteran's Resource Center (VRC) has abundant information and links to support. The VRC is in MacMillan Hall, room 1240.

<https://www.mendocino.edu/student-services/veterans-services>

MLCCD Redistricting

Over the past two weeks, I held four public feedback meetings regarding the district redistricting process. Evening meetings were held at each of our locations (North County Center/Willits, Lake Center/Lakeport, Coast Center/Fort Bragg, and Ukiah). All feedback generated will be shared with the demographer drawing draft district trustee area maps. Feedback can still be given. Details can be found on the district website at <https://www.mendocino.edu/redistricting>.

Senator McGuire Visit

We were happy to host Senator McGuire for a brief tour of the construction program on October 14. Senator McGuire dropped by to see the upgraded sustainable construction technology classroom and work site, meet faculty, and hear from our students. Instructor Noel Woodhouse did an excellent job giving a tour of the SCT spaces and the students were the stars. Faculty members Steve Decker, Gregory Allen and Teresa Gowan were also present to highlight the college's support of the SCT program and the connection to other college programs. Dean Aseltyne, Vice President Polak, and Vice President Cichocki were instrumental in pulling together the tour on short notice. Senator McGuire will continue to work with MLCCD to explore future funding support.

Caring Campus

Mendocino College is one of seventy college's nationwide part of the Caring Campus cohort. I had the opportunity to attend a Presidents Roundtable to engage with colleagues about leveraging Caring Campus to support efforts to include all faculty and staff in student success, positively change campus culture, and successfully institutionalize college-wide efforts. Caring Campus is an initiative that has been fostered by the Classified Senate. I want to thank our classified professionals for their leadership. More information can be found at <https://www.mendocino.edu/mendocares-caring-campus-initiative> and <https://www.iebcnow.org/news-insights/college-news/>

Fall 2021 Enrollment

Below is an enrollment comparison chart of the past three fall semesters. The district has more students than last year; however overall FTES trails last year. Overall, students are taking less units than the two previous fall semesters. Compared with fall 2019, pre-pandemic, FTES is down 12%.

Semester	Active Enrollments	Active Students	Number of Sections	TOTAL FTES
----------	--------------------	-----------------	--------------------	------------

FALL 2021	8280	3520	663	937.49
-----------	------	------	-----	--------

FALL 2020	8288	3405	503	1020.27
-----------	------	------	-----	---------

FALL 2019	10610	4318	750	1065.35
-----------	-------	------	-----	---------

Blue Zones

We are so excited to collaborate with our local Blue Zones Project Mendocino County team led by Adventist Health to support their health and well-being work on helping make the healthy choice the easy choice across Mendocino County. The Blue Zones Project is requesting community participation to take a health and well-being survey called the RealAge test. This test will help guide the Blue Zones Project local team as to the areas for well-being focus as they initiate their work towards helping improve the longevity and quality of life of the community through people, places, and policy. You can go to bzpmendocinocounty.sharecare.com.

Measure W Refinancing Opportunity

The voters of Mendocino and Lake counties approved a \$67.5 million General Obligation Bond (Measure W) issue for the Mendocino-Lake Community College District on November 7, 2006. The District used these funds to complete many construction projects, including establishing permanent centers in Lakeport and Willits, and building the Maintenance/Warehouse and the Library/Learning Resource Center (LLRC) on the Ukiah Campus, in addition to many remodels such as the Lowery Student Center. All bond proceeds were spent by 2015.

The bonds were issued in two series, Series A in 2007 in the amount of \$30 million and Series B in 2011 in the amount of \$37.5 million. As general obligation bonds, the debt is not an obligation of the college, but is paid back through an assessment to taxpayers on property tax bills. A portion of both bond series totaling \$48.6 million were refinanced in 2015 to take advantage of lower interest rates and to save taxpayers \$36.5 million.

The college administration is gathering information to determine if current interest rates would make it advantageous to refund a portion of the remaining bonds. The college would not benefit from the savings but would pursue the opportunity on behalf of local taxpayers. Any refunding would be for the purpose of saving the taxpayers money and would not extend the life of the bonds. Administration will work on

the due diligence and documentation for a refinancing over the few months. If it is found to be advantageous, an action item will be brought to the board in February 2022 for action.

Information Technology

The Information Technology department has a number of projects underway this semester. In addition to the ongoing network upgrade project, which is approaching completion, they are working to upgrade wireless access in the core of the Ukiah campus from the Pomo Plaza to the Agriculture and Sustainable Construction and Energy Technology program outdoor spaces. The new outdoor coverage will allow students and staff to make use of more of our beautiful campus for instruction and meetings.

October was Cybersecurity Awareness Month, so IT Director Dave Johnston sent weekly emails to staff sharing scary statistics about cyber-attacks as well as tips and tricks for staying cybersafe both at work and at home. The department is working on preparations for the implementation of Multi-Factor Authentication (MFA) for staff during the spring semester to provide additional security beyond passwords.

Children's Center Halloween Parade

The weather cooperated perfectly with beautiful fall weather for the Child Development Center to host a Halloween parade on October 29th. The parade was held safely on the college track with parents in attendance. It was great to be able to safely celebrate the holiday together in person.







Bookstore Vendor

During the Summer of 2020, Mendocino College was informed by the current bookstore operation vendor that they would stop providing support moving forward for in-person, on-ground operations. As a result, our college made the transition to our online bookstore, which has been in place since Fall 2020. This presented an opportunity to explore bookstore operations in a more comprehensive manner since we hadn't explored a bid process for bookstore operations in over 10 years. Therefore, on September 30th, Mendocino College began a Request for Qualifications and Proposals for Bookstore Operations.

Through this process four vendors submitted proposals for bookstore operations (Follet, Barnes & Noble College, eCampus.com, and Ambassador Education Solutions). Mendocino College faculty, staff and students reviewed the information provided and made a recommendation to the District. The following individuals assisted with the process of reviewing all information received: John Foucault (Student), Nancy Heth (EOPS/CARE Specialist), Leslie Banta (Faculty-Mathematics), Steve Crossman (Faculty-Counseling), Rebecca Montes (Dean of Instruction), Joe Atherton (Director of Fiscal Services) and Ulises Velasco (Vice President of Student Services).

The District accepted the groups recommendation and is exploring an agreement with eCampus.com for bookstore operations. The groups decision was mostly based on the following factors:

- Vendor's favorable pricing structure.
- Vendor's student-friendly shipping structure, providing many free options.
- Support of a District-operated campus store that can provide students with a place to pick-up and return textbooks.

- Excellent customer service availability in English and Spanish.
- Excellent student-facing technology and textbook adoption tool.
- Flexibility for the District to not enter into an exclusive apparel/merchandising agreement with the vendor.

We are currently working on making the transition, which will hopefully be in place by the start of the Spring 2022 semester.

Spring Enrollment

Admissions & Records staff are preparing for spring 2022 registration which will begin with the priority registration period on November 15th and continue with open registration beginning November 20th. Registration will be available on campus and at Center locations as well as online through MyMendo.

Veteran Support

An affiliate organization was recently approved by the Mendocino College Foundation to support Veterans and their dependents. The goal the Friends of the Mendocino College Veterans and Dependents is to provide resources and support so they can focus on and achieve their educational goals while they await the processing of their VA educational benefits or in cases in which students are ineligible for VA educational benefits.

Finish Line Scholars Program

The Finish Line Scholars Program offers Mendocino College students financial assistance while attending courses at Mendocino College through a generous donation to the California Community College Foundation. The Finish Line Scholarship is intended to help students who are half-way to their stated educational goal complete their journey by proving up to a \$5,000* scholarship and additional support. For the 2021-2022 school year, 27 students have received the \$2,500 scholarship. Continuing students will receive an additional \$2,500 for the upcoming spring semester after review of their spring schedule. During the 2020-2021 academic year, our College utilized Finish Line Scholars Program funds to provide emergency funds to students. This year, we have transitioned to a scholarship program in alignment with the long-term goals of the CCC Foundation and their donors.

CAMP Workshop

CAMP hosted its second workshop of the semester, a virtual painting party with Raizes Collective Executive Director Isabel Lopez. Isabel comes from a migrant background and is a CSU Sacramento alumna. She is also a first-generation college graduate and the founder of the arts and cultural nonprofit Raizes Collective. The workshop was well attended by 15 CAMP scholars.

Professional Development

EOPS staff, Nancy Heth, Juvenal Vasquez, Roberto Renteria, Emily Hashemian, Meztli Avina and Director Sandoval attended the 52nd Annual CCCEOPSA (California Community College EOPS Association) Conference held virtually on October 28-29. The theme of the conference was "Reinforcing Our Vision for Success: Pathway to Healing and Hope". During the conference, the staff attended sessions on best practices, discussed strategies to build efficiencies, and ways to stay connected with students during these unprecedented times. They also received an update from Legislative Advocacy and

the Chancellor's Office. During the conference, EOPS student Behishta Ghulam Qadir was recognized as a CCCEOPSA Scholarship recipient.

The Disability Resource Center department attended the Fall California Association For Postsecondary Education and Disability (CAPED) conference held in South Lake Tahoe on October 4-8. Attendees enjoyed presentations that addressed service and support delivery, social justice approaches, among other topics that best align services with student needs.

The Disability Awareness Round Table was held on Monday, October 18th from 3:00 – 4:30 pm. This virtual event was well attended by our agency partners. The presentations by college departments included: New and Continuing Practices and Programs at Mendocino College by VP, Debra Polak; Financial Aid and EOPS by Director, Yuliana Sandoval; Learning Center Tutoring-Supporting Students In-person and Online by Director, Janet Daugherty; and DRC and College Updates by Coordinator/Counselor, Nick Wright.

Admissions and Records staff had the opportunity to participate in several conferences and trainings in the month of October, including: Strengthening Student Success Conference, 20 Year Anniversary AB540 conference, Veterans Affairs Office Hours, and CCCCCO updates regarding fraudulent applications.

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
Davis	Erika	Professional Expert - Art Model	Instruction	10/7/2021	12/31/2021
Hodgson	George	Ag Aide I	Agriculture	11/15/2021	12/31/2021
Madrigal	Gabriel	Program Assistant	MESA	11/15/2021	06/19/2022
Magdaleno	Caiden	Ag Aide I	Agriculture	11/15/2021	12/31/2021
Macauley	Matthew	Professional Expert - Art Model	Instruction	11/15/2021	6/19/2022
Poitras	Grace	Ag Aide I	Agriculture	11/15/2021	12/31/2021
Schieberl	Justin	Computer Support Technician	IT	11/15/2021	6/19/2022
Velasquez	Jordi	Ag Aide I	Agriculture	11/15/2021	12/31/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
------------------	-------------------	-----------------	-------------------	-------------------	-----------------

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
------------------	-------------------	-----------------	-------------------	-------------------	-----------------

ITEM NO: 4.2
DATE: November 10, 2021

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Accounting Specialist, Human Resources Technician, Student Equity and Achievement Specialist, and Programmer Analyst, Sr.

RECOMMENDATION:

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

ANALYSIS:

Jennifer Lombari
Accounting Specialist
Range 25/Step 1

Effective Date: November 15, 2021
12 month at 40 hours/week

Samantha Barrera-Stanford
Human Resource Technician
Range 27/Step 1

Effective Date: November 15, 2021
12 month at 40 hours/week

Bonnie Lockhart
Student Equity and Achievement Specialist
Range 26/Step 2

Effective Date: January 1, 2022
12 month at 40 hours/week

Augusto Calderon
Programmer Analyst, Sr.
Range 41/Step 2

Effective Date: January 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 Jennifer Lombardi as Accounting Specialist, effective November 15, 2021; Samantha Barrera-Stanford as Human Resource Technician, effective December 1, 2021; Bonnie Lockhart as Student Equity and Achievement Specialist effective January 1, 2022; and Augusto Calderon as Programmer Analyst, Sr., effective January 1, 2022 pending receipt of all necessary employment eligibility requirements.

ITEM NO: 4.3
DATE: November 10, 2021

SUBJECT: EMPLOYMENT – FULL TIME TEMPORARY FACULTY

SYNOPSIS:

Employment of Full-Time Temporary Faculty for the Spring 2022-Fall 2022 semesters

RECOMMENDATION:

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

ANALYSIS:

Debra Summit
Full-Time Temporary Faculty, Nursing
Effective: January 14, 2022 through December 9, 2022

Ms. Summit holds a Bachelors of Nursing from University of Texas at Arlington and will complete her MSN this winter. She has worked with the District as an adjunct nursing instructor since 2018. Additionally, Ms. Summit has served as registered nurse for the past eleven years at Adventist Health, Ukiah Valley.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the employment of Debra Summit, Full-Time Temporary Faculty, Nursing, effective January 14, 2022 through December 9, 2022, pending receipt of all necessary employment eligibility requirements.

ITEM NO: 4.4
DATE: November 10, 2021

SUBJECT: EMPLOYMENT – TEMPORARY CLASSIFIED ADMINISTRATOR

SYNOPSIS:

Employment of the Temporary Director of COVID-19 Response

RECOMMENDATION:

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

ANALYSIS:

Alyson Bailey-Blair
Director of COVID-19 Response – Temporary
Effective: November 1, 2021
Contract Period: November 1, 2021 – June 30, 2022
Range 20/Step 1

The Director of COVID-19 Response is a temporary, Classified Administrator position created to focus on best practices and protocol applications due to the COVID-19 pandemic and a safe return to campus plan. Ms. Bailey-Blair holds a Bachelor in English Literature with a minor in Sociology from the University of Redlands. She has worked as an Administrator providing direction and oversight at Willow Glen Care Center and as a Project Manager and Business Consultant providing project development and business plans for private care homes and hospitality centers. Most recently, Ms. Bailey-Blair was the Administrative Project Manager on the Mental Health Treatment Act (Measure B).

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the employment Alyson Bailey-Blair, Temporary Director of COVID-19 Response, effective: November 1, 2021.

ITEM NO: 4.5
DATE: November 10, 2021

SUBJECT: TRANSFER - CLASSIFIED

SYNOPSIS:

Transfer to Outreach and Support Specialist (HEP)

RECOMMENDATION:

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

ANALYSIS:

Manuel Galicia, currently an Outreach and Support Specialist for FYI, applied for a transfer to the vacant Outreach and Support Specialist in the High School Equivalency Program (HEP)

A transfer/promotion/reassignment process was followed and Mr. Galicia was the successful candidate selected for the position.

Effective January 1, 2022

Mr. Galicia shall transfer to the Outreach and Support Specialist (HEP) position, Range 24/Step 5.

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 Manuel Galicia, Outreach and Support Specialist (HEP), effective January 1, 2022.

ITEM NO: 4.6
DATE: November 10, 2021

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to training period of newly hired staff, Classified staff have been assigned additional duties.

RECOMMENDATION:

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

ANALYSIS:

The following Classified Employee 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: 11/1/2021-3/31/2022

Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class Compensation for Jana Rauch.

ITEM NO: 4.7
DATE: November 10, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CONTRACT
REOPENERS TO MENDOCINO-LAKE COMMUNITY COLLEGE
CLASSIFIED BARGAINING UNIT/SEIU, LOCAL 1021 (MLCCCBU)
2022/23

SYNOPSIS:

Initial 2022/23 Mendocino-Lake Community College District collective bargaining reopener contract proposal to the Mendocino-Lake Community College Classified Bargaining Unit,(SEIU Local 1021)

RECOMMENDATION:

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

ANALYSIS:

In response to Mendocino-Lake Community College Classified Bargaining Unit,(SEIU Local 1021); reopener letter approved on October 13, 2021 (attached), the District reopens as follows:

In addition to the automatically reopened articles of: Article 6 (Salary); 7 (Health and Welfare Benefits); The Mendocino-Lake Community College District proposes to reopen the following articles:

5 (Probationary Employees); and 14 (Transfer, Promotion, Reassignment) for the 2022/23 contract.

Any related public comments will be accepted by the Superintendent/President prior to the December Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the December Board meeting.



Joseph Bryant
President

Akbar Bibb
VP Region A (North Central)

Mary Sandberg
VP Region B (North Coast)

Yeon Park
VP Region C (East Bay)

Theresa Rutherford
VP Region D (San Francisco)

Marcus Williams
VP Region E
(Amador/Calaveras/San Joaquin)

Mary Duncan
Secretary

Amos Eaton
Treasurer

Sandra Lewis
VP of Representation

Gary Jimenez
VP of Politics

Ramses Teon-Nichols
VP of Organizing

Executive Board
Pete Albert
Tazamisha Alexander
John Arantes
Derrick Boutte
Lorraine Bowser
Monique Chaney-Williams
Felipe Cuevas
Evelyn Curiel
Sasha Cuttler
Nathan Dahl
Brandon Dawkins
Joel Evans-Fudem
Karla Faucett
Geneva Haines
Dellfinia Hardy
Cynthia Landry
Todd Nosanow
Harold Powell
Mercedes Riggelman
Robert Taylor
Richard Thoele
Taffie Walter
Angel Valdez
Sandra Wall
Jim Wise

**Executive Board &
Budget & Finance
Committee**
Aaron Cramer
Rhea Davis
Tina Diep
Julie Meyers
Tom Popenuck
Sunny Santiago
Rachal Valtakis

September 15, 2021

Timothy Karas
Superintendent/ President
Mendocino-Lake Community College
1000 Hensley Creek Rd.
Ukiah, CA 95482

Nicole Marin
Director of Human Resources
Mendocino-Lake Community College
1000 Hensley Creek Rd.
Ukiah, CA 95482

**Re: SEIU LOCAL 1021 NEGOTIATIONS REOPENER FOR 2022 FOR CLASSIFIED
AND STNC EMPLOYEES**

Dear President Karas and Human Resources Director Marin:

In accordance with the Collective Bargaining Agreement between Mendocino-Lake Community College District Board of Trustees and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021, the Union hereby notifies the District of our intent to reopen the contract to bargain on the articles listed below. We are pleased to provide our list of articles for contract negotiations to be "sunshined" by the Board of Trustees.

SEIU Local 1021 proposes to alter or amend the following articles:

Article 2- Union Rights

Article 6- Salary

Article 7- Health & Welfare Benefits

Article 11- Hours of Employment

Sincerely,


Patrick Hickey
Field Representative

Cc: Lois O'Rourke, Beronica Leon and Tony Novelli, SEIU 1021 Negotiating Team

ITEM NO: 5.1

DATE: November 10, 2021

SUBJECT: FISCAL REPORT AS OF SEPTEMBER 30, 2021

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

Mendocino-Lake Community College District
General Fund
2021/22 Fiscal Report as of September 30, 2021

		2021/22 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE					
	Beginning Fund Balance	\$9,805,740			
FEDERAL	Federal Forest Reserve	\$35,000	\$0	\$35,000	0%
	Federal Work Study	120,000	0	120,000	0%
	CAMP	562,169	75,985	486,184	14%
	PELL Grant Administration	7,500	0	7,500	0%
	HEP	554,592	40,350	514,242	7%
	HSI	176,772	40,387	136,385	23%
	CTEA	144,615	0	144,615	0%
	HEERF	5,095,955	1,198,993	3,896,962	24%
	Other Federal Revenue	118,702	0	118,702	0%
	TOTAL FEDERAL SOURCES	\$6,815,305	\$1,355,715	\$5,459,590	20%
STATE	State General Apportionment	\$10,674,287	\$2,847,585	\$7,826,702	27%
	Education Protection Account	2,927,190	731,797	2,195,393	25%
	Board of Governors Grant	37,774	10,577	27,197	28%
	Student Equity and Achievement	1,742,932	733,447	1,009,485	42%
	Part-time Faculty Office Hours	11,000	0	11,000	0%
	FT Faculty Hiring	329,884	87,480	242,404	27%
	Part-time Faculty Compensation	109,002	25,499	83,503	23%
	AEBG Adult Education Block Grant	2,155,323	792,833	1,362,490	37%
	CTE Strong Workforce Program	3,479,033	2,412,211	1,066,822	69%
	Construction State Grant	813,790	813,790	0	100%
	Other Categorical Apportionments	1,271,871	1,152,454	119,417	91%
	TANF	40,959	0	40,959	0%
	DSPS	477,485	187,726	289,759	39%
	CALWORKS	287,706	129,765	157,941	45%
	BFAP	172,560	47,317	125,243	27%
	EOPS	873,548	270,159	603,389	31%
	EOPS CARE	91,085	19,797	71,288	22%
	MESA	71,545	0	71,545	0%
	Other Categorical Program Allowances	290,325	136,234	154,091	47%
	State Subventions	211,829	0	211,829	0%
	Lottery	811,319	0	811,319	0%
	Mandated Cost Reimbursements	79,250	0	79,250	0%
	Other State Revenue	464,031	426,043	37,988	92%
	TOTAL STATE SOURCES	\$27,423,728	\$10,824,714	\$16,599,014	39%
LOCAL	Property Taxes	\$10,630,918	\$0	\$10,630,918	0%
	Local Contributions/Grants/Donations	390,800	190,800	200,000	49%
	Contract Instructional Services	15,000	0	15,000	0%
	Rents/Leases (Facilities Use)	56,000	17,298	38,702	31%
	Interest	59,000	98	58,902	0%
	Community Extension	6,000	0	6,000	0%
	Student Fees	1,261,000	767,136	493,864	61%
	Bookstore Commission	10,000	0	10,000	0%
	Other Local Revenue	324,986	253,048	71,938	78%
	TOTAL LOCAL SOURCES	\$12,753,704	\$1,228,380	\$11,525,324	10%
TOTAL REVENUES		\$46,992,737	\$13,408,809	\$33,583,928	29%
TOTAL RESOURCES AVAILABLE		\$56,798,477			
EXPENDITURES					
	Certificated Salaries	\$13,316,854	\$2,416,694	\$10,900,160	18%
	Classified Salaries	7,284,284	1,545,055	5,739,229	21%
	Benefits	8,985,387	1,821,109	7,164,278	20%
	Subtotal Personnel Costs	\$29,586,525	\$5,782,858	\$23,803,667	20%
	Supplies	\$1,965,683	\$255,880	\$1,709,803	13%
	Services	6,914,048	1,065,105	5,848,943	15%
	Capital Outlay	4,203,020	851,800	3,351,220	20%
	Transfers/Other Outgo	5,596,433	549,409	5,047,024	10%
TOTAL EXPENDITURES		\$48,265,709	\$8,505,052	\$39,760,657	18%
	Ending Fund Balance	\$8,532,768			
TOTAL EXPENDITURES/CONTINGENCY		\$56,798,477			

ITEM NO: 5.2
DATE: November 10, 2021

SUBJECT: QUARTERLY FISCAL STATUS REPORT – AB 2910

SYNOPSIS:

A report on District fiscal status as of September 30, 2021

RECOMMENDATION:

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

ANALYSIS:

The quarterly fiscal report for the first quarter of the 2021/22 fiscal year reflecting data as of September 30, 2021 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2021-2022

Quarter Ended: (Q1) Sep 30, 2021

District: (140) MENDOCINO-LAKE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	26,128,614	26,366,339	27,183,600	27,452,951
A.2	Other Financing Sources (Object 8900)	0	34,338	14,600	10,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	26,128,614	26,400,677	27,198,200	27,462,951
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	25,431,473	26,173,832	23,611,175	26,504,445
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	502,361	515,566	526,137	2,207,018
B.3	Total Unrestricted Expenditures (B.1 + B.2)	25,933,834	26,689,398	24,137,312	28,711,463
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	194,780	-288,721	3,060,888	-1,248,512
D.	Fund Balance, Beginning	6,559,593	6,754,373	6,465,652	9,526,540
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	6,559,593	6,754,373	6,465,652	9,526,540
E.	Fund Balance, Ending (C. + D.2)	6,754,373	6,465,652	9,526,540	8,278,028
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	26%	24.2%	39.5%	28.8%

--	--	--	--

II. Annualized Attendance FTES:

		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
G.1	Annualized FTES (excluding apprentice and non-resident)	2,760	3,120		N/A

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2018-19	2019-20	2020-21	2021-22
H.1	Cash, excluding borrowed funds		5,214,180	6,469,516	14,025,452
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	6,858,743	5,214,180	6,469,516	14,025,452

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,173,365	27,452,951	4,775,792	17.4%
I.2	Other Financing Sources (Object 8900)	10,000	10,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	27,183,365	27,462,951	4,775,792	17.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	26,445,645	26,504,445	5,692,704	21.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,207,018	2,207,018	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	28,652,663	28,711,463	5,692,704	19.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,469,298	-1,248,512	-916,912	
L	Adjusted Fund Balance, Beginning	9,526,540	9,526,540	9,526,540	
L.1	Fund Balance, Ending (C. + L.2)	8,057,242	8,278,028	8,609,628	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	28.1%	28.8%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 21/22	60,063	2%	117,598	2%	69,010	1.5%	87,970	2%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 21/22	19,820	2%	22,755	2%	13,111	1.5%	29,030	2%
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

This salary increase is funded with a combination of general funds, unrestricted funds, and other sources, (i.e. categorical programs). This salary increase is effective as of 9/1/2021.

d. Did any contracts settled in this time period cover part-time, temporary faculty?

YES

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds*?

YES

**As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.*

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

ITEM NO: 5.3

DATE: November 10, 2021

SUBJECT: AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS -
RESOLUTION #11-21-01

SYNOPSIS:

Adoption of Resolution #11-21-01, 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 #11-21-01 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 11-21-01

**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 10th day of November, 2021, 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: SALE OF SURPLUS PROPERTY

SYNOPSIS:

Board of Trustees authorization is requested for the sale of surplus property.

RECOMMENDATION:

The Superintendent/President recommends authorization of the sale of surplus property.

ANALYSIS:

The District recommends disposition by sale of the surplus property listed on Attachment A. None of the items listed on Attachment exceeds the value of One Thousand Dollars (\$1,000).

This is a comprehensive list of what is now in surplus. The District reserves the right to remove from surplus all items that are subsequently found to be needed elsewhere in the District.

Reference Board Policy 6550, Disposal of Property

MOTION/ACTION:

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

ATTACHMENT A

ID	Description	
Richard	LeClerc 45in. 4 harness floor loom, back folds, with extra reeds	
2-F	Gilmore 4 harness 22" floor loom	
1-CR	Gilmore 4 harness 22" floor loom	
3-F	Gilmore 4 harness 22" floor loom	
4-F	Gilmore 4 harness 22" floor loom	
CR2M	Gilmore 4 harness 22" folding floor loom	
Scotty	LeClerc 4 harness 36" floor loom with 8 reeds	
6-F	Norwood folding floor loom on wheels 22" 4 harness w/extra reed	
7-F	Norwood folding floor loom on wheels 22" 4 harness w/extra reed	
5-F	Norwood folding floor loom on wheels 22" 4 harness w/extra reed	
Schacht	Warping board Schacht 20x38 lightweight, easily broken down	
Fir	Warping board 36x36	
Oak	Warping board 36 x 36	
White	Warping board 38x38	
White	Warping board 38x38	
CR fixt	Warping board 30x26	
Galagher	Galagher 30" table loom 4 harness	
6t	Schacht table loom, 16" 4 harness	
TL9	Schacht table loom, 20" 4 harness	
LeClerc	LeClerc 8 harness table loom 16"	
1t	LeClerc 'Dorothy' Table loom 4 harness 16"	
CR15	LeClerc 'Dorothy' Tableloom 4 harness 16"	
1	Umbrella Swift	
2	Umbrella Swift	
#20	LeClerc Dorothy 16" Table loom 4 harness	
7t	Schacht 18" Table loom 4 harness	
	2 harness 12" table loom	
4t	LeClerc 'Dorothy' Table loom 16" 4 harness	
CR103	Structo 19" table loom	
Schacht	Schacht 24x36 warping board in pieces, no bolts	
1	Inkle loom	
2	Inkle loom	
3	Inkle loom	
1	Carder pairs for spinners	
2	Carder pairs for spinners	
3	Carder pairs for spinners	
4	Carder pairs for spinners	
5	Carder pairs for spinners	
6	Carder pairs for spinners	
7	Carder pairs for spinners	
8	Carder pairs for spinners	
9	Carder pairs for spinners	

SUBJECT: AWARD OF CONTRACT
NORTH COUNTY CENTER HVAC PROJECT

SYNOPSIS:

Board of Trustees award of contract for the North County Center HVAC Project.

RECOMMENDATION:

The Superintendent/President recommends the award of the contract as presented.

ANALYSIS:

The scope and intent of the North County Center HVAC Project is to replace the HVAC unit that serves all of the heating & cooling needs of the North County Center. The existing unit is 10 years old, has had several failures, and has come to the end of its useful life.

Interface Engineering, the project's mechanical engineers, gave the District an opinion of probable cost for the project at \$163,200.

The project followed the rules and notification requirements of California Uniform Public Construction Cost Accounting Act (CUPCAA), including notification of the District's pre-approved contractors and public notices in regional builder exchanges. On October 21, 2021, Mendocino College held a mandatory job walk for the project; five companies attended the job walk and one company submitted a bid. The lowest bid amount was from Matrix HG, Inc., for \$92,244.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College Board of Trustees awards the contract for the North County Center HVAC Project to Matrix HG, Inc., for \$92,244.

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 September 16, 2021; shared with the President's Policy Advisory Committee on September 24, 2021 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2010 – Board Membership – This revised legally required board policy has been updated to reflect a change to the Student Trustee policy number as well the change to the pronoun used.

Board Policy 2200 – Board Duties and Responsibility – This legally required board policy has been revised to now include the legally required non-discrimination language as identified in bold font.

Board Policy 2431 – Superintendent/President Selection – This legally required board policy was previously listed as part of Board Policy 211 and has now been revised to reflect the legally required language and the correct references.

Board Policy 2432 – Superintendent/President Succession – This legally required board policy was previously listed as part of Board Policy 211 and has now been revised to reflect the change in the pronoun used as well as the correct references.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board Policy 2010 – Board Membership; Board Policy 2200 – Board Duties and Responsibility; Board Policy 2431 – Superintendent/President Selection and Board Policy 2432 – Superintendent/President Succession as presented.



BOARD POLICY

No. 2010

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

BOARD MEMBERSHIP

The Board shall consist of seven members elected by trustee area by the qualified voters of the District. One member must reside in each of the seven trustee areas.

The Board of Trustees shall include a non-voting Student Trustee as stipulated in Board Policy ~~202~~ **2015**.

Any person who meets the criteria contained in law is eligible to be elected or appointed as a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless ~~he or she~~ **they** resigns as an employee.

No member of the Governing Board shall, during the term for which ~~he or she is~~ **they are** elected, hold an incompatible office.

Reference: Education Code 5090-5095, 5017, 5328, 72103, 72023, 72104

Adopted: December 19, 1978
Revised: February 3, 1999
September 10, 2008
April 8, 2015
August 2021

Page 1 of 1



BOARD DUTIES AND RESPONSIBILITY

The Board of Trustees governs on behalf of the citizens of the Mendocino-Lake Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- **Assure the Board operates in an open, accessible, inclusive, welcoming spirit, and maintains an anti-racist culture**
- **Establish policies that ensure the District operates in an anti-racist and non-discriminatory manner**
- Hire and evaluate the ~~CEO~~ **Superintendent/President**
- Delegate power and authority to the chief executive to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate **for** and protect the District

Reference: ACCJC Accreditation Standard IV (~~formally IV.B.1.d~~)

Date Adopted: December 19, 1978
Revision: December 12, 2007
February 11, 2015
September 2021

BP 2200
Page 1 of 1



BOARD POLICY

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 244 2431

SUPERINTENDENT/PRESIDENT ~~CEO~~ SELECTION AND SUCCESSION

~~The Mendocino Lake Community College District Board of Trustees recognizes that one of its most important roles is the appointment of the Superintendent/President. The Superintendent/President has the primary administrative responsibility for the District.~~

Selection

~~Whenever the Superintendent/President position becomes vacant,~~ **In the case of a Superintendent/President vacancy,** the Board ~~will~~ **shall** establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. ~~The search process will include the responsibilities and qualifications of the position, information about the District, and a statement indicating that the District is an Equal Opportunity Employer.~~

~~The Superintendent/President will be employed by contract as an educational administrator. The contract will include the terms of employment not to exceed four years.~~

Succession

~~The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.~~

~~The Board shall appoint an acting (interim) Superintendent/President for periods exceeding 30 calendar days.~~

Reference: ~~Ed Code 72400, Title 5 53000 et seq.,~~
Accreditation Standard IV.B.1, IV.B.1.j and IV.C.3

Adopted: December 19, 1978
Revised: May 5, 2010
August 2021



BOARD POLICY

NO. ~~244~~ 2432

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

CEO SELECTION AND SUPERINTENDENT/PRESIDENT SUCCESSION

~~The Mendocino Lake Community College District Board of Trustees recognizes that one of its most important roles is the appointment of the Superintendent/President. The Superintendent/President has the primary administrative responsibility for the District.~~

Selection

~~Whenever the Superintendent/President position becomes vacant, the Board will establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. The search process will include the responsibilities and qualifications of the position, information about the District, and a statement indicating that the District is an Equal Opportunity Employer.~~

~~The Superintendent/President will be employed by contract as an educational administrator. The contract will include the terms of employment not to exceed four years.~~

Succession

The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in ~~his or her~~ **their** absence for short periods of time, not to exceed 30 calendar days at a time.

The Board shall appoint an acting (interim) Superintendent/President for periods exceeding 30 calendar days.

Reference: **Education Code 70902 subdivision (d) and 72400;**
 Title 5 53000 et seq., Section 53021 subdivision (b)
 Accreditation Standard IV.B.1, IV.B.1.j

Adopted: December 19, 1978
Revised: May 5, 2010
August 2021

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The annual Adopt A Fifth Grader donor recruitment packet for new and reoccurring donors is in development. The Foundation anticipates mailing out the packet in early/mid-December for those donors wishing to have the donation be completed within the 2021 year.

Foundation staff are beginning to prepare for the annual charitable contribution letters. These letters are typically mailed out in late January/early February.

The 2022 AAFG adoptions to date are 19 adoptions.

The Foundation continues to conduct outreach to AAFG recipients to take advantage of their AAFG scholarships for attending Mendocino College or completing HS graduation. Roughly 50% of the cohort has taken advantage of their AAFG scholarship.

22-23 Scholarship Application Season is approaching! The application period will begin on Monday, December 6, 2021 and go through Tuesday, March 1, 2022.

The Foundation's Fall appeal letter is in production. The appeal letter will be distributed in mid-November and is featuring scholarship recipient Nathanael Cadle.

The next Foundation Finance Committee meeting will be held on Tuesday, November 16th via zoom. The Foundation Board of Directors and committees will stay via zoom through the end of 2021.

The next Foundation Board of Directors meeting will be held on Tuesday, December 7th via zoom.

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:

A critical time during a student's educational journey is in the first few years. This is when they are completing their undergraduate courses and very often when they choose their majors. Faculty are aware of this and we do our best to help support students by providing guidance, inspiration, advice, etc. Currently, the Mathematics faculty are going a step beyond to help support women in the Science, Technology, Engineering and Math (STEM) fields. They recognize that women in STEM face unique barriers that can negatively impact their success rates. In spite of efforts to increase gender diversity across many STEM fields, women continue to encounter beliefs that they lack ability and talent. This perception occurs even when women are outperforming men in academic work. Women in STEM are more likely than men to drop from the major after a low grade or a failed attempt at a class because they feel that they “don’t belong”. Studies indicate that mentoring and specific communities such as “Women in STEM” can help decrease these drop rates. With this in mind, Professor Leslie Banta and Assistant Professor Chantal Cimmiyotti are creating a *Women in STEM Club* for our students. The club will be able to provide general support, mentoring, guidance and sense of community. Longer term goals include arranging for guest speakers, reaching out to local high schools to promote STEM and sponsoring student participation in State and National math competitions. In addition, under the leadership of Banta and Cimmiyotti all of the full-time faculty in the STEM disciplines are supporting the project in various ways (surveying students, offers to mentor, offers of background support, suggestions for speakers, etc.). The club will be designed to provide a unique community on campus for our students beginning this Spring.

Classified Senate:

The following report was submitted by Classified Senate President Lauren Simmonds:

Classified Senate is pleased to report that 12 Classified Professionals from a diverse representation of departments/programs attended the Strengthening Student Success Virtual Conference October 13-15th. This engaging conference effectively provided the opportunity to increase leadership skills, advance equity efforts, improve institutional effectiveness, and more. The conference was designed to build connections with colleagues, promote interactive learning, and grant insight to student perspectives through Student Panel Discussions. All Classified attendees of this three-day virtual conference gained a deepened understanding of the issues that influence student success at California Community Colleges. Attendees also learned practical and evidence-based examples of how college staff can optimize student success. The Classified

Professionals who attended this conference will share what they learned with their departments and help guide implementation of newly learned practices to improve student success and support our campus Guided Pathways efforts. Thank you to Guided Pathways Leadership Team for covering all registration expenses.

Classified Senate ElfPack continues to plan/organize the 2021 Holiday FunRaiser. We hope you will be able to join us and that you will consider bidding on one of our unique Silent Auction items or buy some tickets for the Wine Pull. Every penny raised in this holly jolly event goes directly towards student scholarships. (see attached flyer)

Management/Supervisory/Confidential:

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

The Management Team met on October 26, 2021, and discussed the following agenda items:

- The team reviewed the administrative procedures regarding vaccination and forwarded their discussion notes to the President's Policy Advisory Committee (PPAC).
- Vice President Velasco is scheduled to present information regarding the "Ready Education App" to the Management Team at their November meeting.
- The Management team was advised by the Director of Human Resources of a new bilingual enhancement to some Classified position salaries. Team members were asked to review and determine which of their direct report positions may qualify for the enhancement and advise the Human Resources Department accordingly.

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

13th Annual Classified Senate

Holiday FunRaiser

Silent Auction, Wine Pull, & Raffle

Support our Students!
Unique, handmade, and original gifts!
Finish your holiday shopping early!

December 2nd, 2021

10 AM to 3 PM

**visit www.mendocino.edu/fundraiser for details
on this online/zoom event!!**

This annual event has raised almost \$40,000 for student scholarships to date!

Refer questions to Nancy Heth at 707.468.3118 • nheth@mendocino.edu

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 October 21, 2021; shared with the President's Policy Advisory Committee on October 29, 2021 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2015 – Student Member – This revised legally required board policy has been revised using the League template as a guide to reflect the legally required language. The policy was last updated in May 2013 and was previously listed as Board Policy 202.

Board Policy 2110 – Vacancies on the Board – This legally required board policy has been revised to remove the previously reference to the administrative procedure.

Administrative Procedure 2110.1 – Vacancies on the Board – This legally required administrative procedure has been revised to include a statement regarding the dispersal of information related to board vacancies.

Board Policy 2305 – Annual Organizational Meeting – This legally required board policy has now been revised to reflect the legally mandated period of time for holding the meeting as well as the revised Educational Code sections.

Board Policy 2310 – Regular Meetings of the Board – This legally required board policy has now been revised to include the section regarding meetings held during proclaimed states of emergency.

Board Policy 2315 – Closed Sessions – This legally required board policy has been revised to now include an additional government code reference.

Board Policy 2320 – Special and Emergency Meetings – This legally required board policy has been revised to remove the previously included reference to the administrative procedure.

Administrative Procedure 2320.1 – Special and Emergency Meetings – This legally required administrative procedure has been revised to reflect the removal of the reference to more than one student trustee.

Board Policy 2330 – Quorum and Voting – This legally required board policy has been revised to now include a reference to the authorization and issuance of bonds.

Board Policy 2340 – Agendas – This legally required board policy has been revised to reflect the removal of the administrative procedure reference and to include the proper references.

Board Policy 2360 – Minutes – This legally required board policy has been reviewed and no changes were deemed as necessary.

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 December 2021 Board meeting.



BOARD POLICY

NO. 202 2015

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

STUDENT ~~TRUSTEE~~ MEMBER

The Board of Trustees of Mendocino-Lake Community College District shall include one **non-voting** student member. The term of office shall be one year, commencing and ending on May 15 of each year. **Student trustees may serve a maximum of two one-year terms.**

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall meet and maintain a grade point average of 2.0 or higher.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. ~~As a member of a group that uses College services and programs, the Student member offers a student perspective in discussions but is not necessarily an advocate for student issues. The Student member has the same responsibility as all trustees to make board decisions that benefit the community as a whole. The Student member is encouraged to participate in the discussion of issues and agenda items in open session.~~ **The student member shall be responsible for attending the meetings of the Board of Trustees. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.**

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- **The privilege to make and second motions;**
- **The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board;**
- **The privilege to attend closed sessions, other than closed session on personnel or collective bargaining matters;**
- **The privilege to receive compensation for meeting attendance to the same extent as publicly elected trustees (see Board Policy 2725 titled Board member Compensation);**
- **The privilege to serve a term commencing on May 15**

~~The student member shall be elected or appointed by the student body in accordance with the Constitution of the Associated Students of Mendocino College. (now included in BP 2105 & AP 2105.1)~~

~~The Board of Trustees may grant the Student member any or all of the following privileges in accordance with Education Code 72023.5:~~

- ~~Make and second motions~~

Adopted: September 10, 2008

Revised: May 1, 2013

October 2021

- ~~Make advisory votes~~
- ~~Be compensated as specified in Policy 209~~

~~Any change in the rights and privileges of the Student Trustee shall be adopted by the Board of Trustees by May 15 of each year. Such rights and privileges shall be effective until May 15 of the following year.~~

~~The Student member shall receive orientation from the Superintendent/President and will be mentored by a Board member appointed by the Board.~~

~~The Student member is encouraged to participate in educational opportunities for Student Trustees. All travel expenses for conferences or statewide meetings shall be covered by the Associated Students of Mendocino College.~~

Reference: Education Code Section 72023.5



BOARD POLICY

No. 2110

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

VACANCIES ON THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

~~See Administrative Procedures 2110.1.~~

References: Education Code Sections 5090 et seq.,
Government Code Section 1770



ADMINISTRATIVE PROCEDURES

No. 2110.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

VACANCIES ON THE BOARD

When the Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity regarding the vacancy and adequate information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. **In a large rural district serving many communities, the district supports broad dispersal of information related to board vacancies.** *(Note: This publication, which is required by Government Code Section 6061, is only required to be published once.)*

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the Superintendent/President containing information about the District and the Board, which should include a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. *(Note: This publication, which is required by Government Code Section 6061, is only required to be published once.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References: Education Code Section 5090 et seq.;
Government Code Sections 1770 and 6061



BOARD POLICY

NO. 2305

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held ~~on a day~~ within a ~~a~~ the 15-day period that commences with the ~~first~~ **second** Friday in December.

The purpose of the annual organizational meeting is to elect a President, Vice President, and Clerk and conduct any other business as required by law or determined by the Board.

Reference: Education Code Sections **35143 and 72000(c)(2)(A)**

Adopted: December 19, 1978

Revised: April 7, 1982

October 1, 2003

September 19, 2007

September 14, 2011

February 10, 2016

October 2021



REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall be held on the second Wednesday of the month. Regular meetings of the Board shall normally be held at 1000 Hensley Creek Road, Ukiah, California.

A notice identifying the location, date and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Ralph M. Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency

- 1. Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.**

In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by majority vote, as required by the Brown Act.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

Reference: Education Code Section 72000(d)
Government Code Sections 54952.2, 54953 et seq.; and 54961

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



BOARD POLICY

No. 2315

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of

the Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reference: Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, **54957.1**, 54957.6, and
11125.4



BOARD POLICY

NO. 2320

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

SPECIAL AND EMERGENCY MEETINGS

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disaster, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

~~See Administrative Procedure 2320.1~~

Reference: Education Code Section 72129
Government Code Sections 54956, 54956.5, and 54957

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



ADMINISTRATIVE PROCEDURES

No. 2320.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SPECIAL AND EMERGENCY MEETINGS

Whenever a special meeting of the governing board is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing board, including any student trustee(s)-

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References: Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5



QUORUM AND VOTING

A quorum of the Board shall consist of a simple majority of board members. The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required):
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- **Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.**

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference: Education Code Section **15266**, 72000(d)(3), 81310 et seq., 81365, 81511, 81432;
Government Code Sections 53094, and 54950 et seq.;
Code of Civil Procedure Section 1245.240

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



BOARD POLICY

NO. 2340

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

BOARD AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President not later than ten working days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

~~See Administrative Procedure 2340-1~~

References: **Education Code Sections 72121 and 72121.5;**
 Government Code Sections 6250 et seq, and 54954 et seq.



BOARD POLICY

NO. 2360

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MINUTES

The Superintendent/President shall cause minutes to be taken at all meetings of the Board. The minutes shall contain a record of all actions taken by the Board. The minutes shall record the names of the Board members present including their arrival to and departure from the meeting. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Reference: Education Code Section 72121(a),
Government Code 54957.5

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 5, 2020
Reviewed: October 2021

SUBJECT: BOARD POLICY DELETION – 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 317 – Political Activity on Campus – This board policy was revised and replaced with Board Policy 7370 – Political Activity. At the time Board Policy 7370 was presented, the previous policy was not reviewed as an update and subsequently removed from the list once Board Policy 7370 was approved. Therefore, we would like to respectfully request the deletion of Board Policy 317 at this time.

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



BOARD POLICY

No. 317

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY ON CAMPUS

No District funds, services, supplies or equipment, including District mailboxes and bulletin boards, shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district. This policy does not pertain to elections for campus constituent groups.

Employees are prohibited from engaging in political activity during working hours. However, nothing in this policy shall be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Nonworking time" means time outside an employee's working hours, whether before or after the workday or during the employee's lunch period or other scheduled work breaks during the day.

Employees are not prohibited from wearing buttons or imprinted apparel supporting a particular candidate or position, as long as it does not disturb classrooms or the orderly conduct of business. Employees may engage in political discussions, campaigning or soliciting one-on-one during non-working hours away from any work area where someone might be disturbed by the conversation.

Political forums are acceptable if under the control of the District and if made available to all sides on an equitable basis. Public resources may be used for such informational efforts.

No one who holds any office or position of employment or who is seeking election or appointment to a local agency shall use his or her position, office, authority, or influence to urge or discourage any political action of a District employee.

The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Reference: Education Code 7050-7058, Government Code 3543.1 (b) and 8314

Also see Policy 509 Freedom of Speech, Assembly, and Expression



BOARD POLICY

No. 7370

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY

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

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

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

SYNOPSIS:

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

ANALYSIS:

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

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

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

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

Reference Board Policy 5010, Admission, Enrollment and Attendance

Administrative Procedure 5011.2, Admission and Concurrent Enrollment of High School and Other Young Students – College and Career Access Pathways (CCAP)

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

Agreement No:

Dated:

I. RECITALS

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

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

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

The Mendocino-Lake Community College District (MLCCD) and Leggett Valley Unified School District (LVUSD) have entered into the following agreement.

II. LEGAL AUTHORITY AND ADOPTION

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

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

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

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

Furthermore, the governing boards of Mendocino-Lake Community College District and Leggett Valley Unified School District agree that a copy of this CCAP Partnership Agreement shall be filed with the Chancellor's Office of the California Community Colleges, with the understanding that the Chancellor of the California Community Colleges may void this CCAP Partnership Agreement if it is determined to not comply with the intent of the requirements of EC § 76004.

III. TERMS

a. Number of students served

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

b. Assessment of students

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

c. Pathway/Course Offerings

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

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

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

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

d. Information Sharing

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

e. Points of Contact

The point of contact regarding the provisions of this agreement, for the MLCCD, shall be the MLCCD Vice President of Academic Affairs, Debra Polak. The point of contact regarding the provisions of this agreement, for Leggett Valley Unified School District, shall be the Leggett Valley Unified School District, Superintendent/Principal, Jeffrey Ritchley. The point of contact regarding implementation and administration of the CCAP shall be the Dean of Centers, or designee, at Mendocino College, Amanda Xu,

and the Principal, or designee, at one or more high school sites of Leggett Valley Unified School District. The following is specific contact information:

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

2. Superintendent/Principal, Jeffrey Ritchley
Leggett Valley Unified School District
1 School Way,
Leggett, CA 95585
EMAIL: jritchley@leggett.k12.ca.us
PHONE: 707-925-6285

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

f. Employer of Record

MLCCD shall be the employer of record for purposes of assignment monitoring and reporting. (See section XII a. of this agreement for guidance regarding instructors that are not paid employees of the community college district.)

g. Teacher Quality Mandates

Leggett Valley Unified School District shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

IV. CERTIFICATIONS

MLCCD shall insure that:

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

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

LVUSD shall insure that:

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

V. ENROLLMENT

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

VI. STUDENT FEES

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

VII. STATE APPORTIONMENT

MLCCD and LVUSD agree that:

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

VIII. REPORTING

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

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

IX. CTE PROGRAMS

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

X. RESPONSIBILITIES

a. Instruction and Educational Program

MLCCD shall be responsible for the educational program(s) and for the content and instruction of the courses offered through the CCAP.

b. Facilities

LVUSD shall be responsible for the provision of the facilities for courses offered on one or more Leggett Valley Unified School District campuses as part of this CCAP.

c. Books and Supplies

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

d. Support Services

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

Table #1: Responsibilities under MLCCD and LVUSD CCAP Partnership Agreement

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

XI. PROCEDURES, TERMS, AND CONDITIONS

a. Enrollment Process and Period

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

b. Class Hours

The timing of the courses shall be set by mutual agreement between Mendocino College and Leggett Valley Unified School District.

c. Evaluation of Students

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

d. Course timing and length

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

e. Conduct and Discipline

CCAP participants shall comply with the standards of student conduct as described under Mendocino-Lake Community College District Board Policy 5500, Administrative Procedure 5500.1. These regulations are designed to represent reasonable standards of conduct. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

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

XII. CANCELLATION AND TERMINATION

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

XIII. INSTRUCTION FOR APPORTIONMENT

MLCCD shall provide documentation that instruction claimed for apportionment under this agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community

college. Instructors shall provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity (generally, faculty must be physically present in the classroom or lab or within line of sight of the students). Cal. Code Regs., Title 5, §§ 58050, 58051, 58056, 58058

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

More information on apportionment is available here:

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

XIV. MINIMUM QUALIFICATIONS

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

XV. PUBLIC ACCESS

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

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

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

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

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

XVI. CONSISTENCY, ATTENDANCE AND GRADES

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

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

XVII. FULL COMPENSATION / CERTIFICATION

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

XVIII. DISTRICT BOUNDARIES

MLCCD and LVUSD agree that if the course(s) in this CCAP agreement will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

XIX. RECORD KEEPING AND COMPUTATION

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

XX. ACCESS AND ACCOMMODATIONS

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

XXI. HOLD HARMLESS AGREEMENT AND INSURANCE

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

ACCEPTED AND AGREED TO:

Jeff Ritchley, Superintendent
Leggett Valley Unified School District

Date

Tim Karas, E.D., Superintendent/President
Mendocino-Lake Community College District

Date

APPENDIX I: CCAP PROGRAMS AND CLASSES:

Mendocino College Career Access Pathways

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

Mendocino College- College and Career Success Courses:

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

Mendocino College GE Courses for Transfer Pathway

1. ADJ 202 – Concepts of Criminal Law (3 units)
2. ART 207 – Survey of Western Art from Prehistory through the middle ages (3 units)
3. ART 208 – Survey of Western Art from Renaissance to the Contemporary Period (3 units)
4. COM 203 – Introduction to Public speaking (3 units)
5. CSC 201 – Computers and Computer Applications (3 Units)
6. ENG 200 – Reading and Composition (3 units)
7. HLH 200 – Health Education (3 units)
8. HST 202 – The United States to 1877 (3 units)
9. HST 203- The United States since 1865 (3 units)
10. HST 222- Native American History (3 units)
11. HST 250- Contemporary America: The People and the Issues (3 units)
12. MTH 200 Pre-calculus Mathematics (5 units)
13. MTH 220 – Statistics (4 units)
14. PSY 205- Introduction to Psychology (3 units)
15. SPN 200- Elementary Spanish I (4 units)
16. SPN 201- Elementary Spanish II (4 units)

Mendocino College Basic English and Math Courses PLUS*

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

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

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

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