

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

October 13, 2021 – 4:00 PM

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

Zoom meeting information: [October 13, 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 September 8, 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.

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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 approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 4.4 Consideration to Employ – Classified
Recommendation to approve the employment of classified personnel as presented
- 4.5 Consideration to Employ – Classified Administrator
Recommendation to approve the employment of the classified administrator as presented
- 4.6 Consideration of Reclassification – Permanent Classified
Recommendation to approve the reclassification of positions as presented
- 4.7 Consideration to Ratify Resignations – Classified
Recommendation to ratify the ratify the classified resignations as presented
- 4.8 Consideration to Approve the Notification of Classified Layoffs - Resolution #10-21-01
Recommendation to adopt Resolution #10-21-01 – Notification of Classified Layoffs
- 4.9 Consideration of the Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU) 2022/23 Contract Reopener
Recommendation to receive the initial 2022/23 collective bargaining proposal from the Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCB U)

5. Other Items

- 5.1 Fiscal Report as of August 31, 2021
Recommendation to accept the report as presented
- 5.2 Academic Calendar
Recommendation to adopt the 2022/23 academic calendar as presented

6. ACTION ITEMS

- 6.1 Contracts and Agreements
Recommendation to ratify the contracts and agreements as presented
- 6.2 2021/22 District Priorities
Recommendation to establish the 2021/22 District Priorities as presented
- 6.3 Mendocino-Lake Adult and Career Education Consortium – Resolution #10-21-02
Recommendation to adopt resolution 10-21-02 as presented
- 6.4 Board Policy Additions and Revisions – Second Reading
Recommendation to approve the Board policy additions and revisions as presented

7. BIG PICTURE

- Career Technical Education Highlights
A presentation by Vice President of Academic Affairs Polak

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 Decennial Redistricting
A report on the background and process is presented as information

9. **TRUSTEE COMMUNICATIONS**

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

10. **ADJOURNMENT**

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, November 10, 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, September 8, 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	present
	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

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

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

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

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

Approval of Minutes M/S (Tomkins/Myers) to approve the minutes of the regular board meeting held on August 11, 2021, as presented. The matter was approved with the following vote:

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

Abstentions	None
Absent	None
Advisory Vote	Rodriguez – aye

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

CLOSED SESSION

Board President Pinoli informed the board since there were no items for discussion in closed session, they will not be adjourning into closed session.

Public Comments There were no comments from the public at this time.

PRESIDENT AND ADMINISTRATION REPORT

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

Our second cohort of the Utility Line Arborist program have begun their training. Graduates of the program will be making a living wage and we anticipate them being hired by the various employers in this area very quickly.

We are currently running three sports this semester which are Men’s and Women’s soccer and Women’s volleyball. Currently both the Men’s Soccer and the Women’s Volleyball teams are currently undefeated.

Tomorrow we will be holding another vaccine clinic on the Ukiah campus. First and second doses of the vaccine will be administered to anyone wishing to receive them.

CONSENT AGENDA

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

Ayes	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 List – Short Term Non-Continuing

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

Employees

Consideration to approve personnel List – Part-Time Faculty

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

Consideration to approve the List of Volunteers

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

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mark Osea, Counselor, Tenure-Track – Full-Time – Articulation Officer/Transfer Counselor effective October 1, 2021; pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Full-Time Faculty – contract correction

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Maria (Meztli) Avina Patino as a tenure-track full-time counselor in EOPS/CARE effective September 1, 2021, pending receipt of all necessary employment eligibility requirements. The correction being based on her previous service as a categorically funded, temporary counselor for the District, Ms. Avina Patino shall begin her probationary contract as a second-year contract.

Consideration to renew contracts for categorically funded faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the six-month categorically funded faculty contract for Brenda Estrada, FYI Counselor, as presented.

Consideration to approve transfer – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Naoto Horiguichi, Student Life Specialist, effective December 1, 2021, as presented.

Consideration to ratify resignation – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Ginger Bushway, Nursing Support Specialist II effective December 31, 2021.

Consideration to ratify the Mendocino College Federation of Teachers (MCFT) Bargaining Unit/AFT/CFT 2021-24 Tentative Agreement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT) as presented.

Consideration to ratify the Mendocino-Lake Community College

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake

*Classified
Bargaining
Unit/SEIU Local
1021 2021-24
Tentative Agreement*

Community College Classified Bargaining Union, SEIU Local 1021 as presented.

*Consideration to
ratify the
Mendocino-Lake
Community College
Management Team,
2021-22 Tentative
Agreement*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team as presented.

*Consideration to
ratify the Vice
President Salary
Schedule 2021/22
(Rev. September 1,
2021)*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 effective September 1, 2021 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

Other Items

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donations to Mendocino College by Donald Canaparo and Safeway, Ukiah.

*Public Hearing on
Proposed Adopted
Budget*

At 4:30 PM, Trustee Pinoli opened the public hearing on the proposed adopted budget for any comments from the public. Receiving no comments from the public, the public hearing was closed at 4:33 pm.

ACTION ITEMS

*2021/22 Adopted
Budget*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does adopt the proposed 2021/22 Adopted Budget as presented and shown on Attachments A through I with the following vote:

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

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

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

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

A written report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill who added at their recent faculty meeting they recognized the classified staff and the work they do for and on behalf of the faculty.

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 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Employees and Board Policy 2901 – SARS-COV-2 (COVID-19) Vaccination Requirement - Students were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the October 2021 board meeting.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked everyone for the great work they are doing and was excited to hear about the sports that are taking place. He added the Utility Line Arborist is a great program and is happy to hear it is moving forward.

Trustee Martinez echoed her appreciation for all the work that is being done at the college. She also informed the other board members she attended the fall in-service and was glad to see everyone in their element.

Trustee Myers stated she would like to see more movement toward additional face-to-face classes.

Trustee Nickerman stated he had nothing to add.

Trustee O'Neill congratulated Student Trustee Rodriguez on his election to the California Community College Trustees board.

Trustee Tomkins informed the board and members of the public the work on the budget was excellent and expressed his thanks for all the information the employee information.

Trustee Pinoli thanked everyone for their participation over the past 17 months as well as this initial meeting using the hybrid format.

Student Trustee Rodriguez informed the board he is working with the Student Senate for California Community Colleges (SSCCC) to help streamline the Cal Grants and student awards process. He will be sworn in next week to his new position on the CCCT board and hopes to become part of the Financial Aid Task Force as well as the Student Success task force.

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
- 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
- A survey of salaries for confidential employees using Mendocino County Office of Education as a comparison – This information will be included in the next President’s report. A review of STNC classified salaries will also be included in the President’s report
- 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 4:54 PM.

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

ITEM NO: 3.1

DATE: October 13, 2021

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

As the fall semester continues to unfold, it was wonderful to see the re-emergence of activities on campus. Our sports teams are in full swing. The annual plant sale is on until October 19, and our Culinary Arts program has lunch meals to purchase on Wednesdays. I viewed an emotional exhibit in the Art Gallery titled "Mom, I Can't Do This Anymore". The exhibit focused on themes of mental illness, suicide, healing, and the bond between daughter and mother.

In tandem with this, the opportunities to meet in-person college partners and community groups is expanding. I was the guest of the AAUW at an evening event to acknowledge past AAUW scholarship awardees. There were six current or former Mendocino College students there to share their stories. I was also interviewed for the October Newsletter of the California Retired Teachers Association Mendocino branch. To read you can go to <https://div55.calrta.org/wp-content/uploads/sites/22/2021/10/RTA-Bark-10.21-master-pdf.pdf>.

I was invited, along with Trustee Nickerman, to give a brief presentation to the Mendocino Law Enforcement Advisory Committee. It was beneficial to meet the leaders of the law enforcement agencies in the county and to share the programs (degree/certificate) Mendocino College has aligned to criminal justice and law enforcement. These connections will strengthen our alignment with regional workforce needs.

In Lake County, I was able to introduce myself to Kelseyville Unified Superintendent McQueen and Clear Lake High School Principal Roderick. We have a strong partnership with these school districts and they applauded the work done at the Lake Center under the leadership of Dean Amanda Xu and were excited with Director Monica Flores joining the Lake Center team.

Through an introduction by Trustee Anderson, I was able to meet with the Lake County Health Programs Coordinator. We met at our Lake County Center. We discussed how our two agencies could work together to increase awareness on many health issues facing Lake County.

Coastside, the Blue Economy Coalition continue to meet. Biology instructor Briana Zuber, Dean Xu, and Vice President Polak represent Mendocino College. As part of this work, there is planning for a May 2022 multi-day event in Fort Bragg. The City of Fort Bragg and the Noyo Center are the lead groups for this work.

Graduations are always fun. I have the pleasure of attending the second cohort graduation for the ULC Arborist program. 7 students participated in the cohort.

Vice President Cichocki volunteered to serve on a peer review team as part of the ACCJC accreditation process. Peer review is a critical part of the accreditation process and, while very time consuming, it is also rewarding. Serving as a peer reviewer serves the college being reviewed and benefits the participant as well as their home college through exposure to best practices at other colleges.

On October 1st, the Equity Workgroup of the Guided Pathways Leadership Team coordinated the first of a series of planned Equity bookclub meetings. Close to 20 adjunct and full-time faculty participated, half zooming in from across the state. The group discussed the first half of Geneva Gay's influential work *Culturally Responsive Teaching: Theory, Research and Practice* and brainstormed how her ideas could be applied to their own teaching. Those who were able to attend in person enjoyed lunch together beforehand by Pomo Plaza. Several more books are planned for this year including *Ungrading* this fall and *Grading for Equity* in the spring semester.

Financial Aid

With the 2022-23 Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (CADAA) now available, the financial aid staff has begun their yearly outreach to all high schools in our district. Starting with Laytonville High School on October 5th, staff will host in-person and virtual workshops to provide students with information on financial aid and scholarships and provide assistance in submitting their FAFSA or Dream Act applications. In total, financial aid staff will visit 12 schools and tribal education centers to provide vital assistance to future Mendocino College students. Financial Aid staff will also provide virtual and in-person workshops to assist current students who need additional assistance with completing the 2022-23 FAFSA and CA Dream Act Applications.

College Assistance Migrant Program

On September 8, CAMP hosted Xicana Code Switchers who presented “Podcasting as a Tool for Digital Storytelling”. The workshop highlighted Xicana Code Switchers Podcast co-host Patricia and Ariana who have interviewed 35+ guests within the past 2.5 years. In this workshop they discussed topics on how podcasting has provided a space for Ariana, Patricia and podcast guests in taking ownership of their stories, critically reflecting on their roles in higher education spaces, and using their voices to empower others. Both co-hosts are first generation, immigrant, and higher education professionals who have worked in various universities. They are passionate about helping students and families navigate college and beyond. The goal of the workshops was to expose CAMP scholars to using technology, podcasting specifically, to create voice in a time where we have gone virtual. Using technology to expand their experiences and connect with others in similar situations.

CAMP staff hosted two scholar/parent CAMP orientation presentations on Sept 16th. We hosted two sessions so that we would be able to connect with as many scholars and parents as possible. Since we had a good number of CAMP scholars enroll/join CAMP after the New Student Welcome, this was an opportunity to remind scholars of what the program entails, a reminder about their responsibilities and what CAMP staff is doing to support them. This also gave us all an opportunity to connect and answer questions or concerns CAMP scholars had so far in the semester. We also provided more information on on-campus resources.

Migrant Outreach

CAMP director met with HEP director and Migrant Education staff/team on Sept 29th. We discussed each program's objectives/goals, recruitment and outreach strategies and what support might be needed from each program. We established dates for recruitment presentations for the 2021-2022 academic year. We also established next meeting dates to continue to provide information on the status of our programs and ways to support each other. While Migrant Education Region 2 coordinator is part of the CAMP advisory board, this meeting was a good opportunity for CAMP to meet the entire Mendocino-Lake MEP staff especially their Recruitment team, so that CAMP had more support while recruiting in areas like Fort Bragg, Lake, and Anderson Valley. Next meeting will include participation from all of CAMP staff.

Adjunct Counseling Update

We have also increased our Adjunct Counselor pool. We have two new Adjuncts that will be going to the Board meeting this month to assist us support students at our Centers and Programs. Specifically, we will be adding counseling support to our North County Center to support evening and Saturday (Weekend to Success initiative) hours. Funds have been identified to provide additional support for our Dream Center as they work to assist our AB 450/DACA students. To this end, we have identified two Adjunct Counselors that have a rich and unique experience in supporting Dreamers through the often discouraging steps required to engage in a college education experience. These services will include hybrid, in person and remote support for students.

DSPS Professional Development

Our DSPS Department attended a CAPED training titled Focusing on Student Success as We Pivot Back to Campus. The takeaway, was that we at the college and our DSPS program and services are up to date with best practices during remote services and in our planning for safely returning to in person services. The Department is scheduled to attend the Fall CAPED conference scheduled for in person at South Lake Tahoe.

CalFresh

The initial three-year grant with the CalFresh specialized program concluded at the end of September. However, we are now entering an additional three-year contract agreement to continue with CalFresh outreach. Despite the challenges caused by the pandemic and transitioning to remote services, we have maintained regular contact, communication and reported on our efforts to find workarounds to increase student enrollment in the CalFresh program and services. Due to our due diligence towards these efforts, we will receive extended funding, allowing us to offer a full-time Student Life Coordinator that will be funded through threaded funding, primarily through CalFresh.

QLess Technology Implementation

Towards the end of September, multiple student support departments implemented a queue management technology. This technology, which still being tested, allows students to enter a virtual line instead of having to stand in a physical line in our different areas. Students are able to see wait times for these departments on their phone and can check in to a spot in the virtual line before they get to campus. This service allows us to continue enhancing the safety and transparency of our services. Additionally, this technology will help us keep better track of student traffic to make more data-driven decisions regarding scheduling, staffing and support.

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
David	Erika	Professional Expert - Art Model	Instruction	10/1/2021	12/31/2021
Fornari	Melissa	Program Assistant	Centers (Coast)	10/14/2021	6/20/2022
Guzman	Denise	Ag Aide I	Agriculture	10/14/2021	6/20/2022
Kerr (Name Correction)	Ingrid	Professional Expert - Art Model	Instruction	9/9/2021	12/31/2021
McCord	Kailyn	Center Assistant	Centers (Coast)	10/14/2021	6/20/2022
Pfitzner	Markus	Lab Tech - Photography	Centers (Coast)	10/14/2021	6/20/2022
Velazquez Yanez	Raquel	Center Assistant	Centers (Coast)	10/18/2021	6/20/2022

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Caveney	Marisa	Tutor	MESA	9/20/2021	12/3/2021
Caveney	Marisa	Tutor	Centers (Lake)	9/13/2021	12/10/2021
Hallums Jr.	Le-Sown Muhammad-	Student Worker - FWS	Athletics	10/1/2021	12/31/2021
Mu'min	Shafee	Student Worker - FWS	Athletics	10/1/2021	12/31/2021
Neal	Marcus	Student Worker - FWS	Athletics	10/1/2021	12/31/2021
Pena	Alicia	Tutor	Centers (Lake)	10/15/2021	12/31/2021
Pulido	Julian	Tutor	MESA	10/4/2021	12/3/2021

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
Lauderdale	Joshua	Tutor	Centers (Lake)	9/15/2021	12/10/2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Burke, Nicole	Counseling	Willits
Chaidez, Nayeli	Counseling	Ukiah
Fedorka, Magi	Nursing	Ukiah
Parker, Sadie	Athletics - Assistant Coach	Ukiah

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

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 7500) The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Joseph Barnes	Assist in basketball program	10/15/2021-03/15/2022
David Daugherty	Art direction of Guided Pathways Leadership Team videos	10/25/2021-10/31/2021
Rayonna Jamison-Collins	Assist in basketball program	10/15/2021-06/01/2022

Reference Board Policy 7500, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Administrative Assistant I (PTA) and HEP/MLACE Assistant

RECOMMENDATION:

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

ANALYSIS:

Maria Ceja
HEP/MLACE Assistant
Range 24/Step 1

Effective: October 18, 2021
12 month at 40 hours/week

Aura Whittaker
Administrative Assistant I (PTA)
Range 23/Step 1

Effective: November 1, 2021
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs 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.

SUBJECT: EMPLOYMENT – CLASSIFIED ADMINISTRATOR

SYNOPSIS:

Employment of Executive Director of Mendocino College Foundation

RECOMMENDATION:

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

ANALYSIS:

Julie McGovern
Executive Director of Mendocino College Foundation
Effective: January 1, 2022
Contract Period: January 1, 2022-December 31, 2022
Range 30/Step 1

Ms. McGovern holds a Bachelor of Arts in English and Textual Studies from Syracuse University. Over the last five (5) years she has served as the Executive Director of the Alex Rorabaugh Recreation Center in Ukiah and has worked as a coordinator for the Mendocino Food Policy Council. She has also served in various community engagement efforts including Healthy Mendocino, Adventist Health Ukiah Valley Community Advisory Committee, Leadership Mendocino, and Ukiah Unified School District, District and Parent Advisory Committees.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

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.

SUBJECT: RECLASSIFICATION – PERMANENT CLASSIFIED

SYNOPSIS:

In review of the permanent Classified job descriptions of: Special Populations Outreach Specialist, FYI Program Outreach Specialist, and Native American and Other Population Outreach and Support Specialist; in coordination with SEIU 1021; it was determined that the three (3) separate positions would be condensed to a single job description of Outreach and Support Specialist.

RECOMMENDATION:

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

ANALYSIS:

Effective October 1, 2021; the following titles and salary changes are effective as defined below:

Malissa Donegan

Previous Title: Native American and Other Populations Outreach and Support Specialist
Updated Title: Outreach and Support Specialist
Salary Placement Change: N/A; remain at Range 24

Manuel Galicia

Previous Title: FYI Outreach Specialist
Updated Title: Outreach and Support Specialist
Salary Placement Change: N/A; remain at Range 24

Juvenal Vasquez

Previous Title: Special Populations Outreach Specialist
Updated Title: Outreach and Support Specialist
Salary Placement Change: Reclassification to Range 24 (previously 22)

Reference Board Policy 7230, Classified Employees

MOTION/ACTION:

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.

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation - Classified

RECOMMENDATION:

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

ANALYSIS:

Kristin Bartolomei
Administrative Assistant II
Effective: February 28, 2022

Denice Solgat
Center Assistant
Effective: September 2, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Kristin Bartolomei, Administrative Assistant II effective February 28, 2022 and Denice Solgat, Center Assistant effective September 2, 2021.

SUBJECT: NOTIFICATION OF CLASSIFIED LAYOFFS

SYNOPSIS:

Adoption of Resolution 10-21-01, Notification of Classified Layoffs

RECOMMENDATION:

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

ANALYSIS:

The District was awarded a Hispanic Service Institute (HSI) grant from the U.S. Department of Education for the period October 1, 2016 through September 30, 2021. This is a federally funded grant that is non-renewable.

The District instituted the First Year Institute (FYI) program with the HSI grant. FYI is a program which provides services to first year college students. The purpose of the grant was to expand educational opportunities and improve academic attainment of Hispanic students and expand and enhance academic offerings, program quality, and institutional stability. Students who are LatinX, a first-generation college student, come from a low-income household, are an AB 540 student, or are from an underrepresented population were eligible.

The District will continue supporting these students through additional Student Services offerings; including staff support during new student outreach, the onboarding/matriculation process, culturally enriching opportunities and specialized counseling and support throughout the academic year.

The funding term for FYI will end September 30, 2021 consequently eliminating the categorically funded positions related to the projects; with a no-cost extension approved through December 31, 2021 for the Classified support staff. The employee who held the position of FYI Program Manager has accepted another position with the District, however the FYI Program Manager position is subject to lay off as a vacant position. The ending of the grants has created the need to terminate specific classified positions, as reflected on Resolution #10-21-01, Notification of Classified Layoffs. Layoff provisions are set forth in Education Code sections 88014, 88017, 88117, and 88127. Classified employees must be given a 60-day written notice prior to any layoff action.

Adoption of this resolution authorizes administration to send layoff notices. The required notice will be sent to the affected Classified employees, informing them of this action and any related rights in accordance with California Law.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution #10-21-01 and directs the Superintendent/President to send lay-off notices to those individuals currently employed in the FYI categorically funded positions.

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

RESOLUTION 10-21-01

NOTIFICATION OF CLASSIFIED LAYOFFS

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of the Mendocino-Lake Community College District that certain services now being provided by the District be discontinued or reduced by the following extent.

FYI Outreach Specialist Eliminate (1) position Effective December 31, 2021

FYI Assistant Eliminate (.5) position Effective December 31, 2021
Reduce from 1 FTE (CAMP-FYI Assistant) to .5 FTE CAMP Assistant

Program Manager-FYI Eliminate (1) position Effective December
31, 2021

NOW, THEREFORE, BE IT RESOLVED that the FYI Outreach Specialist, FYI Assistant, and FYI Program Manager positions will be discontinued and/or reduced to the extent set forth above.

BE IT FURTHER RESOLVED that the administration hereby is authorized and directed to give notice of layoff to the affected classified employees of the District pursuant to the Education Code not later than 60 days prior to the effective date of layoff as set forth above.

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

PASSED AND ADOPTED THIS 13th day of October, 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

ITEM NO: 4.9
DATE: October 13, 2021

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

Mendocino-Lake Community College Classified Bargaining Unit has requested to negotiate the items included in the attached contract reopeners for 2022/23.

Article 8, Section 3547, of the Public Employees Relations Act, requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the November Board meeting.

MOTION/ACTION:

RESOLVED, That the 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.

ITEM NO: 5.1
DATE: October 13, 2021

SUBJECT: FISCAL REPORT AS OF AUGUST 31, 2021

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of August 31, 2021 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

SUBJECT: ACADEMIC CALENDAR

SYNOPSIS:

Board of Trustees adoption of the 2022/2023 Academic Calendar.

RECOMMENDATION:

The Superintendent/President recommends adoption of the 2022/2023 Academic Calendar.

ANALYSIS:

The 2022/2023 calendar approximates previous calendars. Holidays and the 175-day instruction schedule are directed by the Chancellor's Office.

The 2022/2023 Academic Calendar was shared with the members of the President's Policy Advisory Committee for distribution to all constituent group members to gather input and comments. Those comments were received and shared by the committee members. After discussion, the President's Policy Advisory Committee members unanimously recommended to the Superintendent/President that the attached calendar be adopted as the academic calendar for the 2022/2023 year.

Reference Board Policy 4010, Academic Calendar

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts the 2022/2023 Academic Calendar as presented.

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the July 1, 2021 through September 30, 2021 quarter of fiscal year 2021/2022.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2021/2022 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

In accordance with Education Code Sections 85230-85233, the Board of Trustees may choose to delegate authority to sign contracts and agreements on behalf of the District. Historically the Mendocino-Lake Community College District Board of Trustees has delegated such authority to the Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services, the Vice President of Academic Affairs, and the Vice President of Student Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as provided on the attached compilation.

Contract/Agreement	Income or <Expense>	Responsible VP
<p><u>Butte-Glenn Community College District</u> August 23, 2021 through June 30, 2022 <i>Pacific Gas & Electric Company Utility Line Clearance Arborist Training Project.</i></p>	\$58,000	Debra Polak
<p><u>Concentric Sky</u> September 22, 2021 to February 26, 2022 <i>Program Pathways Mapper College Onboarding Project.</i></p>	<\$50,000>	Debra Polak
<p><u>New Cingular Wireless PCS, LLC</u> July 19, 2021 to July 19, 2026 <i>License agreement to allow Cingular/AT&T to install small cell sites (microcells) on the Ukiah Campus to improve cellular phone coverage for students and staff at the site. All costs will be covered by Cingular/AT&T.</i></p>	\$0	Eileen Cichocki
<p><u>Ready Education, Inc.</u> September 24, 2021 to September 24, 2023 <i>Integrated product and service enabling student organizations to share information with and otherwise communicate with their university or college; and provide students with access to information, activities, communities, and/or other products and services via a mobile interface/application.</i></p>	<\$54,300> year 1 <\$49,300> year 2	Ulises Velasco
<p><u>Shasta-Tehama-Trinity Joint Community College</u> July 1, 2021 to June 30, 2022 <i>Sustain effective program related strategies to serve formerly incarcerated students.</i></p>	\$25,000	Debra Polak

SUBJECT: 2021/22 DISTRICT PRIORITIES

SYNOPSIS:

Establishment of the 2021/22 District Priorities

RECOMMENDATION:

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

ANALYSIS:

The 2020/21 District Priorities as established by the Board of Trustees were used as a template for the attached draft priorities for the 2021/22 year. The change made from the 2020/21 priorities reflects the college's commitment to support sustainable and resilient practices and to create a supportive and collaborative 21st century learning environment. Included is a document highlighting activities completed in support of the 2019/20 District Priorities.

Reference Board Policy 2200, Board Duties and Responsibility

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby establish the 2021/22 District Priorities as presented.

SUBJECT: MENDOCINO-LAKE ADULT AND CAREER EDUCATION CONSORTIUM

SYNOPSIS:

Board of Trustees consideration of a resolution concerning the Mendocino-Lake Adult and Career Education (MLACE) Consortium is requested.

RECOMMENDATION:

The Superintendent/President recommends adoption of the proposed resolution.

ANALYSIS:

Mendocino College is a member of MLACE, an adult education regional consortium whose goal is to provide adults seamless and integrated educational and career pathways and services. Resolution 10-21-02 authorizes Monica Flores and Sarah Walsh as two additional voting members from the District to serve on the MLACE Consortium.

Board Policy 2430 – Delegation of Authority to the Superintendent/President

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 10-21-01 – Designation of District Representatives.

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

RESOLUTION 10-21-02

**DESIGNATION OF DISTRICT REPRESENTATIVES TO
MENDOCINO-LAKE ADULT AND CAREER EDUCATION (MLACE) CONSORTIUM**

WHEREAS, Mendocino-Lake Community College District is a member of the Mendocino Lake Adult and Career Education Consortium; and

WHEREAS, Mendocino Lake Adult and Career Education Consortium allow each member district to have two voting members;

NOW, THEREFORE BE IT RESOLVED, that Monica Flores and Sarah Walsh are hereby approved as the official voting members from this member district to attend and vote at the Mendocino Lake Adult and Career Education Consortium meetings.

ADOPTED this 13th day of October, 2021.

TeMashio Anderson _____
Marie Myers _____
Noel O'Neal _____
John Tomkins _____

Xochilt Martinez _____
Ed Nickerman _____
Robert Jason Pinoli _____

AYES ____ NAYES ____ ABSTENTIONS ____ ABSENT ____

Clerk, Board of Trustees
Mendocino-Lake Community College District

ATTEST:

Timothy Karas, Secretary
Board of Trustees
Mendocino-Lake Community College District

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 ongoing COVID pandemic has created unique challenges to be responsive to the changing conditions. Board action is required to implement vaccination/testing requirements for employee and/or students. The mandates in place for California State employees announced by the Governor do not apply to community colleges. The State Chancellor Office does not have the authority to require or implement vaccination/testing mandates. The authority rests with each local community college district. There are no Education Code or Regulations enacted to guide or require vaccination/testing mandates; nor is there local public health order requiring vaccination/testing mandates. The current local health order requires indoor masking regardless of vaccination statues. The district complies with the local health orders.

To respond to the increasing cases of COVID in Mendocino and Lake Counties, with both counties classified in the Center of Disease Control (CDC) high community transmission category. Two board policies have been drafted for review as a first read. The two policies are in Chapter 2 of the Board Policy manual. This chapter was chosen because, without a legal template from CCLC, Educational Code, Title 5 Regulations, or other specific legal directives the Board needs to exercise its authority in a measured and precise manner.

Approximately, 37 districts out of 73 community college districts are considering/implementing vaccination/testing mandates. Without a board policy template from CCLC or other regulatory agencies, we reviewed policies developed by other districts that have internal and external legal services. In the future, policy templates may come that embed items related to COVID-19 in existing policies, such as, *communicable diseases*.

Board Policy 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Employees – This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President’s Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

Board Policy 2901 – SARS-COV-2 (COVID-19) Vaccination Requirement - Students –
This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President’s Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board Policy 2900 and Board Policy 2901 as presented.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

At the Foundation Board of Directors meeting on Tuesday, October 5th, the Board of Directors approved \$10,000 for the Student Emergency Fund for non-COVID related emergencies. Students can contact Kris Bartolomei (kbartolo@mendocino.edu) to get information on accessing funds.

Welcome the Friends of the Mendocino College Veterans and Dependents affiliate! The Board of Directors approved the creation of the affiliate at their meeting on Tuesday, October 5th.

The Foundation's Fall newsletter has been distributed via mail and on the website. It can be viewed here: <https://foundation.mendocino.edu/newsletters/>. Please contact the Foundation Office if you would like to be added to the mailing list for our next mailing.

All documents and backup have been completed and sent for the 20/21 Foundation audit. A draft will be available in mid-November with a final draft provided in December.

The Foundation continues to conduct outreach to AAFG recipients to take advantage of their AAFG scholarships for attending Mendocino College or completing HS graduation.

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 beginning production. The appeal letter will be distributed in early/mid-November.

The next Foundation Board of Directors meeting will be held on Tuesday, December 7th via zoom. The Foundation Board of Directors and committees will stay via zoom through the end of 2021.

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:

The Academic Senate continues to focus on the California Community Colleges *Call to Action*, including advancing the findings of the *Vision for Success Diversity, Equity and Inclusion Task Force, 2020 Report (DEI)*. The report addresses the need for wide-scale institutional reforms in order to close achievement and equity gaps. The DEI Integrated Plan calls for integrating “diversity, equity and inclusion into the *Vision for Success*”. This year the Academic Senate will continue to do our part to continue improving educational achievement and social mobility for our students.

The Academic Senate is taking steps towards incorporating the *Diversity Strategies* and *Best Practices* outlined in the DEI report into the work of all our committees. Our goal is to acknowledge those strategies and practices that are already part of the committee actions and processes, and to develop those not in place. There is at least one senator on each of the key decision-making committees. We plan to use this platform to advance our local DEI work.

Classified Senate:

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

Please see attached survey results from Full Time Classified Staff and STNC Classified Staff regarding vaccination mandates at MLCCD.

Classified Leadership goals for this term are to increase Classified Staff participation on campus committees and Professional Development opportunities. Guided Pathways Leadership committee is paying for 8 Classified Staff from a variety of departments to attend:

Strengthening Student Success Conference (Virtual)
Leading with Clarity, Determination, and Purpose
Wednesday-Friday
October 13th-October 15th
9am-3pm

The Strengthening Student Success Conference will provide California Community College Professionals the opportunity to increase leadership skills, advance equity efforts, improve institutional effectiveness, and more. The conference has been designed to build connections with

colleagues, promote interactive learning, and grant insight to student perspectives through Student Panel Discussions.

Attendees of this three-day virtual conference will gain a deepened understanding of the issues that influence student success at California Community Colleges. Attendees will also learn practical and evidence-based examples of how college staff can optimize student success. We will learn to leverage our synergistic capacity to lead positive change at Mendocino College.

Classified Staff who attend will report back to their prospective departments and help incorporate what they have learned. This is a chance for classified to effectively "Lead From the Middle" and will provide them a sense of leadership they can take pride in. It will further align with our campus Guided Pathways work of securing more campus buy-in/awareness to keep the momentum of Guided Pathways going as the funding fades away.

The Classified Senate is appreciative of the support from Guided Pathways and Superintendent Karas in providing professional development opportunities for classified professionals.

Management/Supervisory/Confidential:

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

The Management Team met on September 28th 2021, and discussed the following agenda items:

- Management will support this year's annual Classified fund raiser. Team members will be emailed reminders to contribute to the fund raiser, all donations will be received by the end of November.
- Mendocino College Mission Vision and Value statement edits were reviewed.
- The Covid survey used by various groups across the campus was distributed and completed by the Management Team. There were 26 responses received to the four questions and the results are listed below.
- The campus wide implementation of QLess, an online software platform, allowing social distancing while still serving students, is ready to use in all Student Support areas.
- The ConexED, Cranium Café online tutoring platform has been successfully on-boarded by MESA and the Learning Center.

There were a total of 26 responses received from the Covid survey distributed to the Management group. The survey questions and corresponding results are as follows:

Please select one of the following that best represents your support:

- I support a mandatory vaccine for all faculty, staff and students going onto the Ukiah campus, and/or the centers. (11 votes received – 42%)
- I support a mandatory vaccine for all faculty, staff and students going onto the Ukiah campus, or the centers, with the ability to opt out by providing proof of regularly scheduled testing and negative test results. (13 votes received – 50%)
- I support a vaccine mandate for employees working on-site, but not for students. (0 votes received – 0%)
- I do not support a vaccination mandate requirement. (2 votes received – 8%)

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

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.

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 November 2021 Board meeting.

SUBJECT: DECENNIAL REDISTRICTING

SYNOPSIS:

A redistricting report is submitted as information.

ANALYSIS:

Issue

The decennial census marks the time for certain local government entities to redistrict, including community college districts. The Mendocino-Lake Community College District (MLCCD) is subject to mandatory redistricting pursuant to Education Code 5019.5. If the MLCCD does not redistrict before March 1, 2022, the county committee on school re-organization is required to redistrict by April 30, 2022.

Background

California Community College District governing boards are subject to the federal Voting Rights Act and the one person, one vote principle of the Fourteenth Amendment of the U.S. Constitution. The Voting Rights Act prohibits electoral systems that deny or abridge the voting rights of protected racial and language minority groups. The one person, one vote principle requires that governing board member districts be as equal in population as possible and that election systems that are at-large meet the one person, one vote test. In the MLCCD, the trustees are required to be residents of particular trustee areas and their districts must meet the requirements of the Voting Rights Act.

The results of the 2020 census will soon be available. Because of the decennial nature of the census, we have been reminded that K-12, community college districts and county boards (school agencies) that are divided into trustee areas, or that are considering changing over to them, should be aware of their duties under Education Code § 5019.5.

This section requires school agencies that are divided into trustee areas (by which individual trustees are elected by the registered voters within that area) to adjust the boundaries of those trustee areas consistent with the results of the most recent census. Boundaries need to be adjusted to satisfy at least one of the following conditions:¹

- a) The population of each area is, as nearly may be, the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board. For example, if a district has five trustees and elects one trustee from each of five trustee areas, each district should have approximately one-fifth of the total population in each trustee area; or
- b) The population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas. The general guideline is that the largest trustee area should be no more than 10% more populous than the smallest trustee area in the

district, although districts should, to the greatest extent practicable, try to make the trustee areas as close in size by population as possible.

Process*

MLCCD is working with the Mendocino County planning demographer to ensure voting rights to protected racial and language minority groups; and that the seven trustee areas in the MLCCD are as equal in population as possible.

This will be the first comprehensive redistricting since the previous census in 2011. This process will be the final step in the incorporation of the former College of the Redwoods territory to MLCCD. Due to the census cycle, a comprehensive redistricting process was not conducted in 2017.

Trustee Area Example

District population 100,000 divided by 7 areas equals 14,300 per trustee area. With the transfer of territory from the Redwood District, there are currently trustee areas exceeding 23,000 people.

¹ *Section 5019.5 states “the governing board of each school district or community college district....shall adjust the boundaries of any or all of the trustee areas of the district so that one or both of the following conditions are met.”*

ITEM NO: 9.1
DATE: October 13, 2021

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

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