

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

October 14, 2020 – 4:00 PM

Zoom meeting information: [October 14, 2020 zoom meeting link](#)

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

Meeting ID: 961 2579 5633

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 9, 2020.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

2. CLOSED SESSION

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

3. 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 approve Employment – Classified
Recommendation to approve the list of classified employees as presented
- 4.5 Consideration to approve Reclassification – Permanent Classified
Recommendation to approve the reclassification of permanent classified employees as presented
- 4.6 Consideration to ratify Resignation – Faculty
Recommendation to ratify the faculty resignation as presented

5. Other Items

- 5.1 Donations
Recommendation to accept the donated items as presented
- 5.2 Academic Calendar
Recommendation to adopt the 2021/2022 academic calendar

6. PUBLIC HEARING ON THE PROPOSED ADOPTED BUDGET

7. ACTION ITEMS

- 7.1 2020/21 Adopted Budget
Recommendation to adopt the 2020/21 budget as presented
- 7.2 2020/21 District Priorities
Recommendation to establish of the 2020/21 District Priorities as presented
- 7.3 Contracts and Agreements – Quarterly Ratification
Recommendation to ratify the contracts and agreements as presented

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

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 18, 2020, 4:00 PM, via ZOOM*

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, September 9, 2020 using ZOOM remote meeting technology.

GENERAL MATTERS

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

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	arrived at 4:12 PM
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	

Secretary Timothy Karas, Superintendent/President

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

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

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

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

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

Approval of Minutes M/S (Tomkins/Nickerman) to approve the minutes of the regular board meeting held on August 12, 2020 as presented. The matter was approved with the following vote:

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

Absent Anderson

*Public Comments on
Closed Session Items*

- There were no comments from the public at this time.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating items 2.2, and 2.3 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 4:31 PM with Board President Pinoli reporting the following action taken in closed session: On Item #2.2, the Board voted unanimously 7-0 to reject Mr. Tripp's claim and directed Administration to issue a Notice of Claim Rejection to Mr. Tripp. There was no action taken on Item 2.3.

Public Comments

- There were no comments from the public.

PRESIDENT AND ADMINISTRATION REPORT

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

S/P Karas highlighted the following areas from the report:

Late January of 2020 we were lucky enough to receive a \$1,000,000 grant from the state to use for our construction program. We have since recruited and hired a full time faculty coordinator for this program who is currently working at getting the program up and running. He is also meeting with community members and the different K-12 schools in our district. In addition, there will be a new noncredit certificate coming forward as part of this program. Coordinator Woodhouse is also working to develop a list of any equipment needs as well as reviewing possible facilities for the program. Since our woodworking program has slowed considerably during the current pandemic, he is also utilizing the expertise of staff from that program to help move the construction program forward.

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

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

Personnel

Consideration to approve the personnel list – Short-Term Non Continuing (STNC) Employees

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

Consideration to approve the personnel list – Part-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting 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 Classified Administrator Contract

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Classified Administrator contract for Euline Olinger, Program Manager – ML ACE as presented.

Disabled Student Programs and Services

A presentation on the Disabled Student Programs and Services was presented by Nicholas Wright, Coordinator/Counselor for the Disability Resource Center.

Overall headcount reflects a 30% increase between 2015-16 to 2019-20 from 285 to 371 students. This increase began in the 2017-18 year which is also the timeframe of when a program coordinator was again in place. Once the new program coordinator was in place, we began leveraging more resources available in our community such as Redwood Coast Regional Center. The Department of Rehabilitation also refers students to our programs as well as the referrals we receive from many other organizations in our community.

The annual headcount in the program typically has less students in the fall semester than in the spring. The spring 2020 semester does reflect a lower number than the fall which we feel is likely due to our transition to online learning.

There are many categories of disability for which students schedule appointments for services. Mental health appointments lead in the number of appointments made followed by learning disabilities. There were a total of 1,048 appointments made for students with disabilities during the 2019-20 school year. This number is up from 930 appointments made in the 2018-19 year.

Funding is coordinated with the weighted student count but is also determined by how much the college invests in supporting the program.

The semester to semester retention rate in the program is currently at an average of 83%. Coordinator/Counselor Wright shared that there is a

collaboration across the campus from instructional faculty through the administration which reflects the support these students receive.

Historical success rates have hovered consistently between 62% - 71%.

Highlights from the spring 2020 semester show 57% of the students in the program are female. Ethnicity of the students reflects predominately white students (60.4%) followed by Hispanic students (25.74%), Native American students (6.93%), Asian students (2.97%) and African American students (1.98%). The program saw 20 graduates with 23 associate degrees and 11 certificates awarded in 2020.

Many students in the program achieve certificates plus many are pursuing associate degrees. The program also offers many non-credit classes including those in personal care such as cooking, etc. The top majors in the program tend to be those in helping professions such as child development or human services.

Trustees asked the following questions regarding the presentation:

Trustee Martinez stated she didn't realize we were engaging with so many different areas of the community but asked why we are seeing few representatives from the various ethnicities. Coordinator/Counselor Wright stated one theory is it may be related to a cultural stigma. We try to work with all agencies in our area especially those entities supporting various ethnicities. Getting people of color through the door is our real challenge. Various agencies in our community also contribute toward funding for the program as well as providing assistance for those students who need specialized services in order to attend classes.

Trustee Anderson said he was happy to see the various partnerships involved as well as the retention rates and the percentages for each of the degrees and/or certificates. He was also interested in the number of Native American students participating in the program especially in regard to how much of the overall funding those students receive.

Trustee Myers added it was a wonderful presentation and is an excellent program.

Trustee Nickerman stated he is impressed with everything the program has done and continues to do.

Trustee O'Neal noted the largest population reflects those with behavioral health issues. What kind of support do they receive if their issues are currently under control but resurface if the student is under stress? Coordinator/Counselor Wright informed the board a more in-depth interview would take place which would ask specific questions regarding their specific issues and how they could be addressed should they arise.

Trustee Tomkins asked about the ID (Intellectual Disability) category. What is

it and how does it work? Coordinator/Counselor Wright informed the board this category used to be referred to as mentally retarded. The criteria for this category is someone who has an IQ of less than 70 and are limited in 2 of the 3 adaptive behaviors which include caring for one's self, remembering to take meds, etc. The challenge for these students begins at birth and will most likely be a lifelong need. They are definitely enrolled as college students but participate in basic skills courses. Such courses may include helping students to write their name but may also be focused on the skills needed to live in the community or engage in a working environment. We receive a certain level of funding for these students.

Trustee Pinoli thanked Coordinator/Counselor Wright for the presentation and very much appreciates the passion he brings to his work.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who stated she had nothing additional to add.

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

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

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill. She highlighted the upcoming faculty lecture which will feature Phil Warf, Professor of Political Science presenting on Voter Suppression and Gerrymandering. This lecture will take place on October 6th with more information to come the next few weeks. This will be the first of a series of faculty lectures which will cover various topics throughout the year.

Classified Senate

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

Management Team

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

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked the staff for all their hard work and dedication to the community.

Trustee Martinez expressed her thanks to everyone. She also mentioned the

Trustee webinars conducted by the Community College League of California (CCLC) held on Thursdays at noon which are very informative and could be of benefit to all the trustees.

Trustee Myers thanked Superintendent/President Karas especially in light of the COVID-19 situation.

Trustee Nickerman shared the experience of a couple of his grandchildren who were experiencing difficulties trying to register for classes at Yuba College. He asked if they could register at Mendocino College to which he heard a resounding yes. We will take any students wanting to attend Mendocino College.

Trustee O'Neill added his praise for all the good work being done.

Trustee Tomkins thanked Superintendent/President Karas for his address to the Friends of the Lake County Center and added it was very well received. He would also like to have a presentation on Advisory Committees

Trustee Pinoli also added his thanks to everyone during these unprecedented times.

Future Agenda Items The current list of future agenda items includes:

- Diversity training for Board members
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- General information about advisory committees
- A workshop or presentation on the next phase plans for the three centers
- Additional information on the Coastal Field Station programs
- A virtual planning retreat for the Trustees with representatives from all three constituent groups present

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:35 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

My report will highlight student successes and updates on many programs and the excellent work being done by our administrative service, student service and instructional areas.

One of my highlights from the last month has been a tour of the Coast Center in Fort Bragg. I have now visited all three centers in MLCCD, Lake, North County, and the Coast. I want to give a special thanks to Dean Amanda Xu, VPI Debra Polak, and the center staff for providing me a tour and information on the phenomenal work being done at our centers. I look forward to visiting the remaining instructional sites in Covelo, Anderson Valley, and the Coastal Field Station in the coming months.

I have begun meeting with individuals on the Mendocino College Foundation Board of Directors. I enjoyed a conversation over coffee with Travis Scott and Mark DeMuelenaere. I look forward to meeting more directors over the coming months.

Faculty Evaluations

Full-time tenure track faculty members and many adjuncts are scheduled for their regular teaching evaluations this fall semester. Given that all of these evaluations will be for online classes, many of them taught by instructors new to that medium, the instructional Deans have been working with faculty to make sure that this remains a useful and constructive process for all involved. On Wednesday, September 30, Full time faculty members David Pai and Nicholas Petti led a training for full-time faculty on how to approach online evaluations. Full-time faculty member Neeka Aguirre added resources for full and part-time instructors to the Faculty Helping Faculty canvas page. On Friday, October 2, the instructional Deans held an informal meeting with adjunct faculty to discuss the evaluation process. As always, the evaluation process should remain collaborative and focused on celebrating positive achievements and providing constructive feedback to facilitate a better student experience.

Career Education

Recently at the California Community College Adult Occupational Education (CCCAOE) virtual state Fall 2020 conference, Vice Chancellor Sheneui Weber presented updates on the state legislated Vision for Success programs. This workforce development funding has provided over one billion dollars for Strong Workforce program development over the past four years to the Community College Districts in California. Our District has funded 74 individual Career Education projects during this time, ranging from regional projects like the Physical Therapist Assistant, Public Safety and Child Development programs to local projects like the Nursing DSN, Computer Science, Agriculture, Business, Culinary Arts, Digital Arts and Media, Wildland Fire Academy and Career Center. Vice Chancellor Weber described program strategies that produced Career Pathways, Regional Partnerships, Earn & Learn programs and Industry driven integrated delivery systems that have strengthened our workforce development partnerships locally and regionally. Several of our Career Education staff and faculty will be attending this professional development conference that is virtually presented throughout the month of October.

Centers

With a largely online Fall and Spring, on ground courses at the Centers are sparse. However, with county health precautions in place, the **Mendocino College Coast Center's** Krenov School of Fine Woodworking is moving forward with a truncated version of their program on ground. Set to begin in late October, 10 students, down from a traditional 23, will commence a program similar to our summer offerings. The Fine Woodworking program is excited to be able to offer this hands-on experience to their students. **The North County Center** currently has no courses scheduled on the ground, but continues to support students with a safe space to study and access internet. The HEP program is also working with the North County Center to offer limited HiSET testing, an opportunity they plan to expand to our other Centers. Supported through our North County Center, our **Covelo Educational Site** has had to make the difficult decision to temporarily close in light of a surge in COVID-19 cases in the region. However, student support continues remotely, and WiFi access remains a resource utilized by the community at the site's parking lot. The **Lake Center** would like to acknowledge Center Assistant Denise Solgat who was recently recognized as the California Fifth Congressional District's 2020 "Angel in Adoption" for her dedication to adoption and supporting children in the foster care system. A full press release is available on our website. All three Centers are also currently working with our 12 high school partners to schedule dual enrollment courses for Spring. For yet another term, even during the pandemic, dual enrollment courses are expanding at many of our sites.

Financial Aid

With the 2021-22 Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (CADAA) available as of October 1, the financial aid staff has begun their yearly outreach to all high schools in our district. Starting with Mendocino High School on October 6, staff will host virtual workshops to provide students with information on financial aid and scholarships and assist with submitting their FAFSA or Dream Act applications. In total, financial aid staff will visit 18 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 (maintaining necessary precautions) to assist students who need additional assistance with completing the 2021-22 FAFSA and CA Dream Act Applications. Preparations for in-person workshops are under development and will adhere to the safety and social distancing measures used earlier in the fall semester.

EOPS/CARE

EOPS staff will be doing another drive-thru kick-off event for students to pick up their "Tools for School" and for CARE students to pick up their meal/gas cards. This event will be held at the Ukiah campus on October 13 between the hours of 10 a.m. and 12 p.m. and again between 2 p.m. and 4 p.m. This follow up event provides new EOPS/CARE students or students who couldn't previously participate to receive their materials for the semester.

Transfer Application Workshops

Mendocino College is hosting virtual transfer application workshops for all students via Zoom. The workshops are scheduled for Friday, October 9. The UC application workshop will be at 9:30 a.m. and the CSU application workshop at 11 a.m. These sessions, developed by EOPS staff, were promoted to all students interested in transferring. This information is vitally important as they start the process of continuing their education at a four-year institution.

College Assistance Migrant Program (CAMP)

CAMP staff, Counselor Maria Avina and Program Manager Dr. Mariana Martinez, participated in the recent Office of Migrant Education (OME) 3-day virtual conference. They received

updates regarding CAMP from the national level. OME is collecting data regarding HEP-CAMP issues being faced by their students due to the pandemic to be able to present to the US Department of Education. Programs across the country are struggling with recruitment and retention due to the remote learning environment followed at most higher education institutions. As a result, Dr. Martinez met with two other CAMP directors to discuss outreach and recruitment strategies. To facilitate the outreach/recruitment process, Dr. Martinez CAMP has been in communication with Migrant Ed and Academic Talent Search to continue sharing that CAMP is still recruiting. They are collaborating on possibility doing presentations at their monthly parent meetings.

Latinx Heritage Month Celebration

CAMP hosted a number of workshops in celebration of Latinx Heritage Month. The workshops included presentations by local elected officials, podcast hosts, and a counselor. The last workshop is a fun activity scheduled for October 14. It will be a game of Loteria to promote student connectedness and engagement.

Progress Reports and Check-In Survey

First Year Institute (FYI) students are required to submit one progress report for semester. This Fall, students are able to complete a self-reporting form through a Microsoft Office form online; they will then meet with the FYI counselor via phone or video chat to review the form and talk about success strategies as needed. We expect the progress report/meeting process to be completed in October and are working hard to catch students who are struggling prior to them reaching a point where they can no longer catch up on their classes. Additionally, we invited all FYI students to complete a Check-in survey in September in an attempt to keep them connected and reporting back on their needs. We had about 50 students reply to the survey and are continuing to follow up with needs reported including help with completing financial aid, textbooks, hot spots, Chromebooks & counseling appointments. This was an effective way of reaching students who had previously not requested support from the program after the beginning of the semester.

Student Success Workshops and Zoom Support Sessions

FYI Counselor Brenda Estrada is holding a series of workshops for students around the topics of Time Management, Stress Management, transfer options and other topics as students express needs/interest. Additionally, FYI offers daily zoom support sessions at 2 p.m. & 7 p.m. for students who have questions or need support with their classes this semester. This information has been shared with students to encourage participation.

Counseling Update

The rush and challenge of addressing students requests to see a counselor in preparation for the Fall 2020 semester is behind us. However, counselors are now receiving Early Alert notices from instructors regarding student academic and/or personal challenges impeding course success. Counselors are responding to these notices, in-reaching to students, connecting them to support and resources. Moving forward, the Counseling Department will reflect on changes and adjustments brought on our current online learning environment. Efforts have been deployed, such as an online student survey, email, text, and personal phone calls to connect with students.

Internal Communication

The value of internal communication among the department extends interdepartmental. Counselors made a presentation at the recent Faculty meeting. The presentation was an overview on the transition of counseling services from in person to remote counseling.

Counselors Emily Hashemian and Fernando Calderon prepared a PowerPoint presentation explaining the challenges, the adjustments, changes, training and various modalities utilized in the Counseling Office to serve students. They also provided a demonstration on Cranium Café. Academic Senate President Indermill commented on the presentation, “Thank for a great overview of the heroic counseling efforts going on to help support students. Cranium Café is much cooler than I thought!”

CalFresh Update

Our CalFresh Outreach efforts have begun using the AdmitHub tool to connect with needy and eligible students with great success. The CalFresh team has submitted a proposal to extend the current grant for three additional years. Our initial grant funding was \$8,000 annually, and during this three year cycle the funding has increased. If approved and funded for the next three-year cycle, starting 10/21 – 10/24, it will be for \$100,000 annually.

Educational Broadband Services

For decades, the college has held a license for a 2.5GHz spectrum through the Federal Communications Commission (FCC). The Educational Broadband Services (EBS) was originally set up for schools and colleges to broadcast its courses via television. As technology has changed over time, the FCC began allowing institutions to sell or lease their spectrum for commercial uses. From time to time, the college has checked the market to see if it is advantageous to sell or lease our spectrum rights to telecommunications service providers. The college has engaged legal counsel and is utilizing a consultant to solicit offers to purchase or lease our EBS spectrum.

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Gonzalez-Hernandez	Sandra	Administrative Assistant I	Student Services	10/15/2020	12/31/2020

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

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2020 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 2020 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY FALL 2020 SEMESTER		
Name	Position	Location
Moroni, Hope	Nursing - Registered Nursing (Substitute)	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. 702) The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Hancock, Mark D.	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	10/15/2020 - 6/30/2021
Shoemaker, Richard	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	10/15/2020 - 6/30/2021

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a Center Assistant (Lake Center) and Library Specialist

RECOMMENDATION:

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

ANALYSIS:

Machiko Shimada

Center Assistant (Lake Center)

Range 25/Step 1

Effective: October 15, 2020-December 31, 2020

12 month at 32 hours/week

Effective: January 1, 2021

12 month at 40 hours/week

Madison Menlove

Library Specialist

Range 25/Step 1

Effective: November 1, 2020

12 month/40 hours per week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Machiko Shimada, Center Assistant, effective October 15, 2020, and Madison Menlove, effective November 1, 2020; pending receipt of all necessary employment eligibility requirements.

SUBJECT: RECLASSIFICATION – PERMANENT CLASSIFIED

SYNOPSIS:

Per the Classified CBA Article 23.2; a permanent Classified member may initiate a classification review of their position by February 1 of each year. The request is reviewed by the supervisor, appropriate Vice President, and a third party consultant to determine if a reclassification of title and/or salary range is appropriate.

RECOMMENDATION:

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

ANALYSIS:

Upon conclusion of the review process; the position of Instructional Assistant – Fine Woodworking at salary range 24 is recommended to be reclassified to “Fine Woodworking Technician” at salary range 26.

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 position of Instructional Assistant – Fine Woodworking (Range 24) to Fine Woodworking Technician (Range 26), retroactively effective July 1, 2020.

SUBJECT: RESIGNATION– FACULTY

SYNOPSIS:

Resignation - Faculty

RECOMMENDATION:

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

ANALYSIS:

Kim Swift
Instructor - Nursing
Effective: December 31, 2020

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Kim Swift, Instructor - Nursing effective December 31, 2020.

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2004 Toyota Corolla donated by Jennifer Riddell

2006 Ford Econoline e250 donated by Bon Appetit Management Company

Automotive tools donated by Ronald Hunt, Ph.D

RECOMMENDATION:

The Superintendent/President recommends acceptance of these donations.

ANALYSIS:

The 2004 Toyota Corolla automobile is being donated to Mendocino College for the Auto Tech Club. It will be used for lab activities, components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for ongoing auto students and for purchase of automotive tools and supplies.

The 2006 Ford Econoline e250 van is being donated to the Culinary Arts Program to transport food to the college centers and local organizations for catered events. The CAM Program and the Foundation are also developing an initiative to feed food insecure/un-housed/otherwise vulnerable students by preparing and delivering meals to those students.

The automotive tools will be used in the Automotive Technology Department.

A thank you letter will be sent to each donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donations to Mendocino College by Jennifer Riddell, Bon Appetit Management Company, and Ronald Hunt, Ph.D.

SUBJECT: ACADEMIC CALENDAR

SYNOPSIS:

Board of Trustees adoption of the 2021/2022 Academic Calendar

RECOMMENDATION:

The Superintendent/President recommends adoption of the 2021/2022 Academic Calendar.

ANALYSIS:

The 2021/2022 calendar approximates previous calendars. Holidays and the 175-day instruction schedule are directed by the Chancellor's Office.

The 2021/2022 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 PPAC members unanimously recommended to the Superintendent/President that the attached calendar be adopted as the academic calendar for the 2021/2022 year.

Reference Board Policy 4010, Academic Calendar

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts the 2021/2022 Academic Calendar as presented.

MENDOCINO COLLEGE ACADEMIC CALENDAR 2021-2022

June

7 Summer session begins

July

5 Holiday – Independence Day (Observance)

29 Summer session ends

August

13 Inservice Day (No classes)

16 Fall Semester begins

23 Instructor permission required to add semester-length classes

27 Add and Refund deadline for semester-length classes
(Petition required after this date to add)

September

6 Holiday - Labor Day

24 Non-holiday Observance of Native American Day

November

11 Holiday – Veterans Day

12 Deadline to apply for Fall graduation

25-26 Holiday - Thanksgiving

December

10 Fall Semester ends

13-31 Winter Break

January

1-7 Winter Break Continues

14 Inservice Day (no classes)

17 Holiday - Martin Luther King Jr. Day

18 Spring Semester begins

24 Instructor permission required to add semester length classes

28 Add and Refund deadline for semester-length classes
(Petition required after this date to add)

February

18 Holiday - Lincoln Day

21 Holiday - Washington Day

March

12 Instructional Day

31 Non-holiday Observance of Cesar Chavez Day

April

11-15 Spring Break

May

20 Spring Semester ends

20 Commencement

30 Holiday – Memorial Day

June **

6 Summer session begins

July **

4 Holiday – Independence Day (Observance)

28 Summer Session Ends

Full-Semester-Length Class Deadlines

Fall semester

Refund August 27	January 28
Add August 27	January 28
Drop w/o W August 27	January 28
Pass/No Pass September 17	February 17
Drop w/ W November 12	April 22

Spring semester

For Summer Session and Short-Term classes,
dates are calculated by the variables below:

Refund 10% of course length
Add 20% of course length
Drop w/o W 20% of course length
Pass/No Pass 30% of course length
Drop w/ W 75% of course length

JUNE 2021

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2022

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2021

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2022

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

AUGUST 2021

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2022

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2022

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2021

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2022

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2021

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE 2022**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2021

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2022**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

LEGEND:

FALL: 81 Instructional Days

SPRING: 83 Instructional Days

△ Mandatory Flex Days (Plus 9 individual Flex days)

○ Holidays

⊗ Local Holidays

└ Semester begins

└ Semester ends

■ Winter & Spring Breaks

▬ No classes

☆ Instructional Day

** Provided as information only. These dates are part of the 2022-23 calendar year and are subject to change.

Drafted 07/28/2020

SUBJECT: 2020/21 ADOPTED BUDGET

SYNOPSIS:

Board of Trustees adoption of the proposed 2020/21 Adopted Budget.

A public hearing on the proposed 2020/21 Adopted Budget will be held on October 14, 2020 at the regular Board of Trustees meeting.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2020/21 Adopted Budget for the Mendocino-Lake Community College District Unrestricted General Fund, Restricted General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments "A" through "I". The Superintendent/President also recommends that Proposition 30 funds, estimated to total \$3,012,483 for 2020/21, be spent on salaries and benefits for instructional activities.

ANALYSIS:

California community college districts are required to adopt final budgets for the current fiscal year and file those adopted budgets with the County Superintendent of Schools and the Community College Chancellor by September 15 of each year. Due to the COVID-19 pandemic and subsequent economic recession, the deadline was extended to October 31, 2020 for this year. The attached Adopted Budget reflects the best estimates of current year revenue and expenditures known at the time of submission.

The COVID-19 pandemic has dramatically affected the economy at the national, state, and local levels. The State of California was projecting a \$6 billion surplus in January 2020 and is now facing a \$54 billion deficit. While the Governor's May Revise proposed to cut community college funding by 8%, the final budget that the State enacted in June preserved community college budgets at 2019/20 levels. This was very good news for this fiscal year. The Tentative Budget presented to the Board in June showed the devastating affects an 8% reduction would have to the College budget. That budget included a \$1.9 million loss of revenue, a budget with \$3 million in deficit spending, and using half of the General Fund reserves in a single year.

However, in lieu of budget cuts to community colleges, the enacted budget included an unprecedented level (\$1.5 billion) in cash deferrals. This will result in the delay of \$5.2 million of cash due to Mendocino College in February through June of this fiscal year into July through November of next fiscal year. This creates a cash flow challenge for the College. Administration is still developing cash flow projections and will bring borrowing options to the Board if necessary.

While cash deferrals are better than cuts to funding, deferrals eventually need to be addressed in subsequent years. Absent of a quick economic recovery, 2021/22 will likely be a very difficult budget year. The Planning and Budgeting Committee (PBC) has discussed options to reduce expenditures in 2020/21 and recommended the following expenditure reductions:

- \$350,000 – fewer class sections due to a class schedule primarily online
- \$340,000 – hold on recruiting for permanent positions
- \$265,000 – 25% reduction to supplies and services budgets
- \$234,000 – health benefits savings due to purchasing coverage
- \$200,000 – hiring fewer temporary employees
- \$275,000 – reduced need for sign language interpreting
- \$50,000 – utility savings
- \$50,000 – hold on computer refresh cycle

The above items total \$1.764 million in expenditure reductions and are included in this budget as presented. This budget would be out of balance by this amount without these actions. These proactive steps will put the College in a better position to face the economic unknowns of the coming years. These reductions also help preserve cash to mitigate some of the impact of the cash deferrals on our cash balance.

REVENUE:

The General Fund revenue included herein is based on the most recent 2020/21 fiscal year budget information received from the Chancellor's Office. General Fund unrestricted revenue is projected to total \$25,382,951.

Apportionment Base/Growth/Restoration/Stability

This proposed Adopted Budget assumes that the District will earn apportionment based upon the new Student Centered Funding Formula (SCFF). The SCFF for 2020/21 is based on the following: 70% of apportionment on FTES, 20% on enrollment of low-income students, and 10% on successful student outcomes. The State Budget extended the existing minimum revenue provision of the SCFF specifying that districts will receive at least the 2017/18 total computational revenues (TCR), adjusted by COLA each year, through 2023/24.

Total general apportionment is budgeted at \$23,555,371.

COLA Revenue

The State did not fund the statutorily determined COLA of 2.31%. This results in the College not receiving \$550,000 in funding. In previous recessionary times, the state did not fund statutorily determined COLA and did not fund the lost COLA during good economic times. This has resulted in a loss in purchasing power of 18.09% over time.

Fiscal Year	Statutory COLA due to college from State	Actual COLA funded to college from State
2007/08	4.53%	4.53%
2008/09	5.66%	0.00%
2009/10	5.02%	0.00%
2010/11	-0.38%	0.00%
2011/12	2.24%	0.00%
2012/13	3.24%	0.00%
2013/14	1.57%	1.57%
2014/15	0.85%	0.85%
2015/16	1.02%	1.02%
2016/17	0.00%	0.00%
2017/18	1.56%	1.56%
2018/19	2.71%	2.71%
2019/20	3.26%	3.26%
2020/21	2.31%	0.00%
TOTAL	33.59%	15.50%
<u>Difference:</u>		-18.09%

Education Protection Account

Proposition 30 is the Schools and Local Public Safety Protection Act of 2012 passed in November 2012. Proposition 30 temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) was created in the State General Fund to receive and disburse these temporary tax revenues. The District has sole authority to determine how the funds received from the EPA are spent, estimated by the Chancellor's Office to total \$3,012,483 on the 2020/21 Advance Principal Apportionment, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent as well as record the EPA expenditures annually on the CCFS-311.

Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. Proposition 30 was temporary, the sales tax increase ended in 2016 and the income tax portion was scheduled to terminate at the end of 2018. In 2016, Proposition 55 passed which extended the income tax portion of Proposition 30 to the year 2030.

Enrollment Fees

Enrollment fee of \$46 remains unchanged since the Summer of 2012.

Deficit Factor

This budget includes a deficit factor on general apportionment of 1% or \$238,000. A deficit factor on apportionment is a result of the difference between what the State assumes all 72 colleges will receive for property taxes and enrollment fees and what colleges actually receive. The actual deficit factor for 2019/20 will not be known until February 2021, however, in order to close the books, the College assumed a 1% deficit factor on apportionment based on estimates received from the Chancellor's Office.

EXPENDITURES:

General Fund unrestricted expenditures are projected to total \$25,383,976.

Salaries, Wages, and Benefits:

Projected 2020/21 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$250,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This budget includes a 2% on schedule increase as negotiated with all employee groups. For the first time in many years, all collective bargaining agreements were settled prior to the start of the fiscal year.

This budget includes \$890,000 in salary savings due to the hold on hiring detailed previously and the need for fewer class sections in the current online only delivery of instruction.

The General Fund Budget includes a cost for health benefits of \$1,700 per plan participant per month or \$20,400 per year which is a decrease from the \$1,800 level budgeted in 2019/20. This results in a cost savings of \$234,000. Effective July 1, 2020, the College moved from being self-insured for health benefits to purchasing health benefits. This change will make expenditures for health benefits more stable and predictable.

The proposed Adopted Budget includes a PERS (Public Employees Retirement System) District contribution rate of 20.70% effective July 1, 2020. The 2019/20 contribution rate was 19.721%, an increase in costs of \$11,000 to the Unrestricted General Fund.

The STRS (State Teachers Retirement System) District contribution rate decreased to 16.15% effective July 1, 2020. The 2019/20 rate was 17.1%, a decrease of \$14,000 to the Unrestricted General Fund.

Categorical Programs:

The proposed Adopted Budget for the Restricted General Fund (12) includes approximately 50 categorical programs, totaling over \$13.6 million. Categorical revenues are projected based on information from various state and federal agencies. There are a number of new and increased categorical programs over the past few years including: Hispanic Serving Institution (HSI), California Adult Education Program (CAEP), Equal Employment Opportunity (EEO), Student Equity and Achievement (SEA), and Strong Workforce Program (SWP). There are a few categorical program budgets not yet established for 2020/21 and, therefore, are not included in this proposed Adopted Budget.

Retiree Health Benefits:

The College provides post-employment health care coverage for eligible retired employees and their dependents in accordance with negotiated contracts with the various bargaining units. The College is required by GASB 75 to plan for Other Post Employment Benefit (OPEB) liabilities and disclose the Total OPEB Liability (TOL) in its financial statements. The College contracts with an actuary to estimate the future liability of these benefits. The most recent study conducted August 2020 determined the TOL to be \$5,570,101. In December 2013, PBC reviewed a plan to address the OPEB liability and set aside funds from the Health Benefits Fund in years when that fund ends with a surplus. Based on PBC recommendation the District has set aside \$1,500,218 for the GASB 75 OPEB liability in the Special Reserve Fund, which is 30% of the total TOL.

ENDING BALANCE:

The projected 2020/21 Unrestricted General Fund beginning balance is \$6,465,652 based on unaudited actual revenues and expenditures for 2019/20. Not all accounts are closed for 2019/20, therefore, this amount may change when all accounts are reconciled.

The projected Unrestricted General Fund ending balance is \$6,464,627 or 25.47% of expenditures and transfers, meeting one of the Board of Trustees' budget parameters which requires a minimum 5% reserve and a targeted reserve of 15%. The Board has directed administration to set aside funds to address future STRS/PERS rate increases, this amount is estimated to be \$467,000 and lowers the General Fund reserve to 23.63%.

The most significant factors which could change the complexion of this budget, future budgets, and compliance with Board budget parameters are:

Economy of the State and Nation

The College budget is very dependent on the economy of the State of California. The COVID-19 pandemic has sent the State and nation into a deep recession. It is unknown how severe and long this recession will be, but current projections show it continuing to deteriorate for at least a couple of years. Current estimates indicate that K-14 funding will be short by \$18.5 billion in 2021/22.

Vacant positions

This budget includes a cost savings of approximately \$340,000 due to holding a number of positions vacant. These positions were deemed worthy of filling but are being held due to budget constraints.

Savings as a result of working and teaching remotely

The budget is also benefitting from efficiencies in offering all classes online. This includes fewer class sections (\$350,000), lower sign language interpreting costs (\$275,000) and lower utility costs (\$50,000). The budget for these items will need to be restored when we return to on-ground teaching and working.

STRS/PERS District Rate Increases

The CalSTRS retirement system is not fully funded. Increased rates are necessary to adequately fund the system. STRS has decreased its interest rate assumption on investments which will result in the need for higher contribution rates. STRS rates are set to increase from 16.15% to 18.1% by 2023/24. CalPERS has also lowered its interest rate assumptions and PERS rates are estimated to increase from 20.7% to 26.2% by 2023/24. The College must plan for and set aside ongoing funds to cover the increases that the District will pay to STRS and PERS. At this time the cost increase is estimated to be \$467,000 to the General Fund between 2020/21 and 2023/24. At the direction of the Board, \$467,000 has been designated in the Unrestricted General Fund reserve to address the future cost increases.

BOARD BUDGET PARAMETERS:

1. General Fund Budget Parameters

1.1 Unrestricted Ending Balance -The targeted ending fund balance in the General Fund shall be 15% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%. - **MET**

1.2 Balanced Budget

1.2.1 The General Fund shall have a balanced budget with total ongoing expenditures and transfers not exceeding total ongoing revenues. **MET**

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

2. Health Fund Budget Parameter

2.1 The Health Benefit contribution rate shall be set for the next fiscal year so that total annual contributions equal or exceed projected total health care costs as determined by an analysis of historical trends. -**MET**

OTHER FUND BUDGETS:

The Debt Service Fund Budget (Attachment "B"), was included for the first time in 2009/10 to reflect the debt service payments on the Solar project. This portion of the project was funded by municipal lease bonds and the debt service will be offset by the energy savings from the solar field and PG&E rebates. The transfer from the General Fund is \$278,092 and debt will be paid off in February 2021. At that time, the debt service fund will no longer be necessary, and the funds will be transferred to the Capital Projects Fund for physical plant and information technology projects.

The Child Care Fund Budget (Attachment "C"), reflects a program similar to the 2019/20 program. The transfer from the General Fund in 2019/20 was lower than budgeted due to higher contract earnings. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a General Fund subsidy of \$121,595. Also included are negotiated childcare subsidies for all four constituent groups of \$5,000 for each group, \$20,000 total.

The Capital Projects Fund Budget (Attachment "D"), includes projected revenues and expenditures as well as reserves set aside for capital projects. The proposed budget reflects a transfer in from the General Fund of \$125,000. This transfer is a result of funds made available by the end of debt service as mentioned above.

The Special Reserve Fund Budget (Attachment "E"), includes the reserves for accrued vacations, load banking, and self-insurance (active/retiree/GASB 75 health plan, property, liability, worker's compensation). Accrued vacation is reserved at 25% of the total value of vacation accruals projected as of June 30, 2020. Load banking is reserved at 25% of the book value as of June 30, 2020. The GASB 75 OPEB reserve now totals \$1,500,218.

The Health Fund Budget (Attachment "F"), identifies those monies set aside for payment of health benefits claims incurred while the College was self-funded for health benefits. As of July 1, 2020, the College moved from self-funding to purchasing health benefits coverage for its employees. This fund will be closed when all claims are paid for medical costs incurred through June 30, 2020.

The Student Representation Fee Fund Budget (Attachment "G"), is included to reflect the \$1 per semester that each student pays to support student government here at the College. As of January 1, 2020, an additional \$1 per semester, per student has been collected based on law to support student government at the State level. This additional dollar is not for College use and is paid to the State.

The Student Center Fund Budget (Attachment "H"), is included to reflect the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Center.

The Student Financial Aid Award Projections (Attachment "I"), reflects estimates of Student Financial Aid Awards for 2020/21.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2020/21 Adopted Budget as presented and shown on Attachments A through I:

Attachment A-1	Adopted Unrestricted General Fund Budget, 2020/21
Attachment A-2	Adopted Restricted General Fund Budget, 2020/21
Attachment B	Adopted Debt Service Fund Budget, 2020/21
Attachment C	Adopted Child Care Fund Budget, 2020/21
Attachment D	Adopted Capital Projects Fund Budget, 2020/21
Attachment E	Adopted Special Reserve Fund Budget, 2020/21
Attachment F	Adopted Health Fund Budget, 2020/21
Attachment G	Adopted Student Representation Fee Fund Budget, 2020/21
Attachment H	Adopted Student Center Fund Budget, 2020/21
Attachment I	Adopted Student Financial Aid Award Projections, 2020/21

The Board of Trustees also hereby determines to spend Proposition 30 funding on salaries and benefits for instructional activities.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2020/21**

	2019/20 REVISED BUDGET FUND 11	2019/20 UNAUDITED ACTUALS FUND 11	2020/21 ADOPTED BUDGET FUND 11	
BEGINNING FUND BALANCE	\$ 6,754,373	\$ 6,754,373	\$ 6,465,652	
REVENUE:				
A. Federal	37,500	39,983	37,500	
B. State	13,125,945	13,063,799	13,219,020	
C. Local	12,582,404	13,262,557	12,126,431	
D. Transfer in from Restricted Fund	-	34,338	-	
TOTAL REVENUE	<u>\$ 25,745,849</u>	<u>\$ 26,400,677</u>	<u>\$ 25,382,951</u>	
EXPENDITURES:				
A. Certificated Salaries and Wages	\$ 10,490,635	\$ 10,663,684	\$ 10,380,519	
Classified Salaries and Wages	5,028,161	4,936,991	4,976,806	
Subtotal Salaries and Wages	<u>15,518,796</u>	<u>15,600,675</u>	<u>15,357,325</u>	
Fringe Benefits	6,719,430	7,399,725	6,486,011	
Total Personnel Costs	<u>22,238,226</u>	<u>23,000,400</u>	<u>21,843,336</u>	
B. Supplies	759,099	456,488	458,152	
C. Contractual Services	2,960,931	2,648,884	2,517,647	
D. Capital Outlay	82,098	68,060	20,154	
E. Transfers				
To Child Care Fund	220,572	108,190	141,595	
To Debt Service Fund	406,561	407,376	278,092	
To Capital Project Fund	-	-	125,000	
	<u>627,133</u>	<u>515,566</u>	<u>544,687</u>	
TOTAL EXPENDITURES AND TRANSFER	<u>\$ 26,667,487</u>	<u>\$ 26,689,398</u>	<u>\$ 25,383,976</u>	
FUND BALANCE:				
A. Designated (PERS/STRS)			467,000	1.85%
B. Undesignated	<u>5,832,735</u>	<u>6,465,652</u>	<u>5,997,627</u>	23.63%
TOTAL ENDING FUND BALANCE	5,832,735	6,465,652	6,464,627	25.47%
CHANGE IN RESERVES	<u>\$ (921,638)</u>	<u>\$ (288,721)</u>	<u>\$ (1,025)</u>	

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
RESTRICTED GENERAL FUND
2020/21**

	2019/20 REVISED BUDGET FUND 12	2019/20 UNAUDITED ACTUALS FUND 12	2020/21 ADOPTED BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 245,888	\$ 245,888	\$ 276,603
REVENUE:			
A. Federal	1,654,487	1,658,515	2,321,628
B. State	10,671,010	6,352,387	11,235,767
C. Local	118,000	399,872	130,229
TOTAL REVENUE	<u>\$ 12,443,497</u>	<u>\$ 8,410,774</u>	<u>\$ 13,687,624</u>
EXPENDITURES:			
A. Certificated Salaries and Wages	\$ 1,986,876	\$ 1,710,579	\$ 2,360,754
Classified Salaries and Wages	1,764,858	1,654,416	1,812,083
Subtotal Salaries and Wages	<u>3,751,734</u>	<u>3,364,995</u>	<u>4,172,837</u>
Fringe Benefits	1,464,298	1,477,967	1,697,921
Total Personnel Costs	<u>5,216,032</u>	<u>4,842,962</u>	<u>5,870,758</u>
B. Supplies	716,125	404,543	1,332,789
C. Contractual Services	4,118,593	930,391	3,488,350
D. Capital Outlay	802,308	488,124	1,343,708
E. Transfers to Student Financial Aid Fund and to Other Funds and Other Payments To/For Students and Payments Directly to ML ACE Consortium Members	<u>1,581,696</u>	<u>1,714,039</u>	<u>1,663,160</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 12,434,754</u>	<u>\$ 8,380,059</u>	<u>\$ 13,698,765</u>
ENDING FUND BALANCE	254,631	276,603	265,462
CHANGE IN RESERVES	<u>\$ 8,743</u>	<u>\$ 30,715</u>	<u>\$ (11,141)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2020/21**

	2019/20 REVISED BUDGET FUND 29	2019/20 UNAUDITED ACTUALS FUND 29	2020/21 ADOPTED BUDGET FUND 29
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -
<u>REVENUE:</u>			
A. Interest	(3,000)	(3,815)	(2,000)
B. Transfer from General Fund - Solar	406,561	407,376	278,092
TOTAL FUNDS AVAILABLE	<u>\$ 403,561</u>	<u>\$ 403,561</u>	<u>\$ 276,092</u>
<u>EXPENDITURES:</u>			
A. Solar debt service payments	\$ 403,561	\$ 403,561	\$ 276,092
RESERVES	-	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 403,561</u>	<u>\$ 403,561</u>	<u>\$ 276,092</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2020/21**

	2019/20 REVISED BUDGET FUND 33	2019/20 UNAUDITED ACTUALS FUND 33	2020/21 ADOPTED BUDGET FUND 33
REVENUE:			
Federal			
A. Food Program	\$ 20,000	\$ 24,017	\$ 24,000
State			
B. CA State Preschool Program	197,593	249,209	249,209
C. Food Program	1,000	1,281	1,300
D. General Contract	203,099	223,907	223,908
Local			
E. Parent Fees - Certified/Subsidized	-	17,824	-
F. Parent Fees - Non-Certified/Full Fee	78,000	67,455	52,000
G. Other Local Income	-	(1,325)	-
Transfers			
H. General Fund Subsidy	207,024	94,642	121,595
I. Employee Child Care Benefit	13,548	13,548	20,000
J. Other Transfers In (COVID-19)		40,180	25,000
TOTAL REVENUE	<u>\$ 720,264</u>	<u>\$ 730,738</u>	<u>\$ 717,012</u>
EXPENDITURES:			
A. Personnel Costs			
1. Salary and Wages			
Classified Regular	\$ 249,443	\$ 249,438	\$ 259,895
Classified Hourly	214,985	230,681	200,698
	<u>464,428</u>	<u>480,119</u>	<u>460,593</u>
2. Benefits	190,508	194,315	197,595
Total Personnel Costs	<u>654,936</u>	<u>674,434</u>	<u>658,188</u>
B. Supplies	42,942	35,270	39,450
C. Contractual Services	22,386	21,034	19,374
TOTAL EXPENDITURES	<u>\$ 720,264</u>	<u>\$ 730,738</u>	<u>\$ 717,012</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2020/21**

	2019/20 REVISED BUDGET FUND 41	2019/20 UNAUDITED ACTUALS FUND 41	2020/21 ADOPTED BUDGET FUND 41
BEGINNING FUND BALANCE			
Unrestricted	\$ 889,305	\$ 889,305	\$ 562,163
TOTAL BEGINNING FUND BALANCE	889,305	889,305	562,163
<u>REVENUE:</u>			
A. Interest	15,000	14,217	10,000
B. Physical Plant Block Grant	20,741	16,290	4,451
C. Redevelopment Agency On-going	150,000	156,525	150,000
D. NCCCSIA Return of Equity	30,000	-	-
E. NCCCSIA Safety Credit	17,000	10,634	17,000
F. Other Local Grants	17,500	-	17,500
G. Transfer From General Fund			125,000
TOTAL REVENUES	250,241	197,666	323,951
TOTAL FUNDS AVAILABLE	<u>\$ 1,139,546</u>	<u>\$ 1,086,971</u>	<u>\$ 886,114</u>
<u>EXPENDITURES AND TRANSFERS:</u>			
A. MacMillan Chiller	\$ 140,000	\$ 10,675	\$ 160,000
B. HVAC Upgrades	-	-	20,000
C. Fire Alarm Battery Backup	-	-	20,000
D. Resiliency Planning Grant	-	-	17,500
E. Campus Signs	41,287	33,735	7,500
F. Disabled Access Improvements	50,000	43,792	50,000
G. Technology Master Planning	50,000	10,894	2,500
H. Network Upgrade	-	-	62,500
I. Traffic Light	270,000	263,080	-
J. Safety Improvements	40,000	37,928	40,000
K. Facilities Master Planning	17,395	17,395	-
L. Other Capital Projects	127,500	107,309	80,000
TOTAL EXPENDITURES	736,182	524,808	460,000
RESERVES	403,364	562,163	426,114
TOTAL EXPENDITURES AND RESERVES	<u>\$ 1,139,546</u>	<u>\$ 1,086,971</u>	<u>\$ 886,114</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2020/21**

	2019/20 REVISED BUDGET FUND 61	2019/20 UNAUDITED ACTUALS FUND 61	2020/21 ADOPTED BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 2,297,748	\$ 2,297,748	\$ 2,306,316
<u>REVENUE:</u>			
A. Interest	45,000	41,901	40,000
B. Transfer from Health Fund	-	-	-
TOTAL FUNDS AVAILABLE	<u>\$ 2,342,748</u>	<u>\$ 2,339,649</u>	<u>\$ 2,346,316</u>
<u>EXPENDITURES AND TRANSFERS:</u>			
A. Self Insurance Claims	<u>\$ 33,333</u>	<u>\$ 33,333</u>	<u>\$ -</u>
<u>RESERVES:</u>			
A. Accrued Vacation Reserve	169,531	185,010	185,010
B. Load Banking Reserve	111,025	100,896	100,896
C. Health Fund Reserve	275,000	275,000	275,000
D. Incurred But Not Recorded (IBNR) Health Benefits	180,000	180,000	180,000
E. GASB 75 Reserve	1,500,218 *	1,500,218 *	1,500,218 *
F. Self Insurance Reserve	73,641	65,192	105,192
TOTAL RESERVES	<u>2,309,415</u>	<u>2,306,316</u>	<u>2,346,316</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 2,342,748</u>	<u>\$ 2,339,649</u>	<u>\$ 2,346,316</u>

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

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2020/21**

	2019/20 REVISED BUDGET FUND 62	2019/20 UNAUDITED ACTUALS FUND 62	2020/21 ADOPTED BUDGET FUND 62
BEGINNING FUND BALANCE	\$ 810,497	\$ 810,497	\$ 491,221
<u>REVENUE:</u>			
A. Contribution from Other Funds	4,251,770	4,028,163	-
B. Employee Contributions	40,000	46,056	-
C. Interest	1,500	(731)	-
TOTAL REVENUE	<u>4,293,270</u>	<u>4,073,488</u>	<u>-</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 5,103,767</u></u>	<u><u>\$ 4,883,985</u></u>	<u><u>\$ 491,221</u></u>
<u>EXPENDITURES:</u>			
A. Health Care Services	\$ 4,293,270	\$ 4,392,764	\$ 491,221
B. Transfer to Special Reserve Fund	-	-	-
TOTAL EXPENDITURES	<u>4,293,270</u>	<u>4,392,764</u>	<u>491,221</u>
RESERVES	<u>810,497</u>	<u>491,221</u>	<u>-</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 5,103,767</u></u>	<u><u>\$ 4,883,985</u></u>	<u><u>\$ 491,221</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2020/21**

	2019/20 REVISED BUDGET FUND 72	2019/20 UNAUDITED ACTUALS FUND 72	2020/21 ADOPTED BUDGET FUND 72
BEGINNING FUND BALANCE	\$ 39,088	\$ 39,088	\$ 51,230
<u>REVENUE:</u>			
A. Student Representation Fees	16,000	11,256	11,000
B. State Portion of Representation Fees	-	8,041	11,000
C. Interest	600	886	650
TOTAL REVENUE	<u>16,600</u>	<u>20,183</u>	<u>22,650</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 55,688</u></u>	<u><u>\$ 59,271</u></u>	<u><u>\$ 73,880</u></u>
<u>EXPENDITURES:</u>			
A. Services (Travel)	\$ 14,000	\$ -	\$ 11,650
B. Other Outgo (State Portion of Rep Fee)	-	8,041	11,000
TOTAL EXPENDITURES	<u>14,000</u>	<u>8,041</u>	<u>22,650</u>
RESERVES	<u>41,688</u>	<u>51,230</u>	<u>51,230</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 55,688</u></u>	<u><u>\$ 59,271</u></u>	<u><u>\$ 73,880</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2020/21**

	2019/20 REVISED BUDGET FUND 73	2019/20 UNAUDITED ACTUALS FUND 73	2020/21 ADOPTED BUDGET FUND 73
BEGINNING FUND BALANCE	\$ 326,684	\$ 326,684	\$ 328,495
<u>REVENUE:</u>			
A. Student Center Fees	32,000	34,116	34,000
B. Charging Station Revenue	-	-	25,000
C. Interest	5,000	5,253	4,500
TOTAL REVENUE	37,000	39,369	63,500
TOTAL FUNDS AVAILABLE	<u>\$ 363,684</u>	<u>\$ 366,053</u>	<u>\$ 391,995</u>
<u>EXPENDITURES:</u>			
A. Student Salary & Benefits	\$ 10,250	\$ 7,810	\$ 19,500
B. Supplies	4,500	2,892	6,000
C. Services	3,000	1,255	4,500
D. Equipment	-	25,601	25,000
TOTAL EXPENDITURES	17,750	37,558	55,000
RESERVES	<u>345,934</u>	<u>328,495</u>	<u>336,995</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 363,684</u>	<u>\$ 366,053</u>	<u>\$ 391,995</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2020/21**

	<u>2019/20 ESTIMATED AWARDS</u>	<u>2020/21 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$ 4,900,000	\$ 5,000,000
B. FSEOG	105,000	189,400
C. BUREAU OF INDIAN AFFAIRS	4,500	4,500
D. DIRECT LOANS	640,355	800,000
E. AMERICORPS	15,000	30,000
F. FEDERAL WORK STUDY	97,910	61,000
TOTAL FEDERAL SOURCES	<u>5,762,765</u>	<u>6,084,900</u>
STATE SOURCES		
A. CAL GRANT	590,000	750,000
B. EOPS GRANT	148,000	160,000
C. CHAFEE GRANT	40,000	45,000
D. STUDENT SUCCESS COMPLETION	341,124	500,000
TOTAL STATE SOURCES	<u>1,119,124</u>	<u>1,455,000</u>
LOCAL SOURCES		
A. SCHOLARSHIPS	250,000	250,000
TOTAL	<u>\$ 7,131,889</u>	<u>\$ 7,789,900</u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u>\$ 7,131,889</u>	<u>\$ 7,789,900</u>

SUBJECT: 2020/2021 DISTRICT PRIORITIES

SYNOPSIS:

Establishment of the 2020/21 District Priorities

RECOMMENDATION:

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

ANALYSIS:

The 2019/20 District Priorities as established by the Board of Trustees were used as a template for the attached draft priorities for the 2020/21 year. The changes made from 2019/20 priorities reflects the college's response to the COVID-19 pandemic as well as aligning our Mendocino-Lake Community College District Equity Plan with the California Community College Chancellor's "Call to Action".

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 2020/2021 District Priorities as presented.

Mendocino-Lake Community College District District Priorities 2020 - 2021

Support the Superintendent/President and College to retain focus on student success by:

- Supporting the remote delivery of services and instruction focused on the health, safety, and well-being of our students, faculty, staff, and community in response to the COVID-19 pandemic.
- Strengthening educational opportunities and sustaining enrollments for the Mendocino-Lake Community College District through collaborations with schools, business/industry, civic organizations, government, non-profits, Native American communities and other community groups while always considering the best use of our available resources.
- Supporting equity-minded professional development opportunities, instructional and student service strategies and practices that facilitate student success and addressing structural racism to ensure that college communities and students have access to an equal opportunity.
- Strengthening our inclusive, equitable, ethnically and ideologically diverse college culture to be more welcoming to all students and increase access and completion for all students, including underrepresented students and students of color; Aligning with the California Community College Chancellor “Call to Action”, update MLCCD Equity Plan.

Adopted XXX

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, 2020 through September 30, 2020 quarter of fiscal year 2020/2021.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2020/2021 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
<u>AdmitHub</u> July 1, 2020 through June 30, 2023 <i>Platform license for Recruit, Enroll and Retention modules with texting, webchat and Facebook plugins.</i>	<\$73,500>	Ulises Velasco
<u>American Red Cross</u> August 21, 2020 until terminated <i>Lake Center Facility Use Agreement for grounds and parking lot during emergency incident use.</i>	\$0	Eileen Cichocki
<u>Butte-Glenn Community College District</u> July 1, 2019 to December 21, 2021 <i>Through the North Far-North Regional Consortium, Strong Workforce Program Allocation for year four of period 2019-2021. Integrating Emerging Digital Educational Technologies in the Early Childhood Education field is scheduled for year four. Proposal includes updating ECE teaching classroom infrastructure and modernize the way ECE is delivered to students in the field.</i>	\$560,427	Debra Polak
<u>California Community Colleges</u> July 27, 2020 through June 30, 2021 <i>TechConnect Grant project to install, integrate and utilize CCC TechConnect's customized Learning Tool Integrations (LTIs) with the Canvas platform. ConferZoom LTI enables faculty to efficiently schedule meetings and connect to web conference calls using Zoom, manage virtual office hours, view and generate meeting attendance reports, and quickly view recorded meetings. Also available is a process to request real-time captioning for an instructional meeting when there is a student who requires accommodation within the meeting room.</i>	\$0	Debra Polak
<u>De Lage Landen Public Finance LLC</u> July 5, 2020 to July 5, 2024 <i>Financing for Mendocino College Network Upgrade Project. Payments to be made to IT Management Corporation listed below.</i>	<\$810,243> see IT below	Eileen Cichocki
<u>Dell Financial Services</u> August 15, 2020 to August 15, 2024 <i>Finance equipment purchase for Mendocino College Server Upgrade Project.</i>	<\$184,990>	Eileen Cichocki
<u>Hospice Services of Lake County</u> August 18, 2020 until terminated <i>Clinical experience site for nursing students.</i>	\$0	Debra Polak
<u>IT Management Corporation</u> July 5, 2020 to July 5, 2024 <i>Furnish all labor, materials, equipment, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and satisfactorily complete all work required in full conformance with the Mendocino College Network Upgrade Project.</i>	<\$810,243> see De Lage above	Eileen Cichocki
<u>Lake County Public Health</u> August 1, 2020 through December 21, 2020 <i>Mutual Aid Memorandum of Understanding to aid the community's use of the Lake Center Campus parking lot to conduct COVID-19 testing and perform related services.</i>	\$0	Eileen Cichocki
<u>North Coast Opportunities</u> January 1, 2020 through December 31, 2020 <i>Facility use by NCO to operate the Caring Kitchen Program to provide meals for inland Mendocino County cancer patients.</i>	\$4,800	Eileen Cichocki
<u>TeleComm Services Co.</u> July 1, 2020 through June 30, 2021 <i>Mitel Core Components telephone system maintenance, update service, and technical support.</i>	<\$21,144>	Eileen Cichocki
<u>Three Rivers Charter School</u> July 1, 2020 through June 30, 2021 <i>Lease agreement for classroom space at the Coast Center Campus.</i>	\$44,000	Debra Polak
<u>Willits Unified School District</u> July 1, 2020 through June 30, 2021 <i>Mendocino College faculty to offer Canvas one-on-one training for WUSD faculty to enable online educational learning during the period of COVID-19 affecting on-ground classes.</i>	\$3,000	Debra Polak

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Executive Director of the Mendocino College Foundation is submitted as information.

ANALYSIS:

During the week of September 14, the foundation received over \$22,000 in gifts to support the college's nursing program, and two separate gifts to support the student emergency fund.

During the fall we have seen an increase in the number of students who are accessing the student emergency fund and food pantry. The Foundation's role is to fundraise gifts to support these critical programs that support students at the most basic level.

A branding guide has been created for the foundation's logo and work continues on the website and donation page. We are continually refining the site to provide easy access, current information and a smooth donation process.

The first ever newsletter for alumni of the Adopt A Fifth Grader program is in the design phase. The document will be in English and Spanish. Over 500 copies of the newsletter will be mailed out to AAFG alumni in early November. The purpose of the newsletter is to remind students of their \$1,000 scholarship; create excitement about going to college; and remind them that Mendocino College is there college.

This year, more Adopt A Fifth Grader high school graduates attended Mendocino College in the fall than ever before.

Staff are assisting affiliate organizations with possible gifts, donations, and setting up online giving sites. We are researching "other" fundraising alternatives for the foundation and affiliates to see what's working and what's not.

The Foundation's Fall newsletter has been completed and should arrive in mailboxes any day.

The Foundation's Fall appeal letter will highlight MC student Joey Beak. The appeal letter will be distributed in early November.

The final two Foundation Board of Directors meetings for 2020 will occur on October 6 and December 7.

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:

Of the Goals for the Academic Senate established this year, two are of significant importance and both are related to directives from the California Community Colleges Chancellor's Office (CCCCO). We are working actively with faculty across campus to answer the CCCCCO ***Call to Action***. We are in the process of approving a resolution to support the Black Lives Movement. We believe this will be the first step in many to address structural racism and set the groundwork to *teach* equity and inclusion. In recent years the College has done remarkable work to address equity and inclusion creating more effective ways to meet student needs, but we need to do more. We are interested in finding new ways for our work to translate into our student's lives as unbiased productive, empathic citizens. The Academic Senate is working with the Curriculum Committee to develop additional processes for evaluating curricula (course content, assignments, textbooks, etc.) that are reflective of our students and teach the tenets of anti-racism and equity.

A second, significant focus for the Academic Senate this year is to create additional ways to evaluate and validate student's life experiences and training that may be counted for class credits. The CCCCCO has directed Colleges to make the options for ***Credit for Prior Learning*** more transparent and accessible to students. We are actively working with stakeholders to revise the board policy and administrative procedures to meet the CCCCCO directive and establish processes for students to demonstrate how their experiences align with the Program and Course Outcomes so they can earn credit for this prior learning and knowledge.

This month I will highlight all of the **counseling faculty**. They have been doing an incredible amount of work to connect with students to make their experience and interactions with the college as smooth as possible. They are meeting with students via the phone, Zoom and Cranium Cafe' (an online interactive software program that allows remote personal counseling). Early in 2018/2019 Dean Antonio Lopez and the counseling faculty recognized a need for remote counseling services. The plan was for Fernando Calderon and Emily Hashemian to complete Cranium Cafe' training, pilot the software in Fall 2019 and begin training the other counselor beginning in Spring and Fall 2020. The idea of a "slow and steady roll out" was thrown out the window in the great COVID-Pivot. According to Calderon and Hashemian Lopez said "ready, let's train" and in a matter of hours the counseling faculty were equipped enough to meet students in this virtual format. On behalf of the faculty, I thank Calderon, Hashemian and the other counselors for their enormous effort and being "student-ready".

Classified Senate:

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

Last month the Academic Senate presented classified professionals with Academic Resolution F'18-01 Classified Staff Appreciation Day. This resolution recognizes the service to students, faculty, and the district by classified professionals. We want to thank the faculty once more for their recognition of our work at the college.

The Classified Senate held the first caring campus session two weeks ago with several classified professionals from different departments of the college participating. The focus of the session was identifying three traditional and three virtual behavioral commitments. These commitments are listed below:

Traditional	Virtual
Redesigning name tags and wearing them; include lanyards, business cards, etc. Make sure *all* staff have them. ID's are another way to go with a face on them.	Warm referrals—connect students to the next person and stay connected to be sure it happens and follow-up
Utilizing the 10 foot rule and being conscious of the way we're approaching them; even greater distance during virtual times because of the few number of people on campus right now.	Know what other departments are about. Departmental open houses, virtually so all campus groups—faculty, students, and others—know what each department does and who works there.
Know what other departments are about. Hosting departmental open houses so all campus groups—faculty, students, and others—know what each department does and who works there.	Smile during the phone call. It has been proven that smiling improves your tone of voice and leads to positive interactions. Introduce yourself, don't be "institutional".

In our next meeting we will focus on the tasks needed to implement these commitments. We are very excited and look forward to the next steps in this important work.

Management/Supervisory/Confidential:

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

The Management Team continues to discuss plans for potential PSPS outages and issues surrounding COVID-19 and the impact on our students. We also discussed adding a monthly “Big Picture” item to each of our monthly meetings in order to encourage department leaders to collaborate more and keep abreast of what is happening around each of our campuses. Next month's meeting will highlight COVID-19 and its impacts on student retention, and will be presented by Minerva Flores, Director of Institutional Effectiveness, Research, Equity and Grants and Rebecca Montes, Dean of Instruction.

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

Board Policy #3430– Prohibition of Harassment – This recently reviewed and legally required board policy has been updated with the new legally required Title IX language. This policy was last updated in February 2020. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on August 28, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 2, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy #7100 – Commitment to Diversity – This legally required board policy has been revised under by the Director of Human Resources. This policy was last updated in November 2015. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on August 28, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 2, 2020.

Board Policy #7340 – Leaves - This new legally required board policy has been created by the Director of Human Resources using the League template as a guide. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on August 28, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 2, 2020.

Board members will review the policy and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the November 2020 Board meeting.



BOARD POLICY

No. 3430

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROHIBITION OF HARASSMENT

All forms of harassment are contrary to basic standards of conduct between individuals. ~~and are prohibited by State and federal law, as well as~~ **and** this policy **prohibit harassment** and **the District** will not be tolerated **harassment**. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual **unlawful** harassment ~~and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment,~~ including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation ~~of any person,~~ or military and veteran status, or because ~~he/she/they~~ **they** is **are** perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. **The District will investigate all** allegations of retaliation ~~will be~~ swiftly and thoroughly ~~investigated~~. If the District determines that **someone has retaliated**, ~~retaliation has occurred~~, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that ~~he/she/they~~ **they** has **have** been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435.1. **The District requires** supervisors ~~are mandated~~ to report all incidents of harassment and retaliation that come to their attention.

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

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

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. **State and federal law and this policy prohibit** ~~All participants are protected from~~ retaliatory acts by the District, its employees, students, and agents.

~~This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.~~

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

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

See Administrative Procedure 3430.1

References: Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Sections **12923**, 12940 and 12950.1;
Civil Code Section 51.9;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e



BOARD POLICY

No. 7100

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COMMITMENT TO DIVERSITY

The Mendocino-Lake Community College District is committed to building and fostering an inclusive, equitable, and diverse educational environment, by maintaining comprehensive practices that reflect these principles. Diversity within the college environment allows the opportunity to challenge and eliminate ingrained stereotypes and prejudices, ensuring anti-racist practices leading to student success.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board **of Trustees** recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board **of Trustees** is committed to hiring and staff development processes that support the goals of equal opportunity, ~~equity~~ and diversity, and provide ~~equitable~~ **equal** consideration for all qualified candidates.

References: Education Code Sections 87100 et seq.;
Title 5, Sections 53000 et seq.



BOARD POLICY

No. 7340

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEW

LEAVES

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty, permanent classified staff, and administrators and managers

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond the amount of leave available for accrual in a two-year period. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

References: Education Code Sections 87763 et seq. and 88190 et seq.
Labor Code Sections 245 et seq.

ITEM NO: 9.1
DATE: October 14, 2020

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
- Essential needs for Trustee onboarding
- Outreach to community and the various tribes
- General information about advisory committees
- A workshop or presentation on the next phase plans for the three centers
- Additional information on the Coastal Field Station programs
- A virtual planning retreat for the Trustees with representatives from all three constituent groups present