

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

September 11, 2019 – 4:00 PM

Mendocino College – 1211 Del Mar Drive – Fort Bragg, CA 95437

CALL TO ORDER /PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on August 14, 2019.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

2. CLOSED SESSION

- 2.1 Collective Bargaining/Meet and Confer – Pursuant to Government Code section 54957.6
Designated Representatives: Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Case names unspecified: Disclosure would jeopardize existing settlement negotiations

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

3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees
Recommendation to approve the short-term non-continuing personnel list as presented
- 4.2 Consideration to Approve Personnel List – Part-Time Faculty
Recommendation to approve the part-time faculty personnel list as presented
- 4.3 Consideration to Approve List of Volunteers
Recommendation to approve the list of volunteers as presented

- 4.4 Consideration to Approve Lateral Transfer - Classified
Recommendation to approve the lateral transfer as presented
- 4.5 Consideration to Ratify the Mendocino College Federation of Teachers (MCFT) One-Time Agreement
Recommendation to ratify the one-time agreement between the Mendocino Lake Community College District and the Mendocino College Federation of Teachers as presented
- 4.6 Consideration to Ratify the Mendocino College Federation of Teachers (MCFT) Tentative Agreement, 2019/20
Recommendation to ratify the 2019/20 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT) as presented

5. Other Items

- 5.1 Donations
Recommendation to accept the donated items as presented

6. PUBLIC HEARING ON THE PROPOSED ADOPTED BUDGET

7. ACTION ITEMS

- 7.1 2019/2020 Adopted Budget
Recommendation to adopt the 2019/20 budget as presented
- 7.2 2019/2020 District Priorities
Establishment of 2019/20 District Priorities

8. PUBLIC HEARING – APPOINTMENT TO FILL TRUSTEE AREA #7 VACANCY – TIME CERTAIN – 5:15 PM

Public Hearing to interview potential provisional board member candidates

9. ACTION ITEM

- 9.1 Selection of Provisional Board member for Trustee Area #7
Board members vote to choose a provisional board member to represent Trustee area #7

10. OATH OF OFFICE

The Oath of Office is administered to the newly selected provisional board member for Trustee Area #7

11. INFORMATIONAL ITEMS AND REPORTS

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

12. TRUSTEE COMMUNICATIONS

- 12.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 12.2 Trustee Appointment to Fill the Vacancy in Trustee Area #1
Board President will appoint an ad-hoc committee to review applications to fill the vacancy
- 12.3 Future Agenda Items
Board discussion about topics to be included on future agendas

14. 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. Meetings are held in locations which are wheelchair accessible.

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA

Future Board Meetings:

- *Regular Meeting – Wednesday, October 9, 2019, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

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, August 14, 2019 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call to Order & Pledge of Allegiance Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee Tomkins.

| | | | |
|----------------------|-----------------|---------------------|---------|
| <i>Board Members</i> | President | Robert Jason Pinoli | present |
| | Vice President | Marie L. Myers | present |
| | Clerk | Ed Nickerman | present |
| | Trustee | Paul Ubelhart | present |
| | Trustee | Xochilt Martinez | present |
| | Trustee | John Tomkins | present |
| | Trustee | vacant | |
| | Student Trustee | vacant | |

Secretary Eileen Cichocki, Interim Superintendent/President

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

Staff Representatives 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 | Jeana Thompson, President (present) |
| | Management/Supervisory/ Confidential | Judy Kanavle, President (present) |

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

| | |
|-------------|--|
| Ayes | Pinoli, Myers, Martinez, Tomkins, Ubelhart and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Minutes Approval M/S (Nickerman/Tomkins) to approve the minutes of the regular Board meeting held on June 12, 2019 as presented. The matter was approved with the following vote:

| | |
|-------------|--|
| Ayes | Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers |
| Noes | None |
| Abstentions | None |
| Absent | None |

M/S (Nickerman/Tomkins) to approve the minutes of the special Board meeting held on July 11, 2019 as presented. The matter was approved with the following vote:

| | |
|-------------|--|
| Ayes | Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers |
| Noes | None |
| Abstentions | None |
| Absent | None |

M/S (Nickerman/Tomkins) to approve the minutes of the special Board meeting held on July 24, 2019 as presented. The matter was approved with the following vote:

| | |
|-------------|--|
| Ayes | Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers |
| Noes | None |
| Abstentions | None |
| Absent | None |

*Public Comments on
Closed Session Items*

- Toni Fort addressed the board regarding the grievance from a part-time faculty member that will be heard this evening under agenda item #7.4.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating items 2.1, 2.2 2.3 and 2.4 will be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:32 PM with Board President Pinoli reporting the following action taken in closed session:

Any report regarding items #7.1 and 7.4 will be reported under those agenda items. There are no other items to report out at this time The Board President added he will take comments from the public on items 7.1 and 7.4 when we get to those items on the agenda.

Public Comments

- There were no comments made my members of the public.

OATH OF OFFICE

Newly elected Student Trustee Aidan Lagorio was administered the oath of office by Board President Pinoli. Upon completion of the oath, he assumed his duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Interim Superintendent/President Cichocki.

Interim Superintendent/President Cichocki reiterated the disappointment shared by college staff in the HEP grant not being refunded for another cycle.

CONSENT AGENDA

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

| | |
|-------------|--|
| Ayes | Tomkins, Pinoli, Martinez, Nickerman, Ubelhart and Myers |
| 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 the personnel list – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Lauren Simmonds, Career Center Specialist effective September 9, 2019; and Yolanda Vazquez, Administrative Assistant II effective September 1, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Management/Supervisory/Confidential

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Rose Mehtlan, North County Center Operations Supervisor effective August 19, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to ratify resignation/retirement – Full-Time Faculty – Non-Tenure Track – Categorically Funded

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Lidia Sanchez, Full-Time Faculty, CAMP, categorically-funded effective August 1, 2019 as presented.

*Consideration to
ratify
resignation/retirement - Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Kimberly Pinson, Financial Aid Technician effective August 5, 2019 as presented.

Other Items

*Fiscal Report as of
June 30, 2019*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of June 30, 2019 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Ron Epstein and Joe Langstaff as presented.

*Mendocino College
2019-2020 Catalog*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2019-2020 Mendocino College Catalog.

INFORMATIONAL/ACTION ITEM

*Board of Trustees
Student Housing Ad-
Hoc Committee*

An update from the ad-hoc committee was presented by Trustee Pinoli. He shared the committee has not met since the meeting held in early May. As we have many important upcoming items over the next few months, he would like to table this item. He stated he would like to have the committee reconvene again sometime in the future to continue to work on this item.

ACTION ITEMS

*Recommendation for
Compensation –
Interim
Superintendent/President*

Board President Pinoli in his role as Agency Negotiator provided the Board members with information regarding his negotiations with Interim Superintendent/President Cichocki regarding her compensation for the period August 3, 2019 through June 30, 2021.

The terms of the Interim Superintendent/President's contract will include the following:

- The contract to run through June 2021 with a salary of \$225,000 per year
- The life insurance amount increases from \$100,000 to \$200,000
- A \$600/month stipend to cover in-district expenses incurred
- There is no change in the health benefits currently provided
- A fallback clause where the Interim Superintendent/President can return to her position as Assistant Superintendent/Vice President of Administrative Services as per the terms of that contract

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the compensation and contract terms as mentioned above with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman |
| Noes | None |
| Abstentions | None |

| | | |
|--|---|--|
| | Absent | None |
| <i>Contracts and Agreements – Quarterly Ratification</i> | After reviewing the information presented and discussion, the board took the following action: | |
| | M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote: | |
| | Ayes | Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman |
| | Noes | None |
| | Abstentions | None |
| | Absent | None |
| <i>2019-2020 Appropriation Limit – Resolution 08-19-01</i> | After reviewing the information presented and discussion, the board took the following action: | |
| | M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-01 establishing the Mendocino-Lake Community College District’s Appropriation Limit for fiscal year 2019-2020 at \$37,735,568 as presented. | |
| | Ayes | Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman |
| | Noes | None |
| | Abstentions | None |
| | Absent | None |
| <i>Consideration of Grievance from Part-Time Faculty Member re: Mendocino Part-Time Faculty Association Agreement, Article 4.1.3</i> | Instructor Melissa Timmen addressed the board to respond to the Interim Superintendent/President’s statement dated August 1, 2019. | |
| | Student Miguel Saragosa addressed the board regarding his experience in Ms. Timmen’s class. | |
| | After hearing the related comments and reviewing the information presented, the board took the following action: | |
| | M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby deny the grievance appeal by Part-Time Faculty member Melissa Timmen as presented. | |
| | Ayes | Tomkins, Myers, Pinoli, Ubelhart, and Nickerman |
| | Noes | Martinez |
| | Abstentions | None |
| | Absent | None |
| <i>Signature Authorization for Interim Superintendent/President – Resolution</i> | After reviewing the information presented, the board took the following action: | |
| | M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-02 granting signature authorization to Eileen Cichocki, Interim Superintendent/President | |

08-19-02

from August 3, 2019 until rescinded as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Signature

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

Authorization for

Director of Human

Resources –

Resolution 08-19-03

M/S (Myers/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-03 granting signature authorization to Nicole Marin, Director of Human Resources from April 1, 2019 until rescinded as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Rescind Signature

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

Authorization –

Resolution 12-12-02

and 02-15-02

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve rescinding resolution 12-12-02 which granted signature authorization to Arturo Reyes as Superintendent/President effective August 2, 2019 and Resolution 02-15-02 which granted signature authorization to Sabrina Meyer, Director of Human Resources effective October 31, 2018 as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Child Development

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

Center Contract –

Resolution 08-19-04

M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-04, California Department of Education Contract Number CCTR-9141 in the amount of \$195,889.00 as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Child Development

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

Center Contract –

Resolution 08-19-05

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-05, California Department of Education Contract Number CSPP-9293 in the amount of

\$240,723.00 as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

*Notification of
Classified Layoffs –
Resolution 08-19-06*

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

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-06 and directs the Interim Superintendent/President to send lay-off notices to those individuals currently employed in the HEP categorically-funded positions as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

Student Equity Plan

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

M/S (Myers/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2019-2022 Student Equity Plan as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

*College and Career
Access Pathways
(CCAP) Partnership
Agreements –
Second Reading*

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

M/S (Nickerman/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the College and Career Access Pathways (CCAP) Partnership Agreements as presented with the following vote:

| | |
|-------------|--|
| Ayes | Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman |
| Noes | None |
| Abstentions | None |
| Absent | None |

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation.

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

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

Management/Supervisory/Confidential

A written report was submitted by Management/Supervisory/Confidential President Judy Kanavle. She stated she had nothing to add.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Nickerman also shared an article which ran in the local newspaper regarding Potter Valley high school students that are now enrolled in classes at Mendocino College.

Trustee Tomkins commented on the recently held Shakespeare on the Lake event.

*Trustee Appointment
to Fill the Vacancy
in Trustee Area #7*

Trustees discussed the upcoming process for appointing a provisional board member for Trustee Area #7.

Trustee Nickerman and Trustee Martinez were appointed as the ad-hoc committee members who will review the applications received to fill the vacancy. The Board approved Board President Pinoli's request to include the President from each of the constituent groups to serve on the ad-hoc committee as well as the Trustees listed and permission was granted.

Future Agenda Items

Future agenda items discussed and approved by the board members are as follows:

- Trustee Martinez requested an update on the Native American and Disabled students being served on our campuses. Trustee Pinoli stated an update will be presented at a future meeting on this topic.

Trustee Workshop

Board members discussed possible dates for a Trustee workshop. Topics for the workshop will include the Board self-evaluation and the required Sexual Harassment Prevention Training.

After discussion, the board members decided on dates to hold two workshops. The first will be held on Thursday, Sept 26th from 4:00-7:00pm with the topics to be covered being the state mandated Sexual Harassment Prevention Training and Diversity training.

The second workshop will be held after the conclusion of the regular board meeting on Wednesday, October 9th. The topics to be covered will be the Board self-evaluation and Participatory Governance.

*Joint Meeting with
Mendocino College
Foundation*

Board members discussed possible dates for a joint meeting with the Mendocino College Foundation.

It was determined the joint meeting would be held on Wednesday, October 9th beginning at 2:30 pm. This hour-long meeting will be held just prior to the Board of Trustees regular October meeting. Foundation Executive Director Fairbairn will share these dates with the members of the Foundation board for final date determination.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:27 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

First of all, I would like to thank **Trustee Paul Ubelhart** for his 15 years of service to the Mendocino-Lake Community College District. Trustee Ubelhart resigned from the Board on August 31. He was a dedicated advocate for education and proudly represented Trustee Area #1, which covers the North County area including Willits and Fort Bragg.

In my **first month** as Interim Superintendent/President, I have visited various meetings and groups to share my excitement about my new role. Activities included attending an Academic Senate meeting, a Classified Senate meeting, chairing the President's Policy Advisory Committee, hosting Fall 2019 In-service, attending the Part Time Faculty Orientation, the Foundation Board of Directors Meeting, the Adventist Hospital Community Advisory Council, and a meeting of the Ukiah Chamber of Commerce.

Week of Welcome (WOW!) activities and events at all locations concluded last week! This collaborative effort continues to grow and receive a lot of support from many departments, the College community and the community at large. The relationship initiated by the college last year with the Savings Bank of Mendocino County for WOW has now extended to support many more College events. Special thanks to Trustees Myers and Nickerman for attending the BBQ and group photo event!

The Centers began the new semester by welcoming students at WOW events as well. This year their own Passport to Learning interactive quizzes with prizes donated from the community was included as part of the event. Classified staff at the centers also hosted an ice cream social during their WOW BBQs. Thank you to all college staff that helped make the events such a success.

The grand re-opening of the **Veterans Resource Center** will be incorporated in the Veterans Day Event scheduled for November 13th. This will ensure our students, their families, and outside agency staff can participate in the re-opening event. The Center itself has been open for service the past few months at its new location in MacMillan Hall, Room 1240.

The **Child Development Center** has had a very successful beginning of the year. We have offered two orientation sessions for our new families as well as an open house for our returning families. We are serving a total of 56 families with 62 children in three classrooms. The California Department of Education allows students to have subsidized childcare services for both in class time as well as two hours of study time for each unit taken. Currently we have only a few slots left that were being held for late enrollment student families. Student families receive top priority. We have 27 student families and 5 families who are also employees of the college in classified, faculty, and managerial positions. The remaining 24 families are comprised of a variety of community members, including past students.

This semester we are housing two CDV courses: CDV 70 and CDV 10, where students spend specific hours in the classroom weekly and fulfill their education requirements. We expect to have the usual observers come throughout the semester: these students come from multiple departments including Nursing, Sociology, Psychology, and Child Development. We have three work study students who recently joined our team and are being mentored by the Child Development Specialists while also being employed through the Federal Work Study Program.

Our Parent Club is actively fund raising. The club is focusing time and resources on increasing the experiences that can be offered in the outside play yards to children this year. Our educational goals as a center this year are to increase the use of science and math in the curriculum and these will guide our parent education nights in the 2019/ 2020 school year.

Academic Senate President Catherine Indermill, Director of Institutional Research, Effectiveness and Grants Minerva Flores and Vice President Debra Polak will all be on Peer Review Teams for **Accreditation** Comprehensive Site Visits this fall. All three attended an ACCJC training in early September to prepare them for each of their site visits.

Mendocino College's **Institutional Self-Evaluation Report** (ISER) is closing in on having drafts ready to review by mid-September. The report will go through the approval process at Academic Senate by early November. Then, it will come to the Board of Trustees for a first read and then approval at the November and December Board meetings.

On August 27, Mendocino College launched the **MyMendo** student portal which includes the Colleague products **Student Planning** and **Financial Aid Self-Service**. These important tools for our students were launched simultaneously to ensure that students did not have a difficult time understanding the launching of three complimentary tools at the same time. MyMendo is replacing our previous student portal called WebAdvisor. A student portal allows students to complete many of the services for enrollment, registration, counseling and financial aid necessary during the academic year. Colleague, which owns WebAdvisor, notified institutions that it would no longer provide updates to WebAdvisor beyond 2020. Therefore, Mendocino College's IT Department, in collaboration with others, has been working to get the MyMendo portal ready for launch. Additionally, our current Colleague engagement for system alignment and staff professional development allowed us to launch the Student Planning and Financial Aid Self-Service tools at the same time. Student Planning is a tool that will allow students to better track their academic progress and Financial Aid Self-Service will provide students with enhanced methods of working with the financial aid office for improved processing. While it is still early on in the process, indications are that all three tools were launched with great success.

Despite not being refunded for the **High School Equivalency Program** (HEP), the students currently in the program will receive the same level of service and support we have provided to all previous students during the duration of the grant. However, we will no longer be recruiting students for the program. Program Manager Jackeline Orozco and her staff are organizing an October 6 graduation ceremony for the remaining students in the program. It is expected that approximately 15 students will be participating in this ceremony. The purpose of this ceremony is to celebrate the students' achievements and to encourage their children to pursue their education. It is amazing to see the families encouraging each other and the moving speeches from the students which inspire others to continue with their education.

The **Counseling** department is receiving many more and earlier requests for campus visits/tours from our K-12 partners, as well as more invitations to table at school and community events. These services were offered at the Mendocino and Lake County Offices of Education, Counselor and Advisor Networks (CAN) groups last Spring. We will continue attending the CAN meetings and connect our support staff with their network to ensure continued collaboration.

Dean of Counseling Antonio Lopez and other Student Services staff have met with Minerva Flores, Director of Institutional Effectiveness, Research and Grants, in order to better align efforts with our **Equity Plan**. Many of the programs and services in Counseling overlap and complement the Equity

Plan and the services to our identified disproportionately underserved students. There is an increased interest to improve our program alignment with the Equity Plan and the Vision for Success goals in order to reach the desired goals and outcomes that would help close the achievement gap and increase student success to our identified students.

On August 16, Vice President Ulises Velasco provided a brief update to the college community at in-service regarding the progress made in addressing the recommendations that stemmed from the **Campus Climate survey and the Student Satisfaction Inventory**. Both the Campus Climate Survey, which polled faculty, staff and managers regarding the overall climate at our institution, and the Student Satisfaction Inventory, which polled students about all aspects of their education at Mendocino College, were conducted at the end of the Spring 2018 semester. Upon receiving these results, which were mostly positive when compared with other institutions, we engaged a consultant to help address some of the areas that could be improved within our college. These recommendations were made by the faculty, staff and managers that participated in the work facilitated by Ruffalo Noel Levitz consultant Dr. David Trites. Five teams addressing the areas of Guided Pathways, Employee On-Boarding, Campus Community, Committee Communications, and Campus Employment, provided 32 recommendations to the college. These recommendations were previously presented to the Board at the end of the Spring 2019 semester. Now that the Fall semester has begun, Vice President Velasco has communicated with some strategy leaders about pending recommendations. Enclosed in this Board report is a comprehensive list of recommendations and notes regarding their progress. It should be noted that a number of recommendations require completion of other recommended items before they can be addressed. However, our intent is to address as many of these recommendations within the 2019-2020 academic year. Periodic updates to the Board will continue to be made throughout the process to inform you regarding our progress in meeting the recommendations.

The **Centers** began the new semester by welcoming the students to the various center campuses. Thanks to the efforts of our IT department, each campus has had a WiFi upgrade, increasing accessibility for our students. We are delving deeper into establishing pathways at our center's high school partners and look forward to the opportunities this presents our dual enrollment students.

The Director of the Lake Center in collaboration with the three K-12 districts in Lake County launched the **College Career Pathways** program at Upper lake, Clearlake and Kelseyville High School this fall. The new College Career Pathways program expands dual enrollment at our high schools and presents dual enrollment classes as part of general education and/or career education pathways. Director Kanavle visited all during the school day dual enrollment classes and gave students an orientation about the new pathways program. At Upper Lake High School a special assembly was held to introduce this program to all 10th, 11th and 12th graders. This fall we are offering a total of six dual enrollment classes during the school day at our three high schools and three after school classes that are intended to serve high school and regular college students.

This fall the college has fully implemented **AB705**, placing most students directly into transfer level Math and English. Students are embracing the new placements and our transfer level Math and English classes experienced unprecedented enrollments. Instructors in these departments are continuing to meet and strategize on how to best serve students in this changing context. One change has been the relocation of the English lab to a new space within the Library, designated at the college Writing Center. This accommodates more students and connects them with the help of our librarians and library resources. Additionally, the Guided Pathways Implementation team has created an ad hoc committee to research student needs this fall and gather data to help inform short term and long term additional support for student success.

The **Registered Nursing Program** was just rated # 9 out of 160 Nursing programs in California. This includes the University of California sites, California State Universities, Community Colleges and Private Nursing schools in California. The program rating criteria is based on the pass rates for the state Nursing Board licensure (NCLEX) test and the cost of completing a degree in Nursing. Our NCLEX test pass rate for the most recent 22 Nursing students that graduated from our program in May 2019 was 100%.

The **Physical Therapist Assistant (PTA)** program's national accreditation site visit from the Commission for Accreditation of Physical Therapist Education (CAPTE) was July 1, 2, 3. Many staff, faculty, advisory board members and community partners from Mendocino College and Shasta College participated in the review of our PTA program. The accreditation team delivered a 76 page report. The Department has responded to the report. The CAPTE Commission will review all materials and we will be given the commission's decision about granting our program National Candidacy the first week of November. The PTA program plans to start enrolling 24 students in January 2020. We just learned from our partnership with Adventist Health that the list for Physical Therapist (PT) services in our District has now reached 800 patients seeking PT services.

Fall **faculty professional development** is in full swing. During the second week of the semester, the Deans invited full time faculty to a luncheon presentation and discussion led by Vice President Polak on the RP Group's study Student Support (Re)Defined. The findings of this study connect well with the implementation of Guided Pathways.

With the support of the Guided Pathways Implementation committee, the Basic Skills and Equity sub-committees are sponsoring a series of five **Equity Minded** professional development opportunities this fall. The first took place on September 6 and trained faculty members in equity minded observation techniques. The next, a Native American Cultural Competency workshop, will take place on September 27 and will be facilitated by Gayle Zepeda who has previously led faculty in Mental Health trainings.

Several members of the ESL department will be attending the statewide **ESL conference** known as CATESOL. Jennifer Clark and Melissa Kuhn Fornari, both Fort Bragg-based adjunct ESL instructors, will be presenting at that conference.

Greg Allen, full time Chemistry faculty member, has been working with UC Davis on a grant-funded project to examine **Open Educational Resources**. The LibreText Project is an Open Educational Resource (OER) Hub for free online textbooks related to the mathematics and science disciplines. The project was awarded a \$5 million grant to improve the texts and analyze their impacts of student learning and behavior. Over the course of the spring academic semester and summer, Professor Allen worked with individuals to develop surveys and analyze data related to how students are using the Chemistry LibreText and the effect it is having on their performance in general chemistry courses. The project is ongoing, and hopes to learn how the use of OERs changes students study habits and learning. This project aligns nicely with the Academic Senate's commitment to expand the use of OERs.

As one of the key economic drivers in the county, Mendocino College was proud to be a sponsor at West Business Development Center's Startup Mendocino event held at the college on August 25. Startup Mendocino was a community event designed to encourage local business owners and entrepreneurs to compete to win a cash prize to develop an existing business plan or launch a new one. Five finalists competed in the gala event at the Mendocino College Center Theater before a live public

audience. Thank you to our facilities department and Theatre Technician David Wolf for helping make this event a success for our community partners!

As part of our efforts to participate in more community events and highlight the many great programs we offer, Mendocino College is excited to host a booth at this year's Chili Cookoff, an annual fundraiser for the Ukiah Boys and Girls Club. We are looking forward to showing off the work of Chef Nicholas Petti and our Culinary Arts student's with our fantastic chili that is sure to be in the running for best chili at the event! We hope to see you all there!

| Strategy Team Recommendations | | | | |
|---|--|-----------------|---|--|
| Strategy Area | Recommendation | Status | Notes | Team Lead(s) |
| I. Guided Pathways | Meet with Guided Pathways Leadership Team Members to discuss ways in which Student Satisfaction Inventory data can be utilized as our institution implements the <u>Guided Pathways framework</u> . | In Progress | Catherine Indermill and Debra Polak, both members of the Guided Pathways Strategy Team and tri-chairs of the Guided Pathways Leadership Team (GPLT), will be delivering recommendations to the GPLT once meetings resume this Fall semester. The recommendations will be reviewed by the GPLT and they will make a determination as to how to best incorporate it into the Guided Pathways work at our college. | Brianna Zuber & Dennis Aseltyn |
| | Present list of challenges identified in Student Satisfaction Inventory to GPLT at a <u>future meeting</u> . | | | |
| | Work together to implement recommendations that will implement student feedback <u>provided on Student Satisfaction Inventory</u> . | | | |
| | <u>Make Student Satisfaction Inventory information available to GPLT</u> . | | | |
| II. Employee On-Boarding | Create an “All Employee Welcome” presentation. Approximately 2 hours in length, <u>will occur once a month</u> . | Completed | Human Resources has scheduled monthly orientations for new employees. | Mariana Martinez & Nicole Marin |
| | Create a checklist of all basic functions that need to occur upon the hire of a new employee. Such as HR, IT, keys, etc. | In Progress | Human Resources has began the process of identifying all steps needed for new employees when on-boarding. There is better coordination with other offices to ensure a smooth completion of access and tasks (i.e. keys, technology access, etc.) | |
| | <u>Create an online resource for new employees. Via Canvas or the Portal</u> . | Not Yet Started | With the addition of Nicole Marin as our Director of Human Resources, we can begin exploring these recommendations. Nicole Marin has replaced Eileen Cichocki as co-Team Lead and is aware of the recommendations. She and her co-Team Lead will work <u>together to further develop these recommendations</u> . | |
| | Create a series of welcoming, on-boarding, social-type events. Such as assigning <u>mentors, tours, mixers, etc.</u> | Not Yet Started | | |
| | Create a PT Faculty on-boarding program, separate from the normal PT Faculty Orientations held each semester. | Not Yet Started | | |
| III. Campus Community | Develop an employee feedback/suggestion system with a clear response communication loop. | In Progress | Debra Polak sent a survey seeking constituent feedback regarding inservice. This recommendation from the strategy team will continue to be implemented as part of <u>our continuous improvement efforts</u> . | Casey Terrill & Monica Flores |
| | Incentivize and reward participation in all college extracurricular including athletic events (promote athletic participation and schedules) | In Progress | Athletic Director Matt Gordon has been made aware of the recommendation and will be looking at ways to incorporate it. | |
| | Create additional visible employee appreciation opportunities. | In Progress | In April 2019, as part of our observance of Women's History Month, the Wonder Women of Mendocino College awards were presented to a woman in each of our constituent groups (Student, Classified, Faculty and Management). These awards recognized women within the college who have "gone above and beyond and have exemplified themselves through outstanding <u>service and accomplishment</u> " | |
| | Create a “passport for learning” program for employees. | Not Yet Started | Team Leads and Vice President Ulises Velasco will work together to further develop this recommendation. | |
| IV. Committee Communications | Create an ad-hoc team of constituent leaders, plus some core college employees, to review and update the Committee Handbook. Handbook should provide committees with a clear templates on how to communicate with the campus community. The handbook should include clear information about each committee's purpose and scope. Additionally, there should be a template about how to report out information from committees so that the campus community has access to the information. | In Progress | Constituent leaders have been notified of the recommendation and will be working with Vice President Ulises Velasco on identifying members for the ad hoc team. This work will take place in the Fall 2019 semester. | Ulises Velasco, Tony Novelli, Lois O'Rourke, Susan Sopp, Janelle Bird, & Casey Terrill |
| | Utilize the new online portal to allow committees a clear and straightforward way of <u>sharing committee documents with the campus community</u> . | Not Yet Started | This work will commence once the ad hoc team has developed an updated Committee Handbook. | |
| | Work with current committee chairs to develop and incorporate the updated <u>Committee Handbook</u> . | | | |
| | Develop trainings for committee chairs and members on utilizing the portal for <u>committee communication purposes</u> . | | | |
| V. Campus Employment | Simplify on-boarding paperwork for students and provide support for the student <u>hiring process (revise process flow for student job applicant)</u> . | In Progress | During the summer, the following staff/managers met to discuss ways to improve our student employment processes. Those in the meeting included, Ulises Velasco, Nicole Marin, Yuliana Sandoval, Anastasia Simpson-Logg, Joe Atherton, & Antonio Lopez. Among the items discussed were these recommendations. A follow up meeting will be scheduled in the first part of the Fall semester to discuss progress. | Yuliana Sandoval & Martha Soto |
| | Consolidate student employment funding sources to incorporate both work study <u>funds and campus based funds</u> . | In Progress | | |
| | <u>Align job titles with pay</u> . | In Progress | | |
| | Include student campus employment supervision responsibilities into selected job <u>descriptions</u> . | In Progress | | |
| | Review the work completed for the Center for Urban Education (CUE) to inform the <u>campus employment experience for students</u> . | In Progress | | |
| | Revise the current student employment funding system to increase student incentives to take campus based jobs (create a budget allocation for campus employment incorporating both campus based and financial aid funding sources). | In Progress | | |
| | <u>Incorporate data privacy standards into student job descriptions</u> . | In Progress | | |
| | Measures- # of students participating. Persistence rates: student workers vs non-student workers | In Progress | Director of Institutional Effectiveness, Research and Grants Minerva Flores has been notified about this recommendation. She and Director of Financial Aid Yuliana Sandoval will work together to identify this information. | |
| | Explore the viability of incorporating campus based student employment into the <u>career hub</u> . | Not Yet Started | The opening of the Career Hub this Fall semester will allow us to explore these recommendations. Once the staff member is brought on and well acclimated to the position, Vice President Ulises Velasco will meet with her and her supervisor to share these recommendations. | |
| | Develop and promote awareness of a dynamic centralized access to campus employment opportunities from all departments for both work-study students and <u>non-work-study student jobs</u> . | | | |
| <u>Organize a job fair to promote campus employment</u> . | | | | |
| Coordinate all department’s identification and listing of student employment job openings and be sure all are listed on a dynamic and well publicized access. | | | | |
| | Create and provide both employee supervisor and student worker orientations (emphasize relationship building). | | | |
| | Develop and offer ongoing training programs for student workers and campus <u>supervisors</u> . | | | |
| | Work with Co-Op work experience department so credit for work is preapproved whenever feasible. | | | |

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

SYNOPSIS:

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

RECOMMENDATION:

The Interim 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 |
|------------------|-------------------|----------------------------|------------------------|-------------------|-----------------|
| Arab | Kristina | Custodian | Facilities | 9/12/2019 | 6/19/2020 |
| Boardman | Elizabeth | Outreach Specialist | SSSP | 8/21/2019 | 6/30/2020 |
| Brink | Madeleine | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Caveney | Marisa | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Clark | Morgan | Greenhouse Worker 1 | Agriculture | 9/1/2019 | 6/19/2020 |
| Dieckman | Darryl | Instructional Assistant | Fine Woodworking | 7/1/2019 | 7/30/2019 |
| Dooley | Jonathon | Outreach Specialist | Foundation | 7/1/2019 | 12/31/2019 |
| Drew | Katherine | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| | | Health Awareness/Student | | | |
| Escobedo | Katherine | Activity Specialist | Student Services | 9/12/2019 | 6/19/2020 |
| Feliciano | Diana | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Ferreyra | Domingo | Security/Utility Worker | Facilities | 7/1/2019 | 6/30/2020 |
| Friar | Ali | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Garcia | Adrian | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| Gonzalez | Jorge | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Goss | Elena | Assistant Volleyball Coach | Athletics | 9/12/2019 | 6/19/2020 |
| Holden | Robyn | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Keller | Audrey | Associate Teacher II | Child Development Ctr. | 9/9/2019 | 6/19/2020 |
| Klimist-Zingo | Martha | MESA Assistant | MESA | 9/12/2019 | 11/19/2019 |
| LaMaster | Eric | Greenhouse Worker 3 | Greenhouse | 9/12/2019 | 6/19/2020 |
| Lozoff | Abraham | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Madrigal | Gabriel | MESA Assistant | MESA | 8/28/2019 | 12/20/2019 |
| Medina | Obdulia | Associate Teacher IV | Child Development Ctr. | 8/12/2019 | 6/19/2020 |
| Moran | Jonathan | Greenhouse Worker 2 | Agriculture | 8/19/2019 | 1/21/2020 |
| Muniz Madrigal | Maria Paola | Instructional Assistant | HEP | 9/2/2019 | 12/31/2019 |
| Ortega | Jack | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Ortiz | Xavier | Lab Technician | Automotive | 8/19/2019 | 12/13/2019 |
| Ruiz | Guillermina | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| Ruiz | Gubed | Bilingual Lab Aide | Automotive | 8/19/2019 | 12/13/2019 |
| Rystad | Connie | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Saderlund | Susan | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| Sanchez | Jessica | FYI/CAMP Program Asst. | FYI/CAMP | 9/12/2019 | 6/19/2020 |
| Shimada | Machiko | MESA Assistant | MESA | 8/19/2019 | 11/19/2019 |
| Sorensen | Erik | Greenhouse Worker 2 | Agriculture | 8/19/2019 | 1/21/2020 |
| Spencer | Hannah | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Trejo | Maria G | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| | Maria | | | | |
| Trejo | Concepcion | Custodian | Facilities | 7/1/2019 | 6/30/2020 |
| Truong | Phuc | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Turner | Benjamin | Tutor | MESA | 8/26/2019 | 12/20/2019 |
| Zuniga | Lucia | Custodian | Facilities | 7/1/2019 | 6/30/2020 |

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 |
|------------------|-------------------|-----------------|-------------------|-------------------|-----------------|
| Altamirano | Ricardo | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Calbert | Alexis | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Carroll | Jerry | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Caveny | Marisa | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Ceja-Valencia | Yesenia | Tutor | Learning Center | 9/12/2019 | 6/19/2020 |
| Cisneros | Christopher | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Gonzalez | Sujey | Tutor | Learning Center | 8/16/2019 | 6/30/2020 |
| Hernandez | Fatima | Tutor | Learning Center | 8/16/2019 | 6/30/2020 |
| Hernandez | Jorge | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Hernandez | Vanessa | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Holmes | Kailey | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Lazaro | Caitlin | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Lozoff | Abraham | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Mendoza | Ivette | Tutor | Learning Center | 8/16/2019 | 6/30/2020 |
| Mondo | Michael | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Ortega | Jack | Tutor | Learning Center | 8/16/2019 | 12/13/2019 |
| Rall | Paloma | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Rosiles | Lorena | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Stepp | Samantha | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Thomson | Jobe | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Turner | Benjamin | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Uriostegui | Jasmine | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |
| Woodruff | Taylor | Tutor | Learning Center | 8/19/2019 | 12/13/2019 |

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2019 semester.

RECOMMENDATION:

The Interim 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 2019 semester as presented pending receipt of all necessary employment eligibility requirements.

| EMPLOYMENT – PART-TIME FACULTY FALL 2019 SEMESTER | | |
|--|---|-----------------|
| Name | Position | Location |
| Chapman, Kelvin | Physical Education Instructor | Ukiah |
| Gomez, Diana | Education Instructor | Online |
| Gordon, Chase | Athletics Instructor | Ukiah |
| Kelley, Charlotte | Nursing - Substitute | Ukiah |
| Koch, Amanda | Math Instructor | Fort Bragg |
| Law, Heather | Art - Substitute | Ukiah |
| Otten, Marc | Physical Education Instructor | Ukiah |
| Pauli, Mikaila | Agriculture Instructor | Potter Valley |
| Schwartz, Larry | Physical Education Instructor | Ukiah |
| Scott, Melissa | Math Instructor | Ukiah |
| Walls, Aisha | Theatre Arts - Substitute | Ukiah |
| Wann, Brandy | Nursing - Registered Nursing Instructor | Ukiah |

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

The Interim 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> |
|------------------------|--|-------------------------|
| Erica Guerrero Quezada | Interning in the FYI/CAMP Center providing support to first year students and to center staff | 9/12/19 – 5/22/2020 |
| Jalen Cook | Assisting with Mendocino College athletic training room daily duties including practice and game set up & cleaning, assisting rehabilitation & treatment, and other duties | 8/19/19 – 5/31/2020 |

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: LATERAL TRANSFER - CLASSIFIED

SYNOPSIS:

Lateral Transfer to Administrative Assistant II

RECOMMENDATION:

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

ANALYSIS:

Eliza Fields, currently an Accounting Specialist for the District, applied for a lateral transfer to Administrative Assistant II in the Foundation.

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the lateral transfer of Eliza Fields, Administrative Assistant II, effective September 16, 2019.

SUBJECT: MENDOCINO LAKE COMMUNITY COLLEGE DISTRICT AND
MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT) ONE-
TIME AGREEMENT

SYNOPSIS:

A one-time agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

RECOMMENDATION:

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

ANALYSIS:

The Mendocino-Lake Community College District (MLCCD) and Mendocino College Federation of Teachers (MCFT) representatives recently agreed upon the attached one-time agreement for the Spring 2020 and 2021 semesters only.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the One-Time Agreement dated August 22, 2019 between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

One Time Agreement between Mendocino Lake Community College District and Mendocino College Federation of Teachers

For Spring 2020 and 2021 Only

The Mendocino Lake Community College District (here in referred to as "the District" and Mendocino College Federation of Teachers (herein referred to as "MCFT") have mutually agreed to one (1) additional mandatory attendance flex day in the Spring of 2020 and Spring 2021. The total number of flex days per contract year remains at eleven (11).

Both parties affirm that the additional flex days will be District organized in consultation with the Academic Senate.

Date Agreed Upon: August 22, 2019

For MCFT:




Phil Warf, MCFT President



Bart Rawlinson, MCFT Chief Negotiator

For the District:



Debra Polak, Vice President of Academic Affairs

 8/23/19

Nicole Marin, Director of Human Resources

ITEM NO: 4.6

DATE: September 11, 2019

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT)
TENTATIVE AGREEMENT, 2019-2020

SYNOPSIS:

2019-2020 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

RECOMMENDATION:

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

ANALYSIS:

District and MCFT representatives recently reached agreement on the attached Tentative Agreement regarding 2019-2020 contract revisions.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019-2020 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Tentative Agreement between Mendocino Lake Community College District and Mendocino College Federation of Teachers for 2019-2020 Academic Year

Contract Term: July 1, 2018 – June 30, 2021

All cuts indicated with strikethrough. All additions in bold. All other parts of the contract remain as is, even if unchanged content for edited articles are not included here.

- *Increase to salary schedule by 4.5%*
- *Same increase for all stipends*
- *One time agreement on Article 7 (under separate cover)*
- *Mutual commitment to actively engage in discussions regarding article 11.1.5. The District and MCFT will negotiate with the goal of reaching agreement on a Health Benefits cost sharing plan, effective July 1, 2020.*

ARTICLE 2 – MCFT RIGHTS

The following should be added to Article 2:

2.8.4

MLCCD shall provide MCFT written notice of any new employee orientations in whatever form they may take, at least ten (10) business days prior to the event. Representatives of the Union shall be permitted to make a presentation of up to thirty (30) minutes, and present written materials to any employee participating in such orientation. MLCCD shall include a membership authorization form, approved by the Union, in all new hire packets. No representative of management shall be present.

In any employee orientation or onboarding process that is not held in person, the Union should have access through whatever means available, to give a presentation of up to thirty (30) minutes and to present written materials or other documents, in a manner approximating Union access to an in-person orientation.

2.8.5

Within 30 days of hire of any new full-time faculty member, or by the first pay period of the month following hire, MLCCD must provide to the union (a) name; (b) job title; (c) department; (d) work location; (e) work, home and personal cellular telephone number; (f) personal email address; and (g) home address. Additionally, MLCCD shall provide this information about all full-time faculty upon request

UKIAH CAMPUS
1000 HENSLEY CREEK ROAD
UKIAH, CA 95482

NORTH COUNTY CENTER
372 E. COMMERCIAL STREET
WILLITS, CA 95490

COAST CENTER
1211 DEL MAR DRIVE
FORT BRAGG, CA 95437

LAKE CENTER
2565 PARALLEL DRIVE
LAKEPORT, CA 95453

AM

ARTICLE 4 – DUES AND PAYROLL DEDUCTIONS

- 4.1 **Payroll Deduction:** ~~Upon employment, a faculty member will complete a Dues Form (Exhibit 1).~~ The District agrees to deduct MCFT dues, ~~service fees~~, insurance premiums, and assessments from the pay of those employees who have authorized in writing that such deduction(s) be made. The amounts deducted from payroll will be remitted promptly to the Union, or its designee.
- 4.2 **Dues Check-Off Reinstatement:** The District will not deduct dues ~~or service fees~~ during periods that a faculty member is separated from the bargaining unit, but will reinstate deductions upon the return of the faculty member to the bargaining unit. The phrase “separation from the bargaining unit” includes transfer out of the unit, layoff, and a leave of absence without pay with a duration of more than thirty (30) days.
- 4.3 **Reporting:** Along with the payroll deductions, the District will send MCFT an alphabetical listing of the faculty members from whom deductions were made and the amount of each deduction.
- 4.4 **Membership Termination and Re-enrollment:** By notifying the MCFT President or Vice-President in writing ~~during the month of May~~, former members may re-enroll and MCFT members may terminate their membership in MCFT, ~~electing to become a service fee payer. MCFT will request that Human Resources provide a Dues Form (Exhibit 1) to the member for completion. The new status will be effective July 1.~~

ARTICLE 9: TENURE REVIEW PROCESS

- 9.1 The timelines in the evaluation process are essential to a fair, professional and objectively administered process and should be adhered to. However, in unusual cases, dates may need to be extended and doing so will not constitute an abridgement of a probationary faculty member’s rights. Lack of planning or difficulty adhering to the valuation schedule due to workload or scheduling conflicts will not be considered an “unusual case” justifying such an extension. If an extension is deemed necessary, the specific reason(s) will be put in writing, signed by the evaluation team members and the probationary faculty member, and included with the evaluation documents.
- 9.2 The tenure review process for probationary faculty hired for less than 75% of the days in the academic year will begin in the subsequent academic year (**California Education Code § 87605**).
- 9.2.1 **Mid-year hires:** Any probationary faculty member who is hired for an assignment beginning after the end of a fall semester shall be given a first-year employment contract covering the first three academic semesters. Mid-year hires shall be evaluated in the first semester of assignment with classroom visitations only. For the sole purpose of the probationary evaluation process, mid-year hires shall be considered as entering into the first probationary year in the first fall semester of the assignment. At that time all evaluation processes and timelines shall be followed as defined in Article 8 - Evaluation Processes.

- 9.3** When a probationary faculty member is employed after an academic year begins and for more than 75% of the days in the academic year, a unique evaluation timeline for the first year will be developed by the evaluation team for that faculty member, as applicable to the assignment.
- 9.4** During the Summary Conference of the evaluation process, the evaluation team will meet with the probationary faculty member to review and discuss the completed evaluation documents.
- 9.5** The Evaluation Summary will include one of the following recommendations (a recommendation is not required in the third year of employment):
- 9.5.1** If a probationary faculty member is working under his/her first contract, award a contract for the following academic year or not award a contract for the following academic year.
 - 9.5.2** If a probationary faculty member is working under his/her second contract (a one-year contract), award a contract for the following two academic years or not award a contract for the following two academic years.
 - 9.5.3** If a probationary faculty member is employed under his/her third consecutive contract (a two-year contract), grant tenure or not employ the probationary faculty member as a tenured employee.
- 9.6** If the recommendation is to not enter into a contract or to not grant tenure, a written report will be attached to the Evaluation Summary addressing specific aspects of the evaluation, the corrective action plan, and the probationary faculty member's response to the plan. If the recommendation is not unanimous, a minority report will also be attached. Copies will be provided to the probationary faculty member and the Superintendent/President.
- 9.7** The Superintendent/President will make a recommendation to the Board of Trustees.
- 9.7.1** The Superintendent/President may base her/his recommendation on matters that reflect the best interests of the District and the students of the District. Prior to making a recommendation, he/she may consult with other administrators regarding the probationary faculty member.
 - 9.7.2** If the Superintendent/President does not agree with the recommendation of the evaluation team, she/he will meet with the team to discuss concerns. If the concerns are not resolved, the recommendations of both the Superintendent/President and the evaluation team will be forwarded to the Board of Trustees.
- 9.8** Before making a decision relating to the continued employment of a probationary faculty member, the Board of Trustees will receive and consider the recommendations of the Superintendent/President, and the evaluation team, if applicable, in a lawful meeting of the Board.
- 9.9** The Board of Trustees will give written notice of its decision and the reasons therefore to the probationary faculty member on or before March 15th of the academic year covered by the existing first or second one-year contract. When employed under the two-year, third contract, the probationary faculty member will be provided written notice on or before March 15th of the

fourth year. The notice will be sent by registered or certified mail to the most recent address on file with Human Resources.

- 9.9.1 Failure to give the notice as required under the first contract will be deemed an extension of the existing one-year contract without change for the following academic year.
- 9.9.2 Failure to give the notice as required under the second contract will result in a third contract without change for the following two years.
- 9.9.3 Failure to give the notice as required under the two-year, third consecutive contract will be deemed a decision to employ the faculty member as a regular employee for all subsequent academic years.

ARTICLE 16 - TRANSFER

16.1 Voluntary

A faculty member may request a voluntary transfer to a vacant faculty position if he/she possesses the required minimum qualifications. Such request must be recommended by the responsible Dean and appropriate Vice President, and approved by the Superintendent/President and the Board.

16.2 Involuntary

An involuntary transfer of a faculty member may be made, based on the needs of the District, as determined by the Superintendent/President.

An in-person consultation with the affected faculty member and his or her Dean shall take place and be documented before a decision is made by the Superintendent/President.

Consideration will be given to ~~the minimum qualifications, seniority, the preferences of the faculty member and the needs of the department to which the faculty member is to be transferred.~~ as determined in the consultation, as well as the faculty member's qualifications, experience and seniority relative to other qualified faculty who may be considered for the transfer. The needs of the department to which the faculty member will be transferred will also be considered.



For MCFT:



Phil Warf, MCFT President



Bart Rawlinson, MCFT Chief Negotiator

For the District:



Debra Polak, Vice President of Academic Affairs



8/23/19

Nicole Marin, Director of Human Resources

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2001 BMW 325i donated by Ehlixterli Aguilar
2004 Nissan donated by Bill Tarver

RECOMMENDATION:

The Interim Superintendent/President recommends acceptance of these donations.

ANALYSIS:

These automobiles are being donated to Mendocino College for the Auto Tech Club. They 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.

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 Ehlixterli Aguilar and Bill Tarver.

SUBJECT: 2019/20 ADOPTED BUDGET

SYNOPSIS:

Board of Trustees adoption of the proposed 2019/20 Adopted Budget.

A public hearing on the proposed 2019/20 Adopted Budget will be held on September 11, 2019 at the regular Board of Trustees meeting.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2019/20 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 \$2,823,818 for 2019/20, 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 15th of each year. The attached Adopted Budgets reflect the best estimates of current year revenue and expenditures known at the time of submission.

REVENUE:

The General Fund revenue included herein is based on the most recent 2019/20 fiscal year budget information received from the Chancellor's Office. General Fund unrestricted revenue is projected to total \$25,616,484.

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 2019/20 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 extends 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 2021/22. There continue to be changes proposed to the SCFF that would delay the phase in of the success measures and may extend the hold harmless timeline.

Total general apportionment is budgeted at \$23,793,304. This includes an increase of \$751,173 due to the 19/20 COLA on general apportionment of 3.26%.

COLA Revenue

This proposed Adopted budget includes a COLA (Cost of Living Adjustment) of 3.26%. This may be compared to prior fiscal years:

| <u>Fiscal Year COLA</u> | <u>Dollar Amount</u> | <u>Percent</u> |
|-------------------------|----------------------|----------------|
| 2019/20 | \$751,173 | 3.26% |
| 2018/19 | \$604,548 | 2.71% |
| 2017/18 | \$327,889 | 1.56% |
| 2016/17 | \$0 | 0.00% |
| 2015/16 | \$189,903 | 1.02% |
| 2014/15 | \$157,153 | 0.85% |
| 2013/14 | \$235,588 | 1.57% |
| 2012/13 | \$0 | 0.00% |
| 2011/12 | \$0 | 0.00% |
| 2010/11 | \$0 | 0.00% |
| 2009/10 | \$0 | 0.00% |
| 2008/09 | \$0 | 0.00% |
| 2007/08 | \$784,093 | 4.53% |
| 2006/07 | \$870,451 | 5.92% |
| 2005/06 | \$592,884 | 4.23% |
| 2004/05 | \$312,837 | 2.41% |
| 2003/04 | \$0 | 0.00% |

Education Protection Account

Proposition 30, 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 \$2,823,818 on the 2019/20 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 Internet 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 no deficit factor on general apportionment. 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 2018/19 will not be known until February of 2020. The past two years have not required a deficit factor, largely due to declining enrollments in the community college system as a whole, which resulted in excess revenue available in the system. The administration will keep track of the economy and determine if a deficit factor is prudent at the April Revise.

EXPENDITURES:

General Fund unrestricted expenditures are projected to total \$25,576,902.

Salaries, Wages, and Benefits:

Projected 2019/20 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 2.71% on schedule increase for the SEIU bargaining unit negotiated during 2018/19 fiscal year. The District has a tentative agreement (TA) with full-time faculty of 4.5% on schedule which would be effective on 7/1/19. The TA has not been adopted by the board, therefore, it is not reflected in the proposed budget. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

The General Fund Budget includes a payment to the Health Fund equal to \$1,700 per plan participant per month or \$20,400 per year which is an increase from the \$1,400 level budgeted in 2018/19. The cost of this rate increase is \$702,000. This rate may be adjusted during the year as actual health costs become known.

The proposed Adopted Budget includes a PERS (Public Employees Retirement System) district contribution rate of 19.721 % effective July 1, 2019. The 2018/19 contribution rate was 18.062%, an increase in costs of \$85,000 to the Unrestricted General Fund.

The STRS (State Teachers Retirement System) district contribution rate increased to 17.100% effective July 1, 2018. The 2018/19 rate was 16.280%, an increase of \$67,000 to the Unrestricted General Fund.

Supplies and Services:

Departmental supplies and services budgets reflect a continuation of a level similar to prior years and include \$20,000 for professional development. Two items are budgeted on a one-time basis: \$75,000 to write off uncollected Student receivables and \$23,000 to write off uncollected Perkins student loans from the 1980's.

Capital Outlay:

The State budget included \$13.5 million Block Grant for Scheduled Maintenance and Instructional Equipment. \$35,184 is allocated to Mendocino College. This is a reduction from the \$63,632 Mendocino College received in 2018/19. The State has

allowed the District's to decide how to allocate the funding between Scheduled Maintenance and Instructional Equipment. As in prior years, the allocation has been split evenly with \$17,592 budgeted in the Capital Projects Fund (41) and \$17,592 in the Restricted General Fund (12) for instructional equipment.

The unrestricted funding for capital outlay within the General Fund is comprised of \$50,000 for computers scheduled for replacement on the refresh cycle and \$10,000 for computers for new hires.

This budget includes funds budgeted in various categorical programs budgets for capital outlay expenditures as well.

Categorical Programs:

The proposed Adopted Budget for the Restricted General Fund (12) includes approximately 60 categorical programs, totaling over \$10.2 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 2019/20 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 2019 determined the TOL to be \$6,079,068. 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. The PBC reviewed the plan on June 6, 2017. This budget recommends a transfer of zero from the Health Benefits Fund to the Special Reserve Fund Due to the recent high level of healthcare claims. This leaves a fund balance of \$810,497 in the Health Benefits Fund and results in a GASB 75 OPEB reserve of \$1,500,218 in the Special Reserve Fund, which is 40% of the total TOL.

ENDING BALANCE:

The projected 2019/20 Unrestricted General Fund beginning balance is \$6,755,399 based on unaudited actual revenues and expenditures for 2018/19. Not all accounts are closed for 2018/19, therefore, this amount may change when all accounts are reconciled.

The projected Unrestricted General Fund ending balance is \$6,794,981 or 26.57% of expenditures and transfers, meeting one of Board of Trustees' budget parameter 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 \$525,000 and lowers the General Fund reserve to 24.51%.

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

1) Collective Bargaining

This budget includes a 2.71% on schedule increase for the SEIU bargaining unit negotiated during 2018/19 fiscal year. However, the District is currently negotiating for the 2019/20 fiscal year with the other Constituent Groups. The District has a TA of 4.5% on schedule increase with the MCFT. The District currently does not have any other TA's with the other Constituent Groups. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

2) Employee Hiring and Vacancies

This budget includes a cost savings of approximately \$200,000 this year as a result of the Assistant Superintendent/Vice President of Administrative Services serving as the Interim Superintendent/President. Additionally, there are 7 positions currently being recruited for that will start later this year, those positions are budgeted less than an annual amount based on anticipated start dates, saving approximately \$280,000 this fiscal year. These ongoing costs, if budgeted for the whole year, would negatively impact the budget by \$480,000. There are also a number of staffing requests moving through the college planning and committee process for which funding is not included in this budget.

3) Health Fund Fiscal Status

Because the college is self-insured for health benefits, there exists the possibility of health benefit costs exceeding contributions in 2019/20. There were many years where a transfer from the General Fund to the Health Fund was necessary when actual claims exceeded contributions.

| | |
|---------|-------------|
| 2001/02 | \$440,025 |
| 2004/05 | \$150,000 |
| 2005/06 | \$400,000 |
| 2006/07 | \$200,000 |
| 2007/08 | \$150,000 |
| 2009/10 | \$500,000 |
| Total | \$1,840,025 |

The college health benefit plan enjoyed a number of good years and a reserve was built up in the Health Fund. However, 2018/19 was a very bad year, with medical claims exceeding the budgeted amount by \$626,000. This single year used up nearly one half of the reserves that had been built up during the good years. The Health Benefits Committee will be looking into alternatives for health benefits that would decrease the extreme volatility in expenditures.

4) STRS/PERS District Rate Increases

The CalSTRS rates have been set by law and will increase from 17.10% to 18.40% by 2020/21. Additionally, STRS has decreased its interest rate assumption on investments which may result in rate increases beyond 2020/21. CalPERS has also lowered its interest rate assumptions and PERS rates are estimated to increase to from 19.721% to 26.1% 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 \$525,000 to the General Fund of Mendocino College between 2019/20 and 2023/24. At the direction of the Board, \$525,000 has been designated in the Unrestricted General Fund reserve to address the future cost increases.

5) Economy of the State and Nation

The College budget is very dependent on the economy of the State of California. The current economic expansion is the longest on record. It is prudent for the College to plan for the next recession.

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 will remain at \$406,000 until the solar field is paid off in 2021. At that time the debt service fund will no longer be necessary and the \$406,000 will be available for other purposes.

The Child Care Fund Budget (Attachment "C"), reflects a program similar to the 2018/19 program. The transfer from the General Fund in 2018/19 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 \$144,411. Also included are negotiated child care 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 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, 2019. Load banking is reserved at 25% of the book value as of June 30, 2019. 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 during the 2018/19 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is \$1,700 per month for each plan participant budgeted. The Health Fund has a budgeted ending fund balance of \$810,497.

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.

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 2019/20.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2019/20 Adopted Budgets as presented and shown on Attachments A through I:

| | |
|----------------|--|
| Attachment A-1 | Adopted Unrestricted General Fund Budget, 2019/20 |
| Attachment A-2 | Adopted Restricted General Fund Budget, 2019/20 |
| Attachment B | Adopted Debt Service Fund Budget, 2019/20 |
| Attachment C | Adopted Child Care Fund Budget, 2019/20 |
| Attachment D | Adopted Capital Projects Fund Budget, 2019/20 |
| Attachment E | Adopted Special Reserve Fund Budget, 2019/20 |
| Attachment F | Adopted Health Fund Budget, 2019/20 |
| Attachment G | Adopted Student Representation Fee Fund Budget, 2019/20 |
| Attachment H | Adopted Student Center Fund Budget, 2019/20 |
| Attachment I | Adopted Student Financial Aid Award Projections, 2019/20 |

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
2019/20**

| | 2018/19 REVISED BUDGET FUND 11 | | 2018/19 UNAUDITED ACTUALS FUND 11 | | 2019/20 ADOPTED BUDGET FUND 11 |
|------------------------------------|---|--------|--|--------|---|
| BEGINNING FUND BALANCE | \$ 6,559,593 | | \$ 6,559,593 | | \$ 6,755,399 |
| REVENUE: | | | | | |
| A. Federal | 23,500 | | 39,053 | | 37,500 |
| B. State | 14,051,806 | | 12,857,827 | | 13,299,434 |
| C. Local | 10,654,131 | | 13,231,736 | | 12,279,550 |
| D. Transfer in from Health Fund | - | | - | | - |
| TOTAL REVENUE | <u>\$ 24,729,437</u> | | <u>\$ 26,128,616</u> | | <u>\$ 25,616,484</u> |
| EXPENDITURES: | | | | | |
| A. Certificated Salaries and Wages | \$ 10,498,579 | | \$ 10,238,177 | | \$ 10,143,193 |
| Classified Salaries and Wages | 5,001,531 | | 4,897,446 | | 4,914,633 |
| Subtotal Salaries and Wages | <u>15,500,110</u> | | <u>15,135,623</u> | | <u>15,057,826</u> |
| Fringe Benefits | 5,851,495 | | 7,088,227 | | 6,473,106 |
| Total Personnel Costs | <u>21,351,605</u> | | <u>22,223,850</u> | | <u>21,530,932</u> |
| B. Supplies | 703,211 | | 444,424 | | 651,431 |
| C. Contractual Services | 2,622,617 | | 2,581,166 | | 2,749,813 |
| D. Capital Outlay | 176,146 | | 181,009 | | 73,754 |
| E. Transfers | | | | | |
| To Child Care Fund | 127,344 | | 110,967 | | 164,411 |
| To Debt Service Fund | 390,103 | | 391,394 | | 406,561 |
| Other Outgo | - | | - | | - |
| | <u>517,447</u> | | <u>502,361</u> | | <u>570,972</u> |
| TOTAL EXPENDITURES AND TRANSFERS | <u>\$ 25,371,026</u> | | <u>\$ 25,932,810</u> | | <u>\$ 25,576,902</u> |
| FUND BALANCE: | | | | | |
| A. Designated (PERS/STRS) | | | | | 525,000 2.06% |
| B. Undesignated | <u>5,918,004</u> | 23.33% | <u>6,755,399</u> | 26.05% | <u>6,269,981</u> 24.51% |
| TOTAL ENDING FUND BALANCE | 5,918,004 | 23.33% | 6,755,399 | 26.05% | 6,794,981 26.57% |
| CHANGE IN RESERVES | <u>\$ (641,589)</u> | | <u>\$ 195,806</u> | | <u>\$ 39,582</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
RESTRICTED GENERAL FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 12 | 2018/19 UNAUDITED ACTUALS FUND 12 | 2019/20 ADOPTED BUDGET FUND 12 |
|--|---|--|---|
| BEGINNING FUND BALANCE | \$ 234,889 | \$ 234,889 | \$ 245,888 |
| <u>REVENUE:</u> | | | |
| A. Federal | 2,345,743 | 1,858,094 | 1,609,599 |
| B. State | 9,348,761 | 6,973,327 | 8,474,351 |
| C. Local | 118,000 | 368,594 | 116,000 |
| TOTAL REVENUE | <u>\$ 11,812,504</u> | <u>\$ 9,200,015</u> | <u>\$ 10,199,950</u> |
| <u>EXPENDITURES:</u> | | | |
| A. Certificated Salaries and Wages | \$ 1,684,609 | \$ 1,397,612 | \$ 1,464,196 |
| Classified Salaries and Wages | 1,929,244 | 1,608,757 | 1,619,315 |
| Subtotal Salaries and Wages | <u>3,613,853</u> | <u>3,006,369</u> | <u>3,083,511</u> |
| Fringe Benefits | 1,243,249 | 1,344,106 | 1,302,573 |
| Total Personnel Costs | <u>4,857,102</u> | <u>4,350,475</u> | <u>4,386,084</u> |
| B. Supplies | 745,082 | 615,458 | 722,324 |
| C. Contractual Services | 3,190,004 | 1,493,959 | 3,366,784 |
| D. Capital Outlay | 1,524,316 | 1,213,321 | 292,155 |
| E. Transfers to Student Financial Aid Fund and Other Payments To/For Students and Payments Directly to ML ACE Consortium Members | <u>1,520,443</u> | <u>1,515,803</u> | <u>1,436,426</u> |
| TOTAL EXPENDITURES AND TRANSFERS | <u>\$ 11,836,947</u> | <u>\$ 9,189,016</u> | <u>\$ 10,203,773</u> |
| ENDING FUND BALANCE | 210,446 | 245,888 | 242,065 |
| CHANGE IN RESERVES | <u>\$ (24,443)</u> | <u>\$ 10,999</u> | <u>\$ (3,823)</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 29 | 2018/19 UNAUDITED ACTUALS FUND 29 | 2019/20 ADOPTED BUDGET FUND 29 |
|---------------------------------------|---|--|---|
| BEGINNING FUND BALANCE | \$ - | \$ - | \$ - |
| <u>REVENUE:</u> | | | |
| A. Interest | (2,000) | (3,291) | (3,000) |
| B. Transfer from General Fund - Solar | 390,103 | 391,394 | 406,561 |
| TOTAL FUNDS AVAILABLE | <u>\$ 388,103</u> | <u>\$ 388,103</u> | <u>\$ 403,561</u> |
| <u>EXPENDITURES:</u> | | | |
| A. Solar debt service payments | \$ 388,103 | \$ 388,103 | \$ 403,561 |
| RESERVES | - | - | - |
| TOTAL EXPENDITURES AND RESERVES | <u>\$ 388,103</u> | <u>\$ 388,103</u> | <u>\$ 403,561</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 33 | 2018/19 UNAUDITED ACTUALS FUND 33 | 2019/20 ADOPTED BUDGET FUND 33 |
|---|---|--|---|
| REVENUE: | | | |
| Federal | | | |
| A. Food Program | \$ 33,000 | \$ 31,862 | \$ 32,000 |
| State | | | |
| B. CA State Preschool Program | 240,724 | 219,353 | 228,604 |
| C. Food Program | 1,750 | 1,643 | 2,000 |
| D. General Contract | 180,889 | 195,889 | 195,889 |
| Local | | | |
| E. Parent Fees - Certified/Subsidized | - | 21,859 | - |
| F. Parent Fees - Non-Certified/Full Fee | 110,000 | 115,404 | 115,000 |
| G. Other Local Income | - | 15,423 | - |
| Transfers | | | |
| H. General Fund Subsidy | 107,344 | 90,967 | 144,411 |
| I. Employee Child Care Benefit | 20,000 | 20,000 | 20,000 |
| TOTAL REVENUE | <u>\$ 693,707</u> | <u>\$ 712,400</u> | <u>\$ 737,904</u> |
| EXPENDITURES: | | | |
| A. Personnel Costs | | | |
| 1. Salary and Wages | | | |
| Classified Regular | \$ 233,482 | \$ 233,851 | \$ 239,482 |
| Classified Hourly | 185,161 | 210,165 | 214,985 |
| | <u>418,643</u> | <u>444,016</u> | <u>454,467</u> |
| 2. Benefits | 157,045 | 171,976 | 188,039 |
| Total Personnel Costs | <u>575,688</u> | <u>615,992</u> | <u>642,506</u> |
| B. Supplies | 94,895 | 73,972 | 73,774 |
| C. Contractual Services | 23,124 | 22,436 | 21,624 |
| TOTAL EXPENDITURES | <u>\$ 693,707</u> | <u>\$ 712,400</u> | <u>\$ 737,904</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 41 | 2018/19 UNAUDITED ACTUALS FUND 41 | 2019/20 ADOPTED BUDGET FUND 41 |
|------------------------------------|---|--|---|
| BEGINNING FUND BALANCE | | | |
| Unrestricted | \$ 927,846 | \$ 927,846 | \$ 889,305 |
| TOTAL BEGINNING FUND BALANCE | 927,846 | 927,846 | 889,305 |
| <u>REVENUE:</u> | | | |
| A. Interest | 15,000 | 14,333 | 15,000 |
| B. Proposition 39 Energy Projects | 4,483 | 4,483 | - |
| C. Physical Plant Block Grant | 94,387 | 91,238 | 20,741 |
| D. Redevelopment Agency On-going | 150,000 | 154,571 | 150,000 |
| E. NCCCSIA Return of Equity | - | 47,260 | 30,000 |
| F. NCCCSIA Safety Credit | 15,000 | 17,700 | 17,000 |
| TOTAL REVENUES | 278,870 | 329,585 | 232,741 |
| TOTAL FUNDS AVAILABLE | <u>\$ 1,206,716</u> | <u>\$ 1,257,431</u> | <u>\$ 1,122,046</u> |
| <u>EXPENDITURES AND TRANSFERS:</u> | | | |
| A. Energy Projects | \$ 4,483 | \$ 4,483 | \$ - |
| B. Physical Plant Block Grant | 94,387 | 91,238 | - |
| C. Campus Signs | 41,287 | - | 41,287 |
| D. Disabled Access Improvements | 50,000 | 55,811 | 50,000 |
| E. Technology Master Planning | - | - | 50,000 |
| F. Traffic Light | 300,000 | 11,756 | 270,000 |
| G. Safety Improvements | 75,000 | 62,251 | 30,000 |
| H. Housing Study | 50,000 | 49,365 | - |
| I. Facilities Master Planning | 25,000 | - | 25,000 |
| J. Other Capital Projects | 100,000 | 93,222 | 100,000 |
| TOTAL EXPENDITURES | 740,157 | 368,126 | 566,287 |
| RESERVES | 466,559 | 889,305 | 555,759 |
| TOTAL EXPENDITURES AND RESERVES | <u>\$ 1,206,716</u> | <u>\$ 1,257,431</u> | <u>\$ 1,122,046</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 61 | 2018/19 UNAUDITED ACTUALS FUND 61 | 2019/20 ADOPTED BUDGET FUND 61 |
|---|---|--|---|
| BEGINNING FUND BALANCE | \$ 2,370,838 | \$ 2,370,838 | \$ 2,297,748 |
| <u>REVENUE:</u> | | | |
| A. Interest | 36,000 | 47,219 | 40,000 |
| B. Transfer from Health Fund | 768,890 | - | - |
| TOTAL FUNDS AVAILABLE | <u>\$ 3,175,728</u> | <u>\$ 2,418,057</u> | <u>\$ 2,337,748</u> |
| <u>EXPENDITURES AND TRANSFERS:</u> | | | |
| A. Self Insurance Claims | <u>\$ -</u> | <u>\$ 120,309</u> | <u>\$ -</u> |
| <u>RESERVES:</u> | | | |
| A. Accrued Vacation Reserve | 171,562 | 169,531 | 169,531 |
| B. Load Banking Reserve | 115,089 | 111,025 | 111,025 |
| 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 | 2,269,108 * | 1,500,218 * | 1,500,218 * |
| F. Self Insurance Reserve | 164,969 | 61,974 | 101,974 |
| TOTAL RESERVES | <u>3,175,728</u> | <u>2,297,748</u> | <u>2,337,748</u> |
| TOTAL EXPENDITURES AND RESERVES | <u>\$ 3,175,728</u> | <u>\$ 2,418,057</u> | <u>\$ 2,337,748</u> |

*Total GASB 75 liability per actuarial study dated August 9, 2019 is \$6,079,068.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 62 | 2018/19 UNAUDITED ACTUALS FUND 62 | 2019/20 ADOPTED BUDGET FUND 62 |
|-------------------------------------|---|--|---|
| BEGINNING FUND BALANCE | \$ 1,518,890 | \$ 1,518,890 | \$ 810,497 |
| <u>REVENUE:</u> | | | |
| A. Contribution from Other Funds | 3,283,000 | 3,194,024 | 3,840,000 |
| B. Employee Contributions | 30,000 | 35,735 | 30,000 |
| C. Interest | 16,000 | 16,438 | 16,000 |
| TOTAL REVENUE | <u>3,329,000</u> | <u>3,246,197</u> | <u>3,886,000</u> |
| TOTAL FUNDS AVAILABLE | <u><u>\$ 4,847,890</u></u> | <u><u>\$ 4,765,087</u></u> | <u><u>\$ 4,696,497</u></u> |
| <u>EXPENDITURES:</u> | | | |
| A. Health Care Services | \$ 3,329,000 | \$ 3,954,590 | \$ 3,886,000 |
| B. Transfer to Special Reserve Fund | 768,890 | - | - |
| TOTAL EXPENDITURES | <u>4,097,890</u> | <u>3,954,590</u> | <u>3,886,000</u> |
| RESERVES | <u>750,000</u> | <u>810,497</u> | <u>810,497</u> |
| TOTAL EXPENDITURES AND RESERVES | <u><u>\$ 4,847,890</u></u> | <u><u>\$ 4,765,087</u></u> | <u><u>\$ 4,696,497</u></u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 72 | 2018/19 UNAUDITED ACTUALS FUND 72 | 2019/20 ADOPTED BUDGET FUND 72 |
|---------------------------------|---|--|---|
| BEGINNING FUND BALANCE | \$ 32,375 | \$ 32,375 | \$ 39,088 |
| <u>REVENUE:</u> | | | |
| A. Student Representation Fees | 10,000 | 11,370 | 11,000 |
| B. Interest | 400 | 527 | 500 |
| TOTAL REVENUE | <u>10,400</u> | <u>11,897</u> | <u>11,500</u> |
| TOTAL FUNDS AVAILABLE | <u>\$ 42,775</u> | <u>\$ 44,272</u> | <u>\$ 50,588</u> |
| <u>EXPENDITURES:</u> | | | |
| A. Services (Travel) | \$ 8,850 | \$ 5,184 | \$ 11,500 |
| TOTAL EXPENDITURES | <u>8,850</u> | <u>5,184</u> | <u>11,500</u> |
| RESERVES | <u>33,925</u> | <u>39,088</u> | <u>39,088</u> |
| TOTAL EXPENDITURES AND RESERVES | <u>\$ 42,775</u> | <u>\$ 44,272</u> | <u>\$ 50,588</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2019/20**

| | 2018/19 REVISED BUDGET FUND 73 | 2018/19 UNAUDITED ACTUALS FUND 73 | 2019/20 ADOPTED BUDGET FUND 73 |
|---------------------------------|---|--|---|
| BEGINNING FUND BALANCE | \$ 327,691 | \$ 327,691 | \$ 326,684 |
| <u>REVENUE:</u> | | | |
| A. Student Center Fees | 31,000 | 32,905 | 32,000 |
| B. Interest | 4,000 | 5,002 | 4,000 |
| TOTAL REVENUE | 35,000 | 37,907 | 36,000 |
| TOTAL FUNDS AVAILABLE | <u>\$ 362,691</u> | <u>\$ 365,598</u> | <u>\$ 362,684</u> |
| <u>EXPENDITURES:</u> | | | |
| A. Student Salary & Benefits | \$ 15,238 | \$ 9,273 | \$ 19,500 |
| B. Supplies | 6,700 | 4,579 | 6,000 |
| C. Services | 5,750 | 2,000 | 4,500 |
| D. Equipment | 24,631 | 23,062 | - |
| TOTAL EXPENDITURES | 52,319 | 38,914 | 30,000 |
| RESERVES | <u>310,372</u> | <u>326,684</u> | <u>332,684</u> |
| TOTAL EXPENDITURES AND RESERVES | <u>\$ 362,691</u> | <u>\$ 365,598</u> | <u>\$ 362,684</u> |

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2019/20**

| | <u>2018/19 ESTIMATED AWARDS</u> | <u>2019/20 ESTIMATED AWARDS</u> |
|---------------------------------------|---|---|
| <u>SOURCE OF FUNDS:</u> | | |
| FEDERAL SOURCES | | |
| A. PELL GRANT | \$ 4,500,000 | \$ 4,500,000 |
| B. FSEOG | 114,400 | 105,000 |
| C. BUREAU OF INDIAN AFFAIRS | 4,500 | 4,500 |
| D. DIRECT LOANS | 640,355 | 640,355 |
| E. AMERICORPS | 15,000 | 15,000 |
| F. FEDERAL WORK STUDY | 62,000 | 62,000 |
| TOTAL FEDERAL SOURCES | <u>5,336,255</u> | <u>5,326,855</u> |
| STATE SOURCES | | |
| A. CAL GRANT | 420,000 | 420,000 |
| B. EOPS GRANT | 148,000 | 148,000 |
| C. CHAFEE GRANT | 40,000 | 40,000 |
| D. FULL-TIME STUDENT SUCCESS GRANT | 14,542 | - |
| E. COMMUNITY COLLEGE COMPLETION GRANT | 78,000 | - |
| F. STUDENT SUCCESS COMPLETION | 294,686 | 341,124 |
| G. NONRESIDENT DREAMER EMERGENCY AID | 7,353 | - |
| TOTAL STATE SOURCES | <u>1,002,581</u> | <u>949,124</u> |
| LOCAL SOURCES | | |
| A. SCHOLARSHIPS | 297,717 | 250,000 |
| TOTAL | <u>\$ 6,636,553</u> | <u>\$ 6,525,979</u> |
| <u>DISBURSEMENTS:</u> | | |
| A. STUDENT FINANCIAL AID | <u>\$ 6,636,553</u> | <u>\$ 6,525,979</u> |

ITEM NO: 7.2
DATE: September 11, 2019

SUBJECT: 2019/2020 DISTRICT PRIORITIES

SYNOPSIS:

Establishment of the 2019/20 District Priorities

RECOMMENDATION:

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

ANALYSIS:

The 2018/19 District Priorities as established by the Board of Trustees were used as the basis for the attached draft priorities for the 2019/20 year. The only change made from 2018/19 priorities is the order in which the bulleted items are currently presented.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby establish the 2019/2020 District Priorities as presented.

Mendocino-Lake Community College District District Priorities 2019 - 2020

Support the Superintendent/President and College to retain focus on student success, resulting in:

- Support the preparation for our upcoming accreditation visit while continuing the cycle of assessing student learning and comprehensive planning to sustain our continuous improvement process and improve institutional effectiveness.
- 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.
- 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.

Drafted: September 11, 2019

SUBJECT: SELECTION OF PROVISIONAL BOARD MEMBER – TRUSTEE AREA #7

SYNOPSIS:

Selection of a provisional member of the Board of Trustees to represent Trustee Area #7

RECOMMENDATION:

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

ANALYSIS:

Upon completion of the interviews of potential candidates, the Board members will vote to select a provisional member who will serve in the capacity of Trustee - Area #7 until the next election which will be held in November 2020.

MOTION/ACTION:

To be determined at the meeting.

Elizabeth Howe
[REDACTED]
[REDACTED]

August 27, 2019

Mendocino- Lake Community College District
Ukiah Campus
1000 Hensley Creek Road
Ukiah, CA 95482

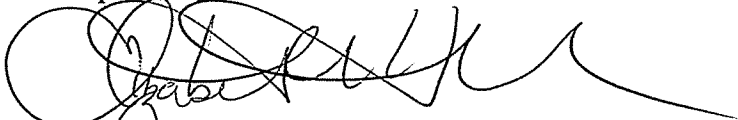
Dear Board of Trustees:

I heard about the Mendocino-Lake Community College District Board of Trustee Vacancy for the Kelseyville area through a work colleague. Enclosed you will find my complete application for the vacant seat #7. I am very interested in the Board of Trustee seat and feel that my knowledge, skills and abilities will make me an excellent addition to the Board.

I am very aligned with the goals and focus of offering quality post-secondary and higher education and know that I would use my skills to help the Board achieve its objectives. I am passionate about education at all levels and believe it is the ultimate equalizer.

My enclosed resume will provide you with more details regarding my qualifications and experience. I know that I bring an advantage with my experience, educational qualifications and skills and I look forward to putting these to work towards guiding the focus of Mendocino-Lake Community College. I look forward to hearing from you and thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read 'Elizabeth Howe', with a long horizontal flourish extending to the right.

Elizabeth Howe

Mendocino-Lake Community College District
Application for Appointment to Trustee Area No. 7

Name Elizabeth Howe

Home Address [REDACTED]

City, State, Zip [REDACTED]

Phone: Home [REDACTED] Business [REDACTED] Cell [REDACTED]

E-mail address [REDACTED]

Occupation Economic Development Director/ Grant Writer

Company/Organization Big Valley Band of Pomo Indians

Business Address 2726 Mission Rancheria Rd

City, State, Zip Lakeport, CA 95453

Please complete the following or attach a current resume:

Education (List degrees and/or colleges or universities attended):

B.S. Kansas State University; Park Resource Management & Natural Resources and Environmental Sciences

Employment or Related Experience:

| Date | | Employer or Organization | Duties |
|---------|---------|---------------------------------|--|
| From | To | | |
| 11/2015 | Current | Big Valley Band of Pomo Indians | Economic Development & Grant Writing |
| Date | | Indigenous Management Services | CEO/ Owner |
| From | To | | |
| 08/2012 | Current | | |
| Date | | Colusa Indian Community Council | Grant Writer as employee then moved to being a contracted Grant Writer |
| From | To | | |
| 08/2009 | 10/2014 | | |

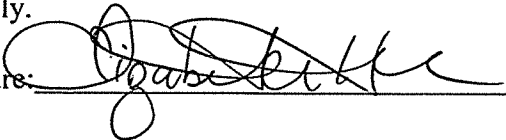
Public and Community Service:

| Dates of Service | | Organization | Position Held |
|------------------|---------|---------------------|-------------------------------|
| From | To | | |
| 06/19 | Current | DGS | Board Chair |
| Dates of Service | | Boys and Girls Club | Chief Volunteer Officer (CVO) |
| From | To | | |
| 02/2017 | Current | | |
| Dates of Service | | | |
| From | To | | |
| | | | |

To be eligible, an individual must be at least 18 years old; must be a resident of the district and reside in Trustee Area No. 7; must be a registered voter; and must not be disqualified from holding civil office by the Constitution or any law of the state. I also understand that I may not be an employee of the district to serve as a member of the board.

☐ (Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship _____

I certify that I meet all the eligibility requirements of the position and have answered the questions truthfully.

Signature:  _____

Date: 8/27/19

Please attach a letter of interest and completed applicant questionnaire.

Applications must be received in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA 95482 no later than 4:00 PM, Thursday, August 29, 2019.

Elizabeth Howe

Career Objective: To provide a comprehensive suite of resources to Tribal Nations including grant writing, grant management, strategic planning, project management, economic development projects, funding for economic development projects.

Education: Kansas State University: Manhattan, KS / December 2001 Bachelor of Science in Agriculture / Major in Park Resource Management Secondary in Natural Resources and Environmental Science

Work Experience:

Indigenous Management Services

Kelseyville, CA 95451; 530-701-4247

- Owner; Established in 2012
- Providing grant writing, research, grant management, program management, and economic development opportunities to federally recognized tribes, local governments and non-profit agencies in Northern California.

Dynoosi Government Services

261 ncoln Way East Chambersburg, PA 17201; 717-860-3477

- Board chair: Starting Date/ Ending Date: 06/19 – Current
- Represent DGS to stakeholders, ambassador for the organization
- Review outcomes and metrics created by for evaluating impact and regularly measuring its performance and effectiveness using those metrics
- Partner with the CEO and other board members to ensure that board resolutions are carried out
- Approve annual budget audit reports and material business decisions meeting all legal and fiduciary responsibilities

Big Valley Band of Pomo Indians

3000 Shanel Rd Hopland, CA 95449; 707.472.2100

- *Economic Development Director: Staring Date / Ending Date: 11/15 - Current*
- Responsible for researching and identifying grants for Tribal Programs according to the programs needs
- In charge of finding and vetting viable Economic Development Projects for the Tribe
- Developed the first Chartered Native American Boys and Girls Club of California
- CVO of the Boys and Girls Club of Big Valley Rancheria
- Responsible for writing and submitting reports to funding agencies.
- Supervisor, Ben Ray III, Tribal Administrator

Hopland Band of Pomo Indians

3000 Shanel Rd Hopland, CA 95449; 707.472.2100

- *Consultant/Grant Writer: Staring Date / Ending Date: 08/12 – 01/16*

- Responsible for researching and identifying grants for Tribal Programs
- Generated proposals and supporting documentation in response to solicitation
- Setup and attend meeting with tribal program directors and key personnel in order to establish the needs of a program
- Responsible for writing and submitting reports to funding agencies.
- Supervisor, Joseph San Diego, Tribal Chairman

Colusa Indian Community Council

3730 Hwy 45, Colusa, CA 95932; 530.458.8231

- *Consultant/Grant Writer: Starting Date / Ending Date: 8/09-10/14*
- Responsible for researching and identifying grants for Tribal Programs
- Generated proposals and supporting documentation in response to solicitation
- Setup and attend meeting with tribal program directors and key personnel in order to establish the needs of a program
- Responsible for writing and submitting reports to funding agencies.
- Supervisor, Tribal Executive Committee

***Cheyenne River Sioux Tribe – Office of Planning and Economic Development;
PO BOX 590, Eagle Butte, SD 57625; 605.964.4000***

- *Grant Writer / Planner: Starting Date / Ending Date: 12/08-8/09*
- Responsible for researching and identifying grants for Tribal Programs
- Generated proposals and supporting documentation in response to solicitation
- Setup and attend meeting with tribal program directors and key personnel in order to establish the needs of a program
- Responsible for writing and submitting reports to funding agencies.
- Supervisor, Cece Baumeister

Cheyenne River Sioux Tribe – 9-1-1 Corporation

PO BOX 590, Eagle Butte, SD 57625; 605.964.4567

- *9-1-1 Coordinator/ Director: Starting Date / Ending Date: 2/07-12/08*
- In charge of all Radio, IT, Telephone landline and wireless telecommunication providers to route 9-1-1 Calls to the CRST Public Safety Answering Point
- Responsible for the implementation of 9-1-1 for the Cheyenne River Sioux Reservation
- Grant writing to supplement the 9-1-1 surcharge
- Responsible for bringing in an additional \$647,300.00 to the 9-1-1 surcharge for the
- Worked with Tribal, Federal, City, County, State, Private and Public entities to accomplish the overall objective of 9-1-1 and the safety of the CRST Reservation
- Responsible for coordinating 9-1-1 Board Meeting, creating agendas, taking minutes, and reporting to the board about 9-1-1 activity
- Responsible for communications within the dispatch center and the command center during the Flood Disaster on the Cheyenne River Sioux Reservation June of 2008
- Responsible for all financial transactions within 9-1-1
- Supervisor, Chief of Police, Burton In The Woods

Skills and Certifications :

- Seminole Tribe of Florida Native Learning Center Instructor for Grant Writing, Grant Management and HUD grant management. 2014

- Current Windows & Mac, Microsoft Word, Excel, Presentation, Outlook & others
- Grant writing, management, research and policy development
- Yuba Small Business Development Center 14 week Course "The A to Z of Small Business Success" Dec 2012
- Dartmouth Tuck School of Business training, November 2011
- FEMA Trainings: Emergency Management Framework for Tribal Governments
- South Dakota Office of Emergency Management – Mitigation Planning Workshop for Local Government
- NIMS 100, 200, 700

Mendocino-Lake Community College District
Applicant Questionnaire for Appointment to Trustee Area No. 7

Please state why you are seeking appointment to the Mendocino-Lake Community College District Board of Trustees.

I am seeking appointment to the Mendocino-Lake Community College District Board of Trustee because I believe that I have a unique perspective that can contribute toward the Board's larger goals and objectives. Before attending Kansas State University and receiving my degree I also attended a Community College for the first year of my higher-education. I believe Community Colleges play a vital education role in Lake and Mendocino County. I believe that I can contribute to the Board through support of long-term goals, critical thinking, leadership, strategic planning, and my unique perspective as a Native American.

What skills, abilities, and experiences would you bring to the work of the Board of Trustees?

I would bring many skills, abilities and experience to the Board of Trustees. My skills as a Grant Writer, Economic Development Director and Chief Volunteer Officer of a Boys and Girls Club allow me to see the Community from a preservative of job creation, funding generation and education gaps for our youth. My abilities such as time management, excellent communication, planning, organizing, and strong diplomatic skills also benefit the Board of Trustees in Board meeting or making decisions. My experiences in my life have shaped who I am and continue to shape who I am. I am a Native American woman from South Dakota who was a young mother and received a double Bachelors Degree from Kansas State University in December of 2001.

Describe your background and community involvement that would contribute to the work of the Board.

My background in working with rural Native American Communities gives me a unique point of view. I have been a grant writer for over 18 years and have worked with many Tribes across the nation and in Northern California, I am able to speak on the challenges in the local Native Communities. I also bring my College experience and the experience of working with my own children to obtain Higher Education. I was instrumental in the creation of the Boys & Girls Club of Big Valley Rancheria and we focus on after-school education and building a foundation for higher education and post secondary education. I am passionate about education because it has been instrumental in my own life success.

Please share your understanding of the role of community colleges in providing access to higher education for our region.

My understanding of the role community colleges play in providing access to higher education in the Lake and Mendocino Counties is to provide access to higher education in a rural part of Northern California. Mendocino Community College plays a vital role in both Counties by provided higher education services to rural students; Giving rural students the opportunity and foundation to jump forward toward pursuing education further, or by providing the education necessary to become a well educated and positive contributing citizen in the community. Community Colleges are often the bridge between high school and Universities allowing students to get a base understanding and comfort level of college before moving onto a University. Community Colleges also offer a unique education service to rural communities by making classes available that enhance skills, knowledge, and abilities of community members without having to travel outside of the community or complete a degree program.

TeMashio Anderson

[REDACTED]
[REDACTED]
[REDACTED]

29th August 2019

Board of Trustees

1000 Hensley Creek Road,
Ukiah, CA 95482

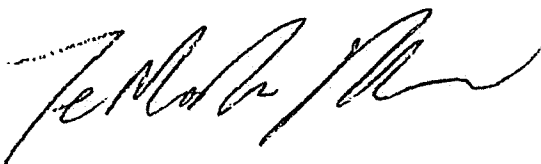
Dear Board of Trustees,

My name is TeMashio Anderson and I am proudly serving as the Coyote Valley Band of Pomo Indians Education Director. Our program provides supportive services to K-12 in our Boys and Girls Club afterschool program such as tutoring, GED preparation classes, home school, and college preparation. We also provide tutoring, scholarship support, educational planning, for college students. I deeply care about our communities and work hard for all our children, youth, adults. Through the collaboration/success of Pomo Pathways, I feel that I have established a great level of student support, outreach, and commitment for all our students futures.

I have read the Board Policy and Procedures and qualify for all the eligibility requirements and feel that I have a unique perspective as being a Pomo Indian who has been through our local K-12/college education.

I am honored for your consideration for Trustee Area No. 7 Vacancy/Appointment and I feel that I have the experience, qualifications, time, and commitment to do an excellent job as a member of the Board of Trustees for Mendocino College.

Respectfully,



TeMashio Anderson

Mendocino-Lake Community College District
Application for Appointment to Trustee Area No. 7

Name Te Mashio Anderson

Home Address [REDACTED]

City, State, Zip [REDACTED] CA [REDACTED]

Phone: Home [REDACTED] Business [REDACTED] Cell [REDACTED]

E-mail address [REDACTED]

Occupation Education Director - Coyote Valley Band of Pomo Indians.

Company/Organization

Business Address 7601 N. State St.

City, State, Zip Redwood Valley, CA 95470

Please complete the following or attach a current resume:

Education (List degrees and/or colleges or universities attended):

Employment or Related Experience:

| Date | | Employer or Organization | Duties |
|------|----|--------------------------|--------|
| From | To | | |
| | | | |
| Date | | | |
| From | To | | |
| | | | |
| Date | | | |
| From | To | | |
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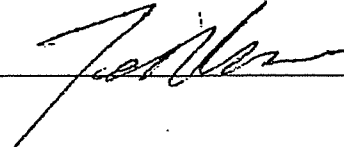
Public and Community Service:

| Dates of Service | | Organization | Position Held |
|------------------|----|--------------|---------------|
| From | To | | |
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| Dates of Service | | | |
| From | To | | |
| | | | |
| Dates of Service | | | |
| From | To | | |
| | | | |

To be eligible, an individual must be at least 18 years old; must be a resident of the district and reside in Trustee Area No. 7; must be a registered voter; and must not be disqualified from holding civil office by the Constitution or any law of the state. I also understand that I may not be an employee of the district to serve as a member of the board.

☐ (Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship _____

I certify that I meet all the eligibility requirements of the position and have answered the questions truthfully.

Signature: _____


Date: 8/29/19

Please attach a letter of interest and completed applicant questionnaire.

Applications must be received in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA 95482 no later than 4:00 PM, Thursday, August 29, 2019.

TEMASHIO NAKAI ANDERSON



EDUCATION

2000 – 2006 **Northern Arizona University** **Flagstaff, Arizona**
B.S. Environmental Science with an emphasis in Geology
B.S. Applied Indigenous Studies

WORK EXPERIENCE

2017 - Present **Coyote Valley Band of Pomo Indians** **Redwood Valley, California**
Coyote Valley Education Program - Education Director - Responsible for coordination and providing specialized educational services for K-12 , College, GED, & digital media programming.

Providing leadership and guidance in overseeing strategic planning/operation of all education programming such as the California Department of Education Food Program, Pomo Cultural classes, Robotics/Coding programs. . Established the Boys & Girls Club of Coyote Valley. Established a consistent Northern Pomo Language program. Established & Coordinates the Pomo Pathways Program.

2013 - 2016 **Scotts Valley Band of Pomo Indians** **Lakeport, California**
Scotts Valley Tribal TANF Program- Compliance Officer - Responsible for federal quarterly reports, data report, and yearly annual reports. Oversight of all case files, fraud investigations, security of documentation, development of actions plans to improve performance and efficiency, and compiled monthly records and reports of program assessment, auditing. I have extensive knowledge of the Eaglesun TAS software, liaison, and Case Management Trainings. Rules and regulations are guided by 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" and audit supplement/matrix.

2011 – 2013 **Scotts Valley Band of Pomo Indians** **Lakeport, California**
Environmental Protection Agency & Natural Resources - Program Energy Director - Oversaw all aspects of the Scotts Valley Energy Program. Provided onsite supervision and coordination of program development including: planning, organizing and enforcement of Federal and State energy regulations, grant writing and budget management, federal reporting, energy auditing training, outreach and education on energy services and conservation. Represented energy program at the California Public Utilities Commission.

2007 – 2011 **Friends of the Kaw** **Lawrence, Kansas**
Graphic Designer/Web Designer - Developed professional graphic designs for use in outreach materials, website publication, overall branding for the organization.

2007 – 2010 **University of Kansas** **Lawrence, Kansas**
Ecology and Evolutionary Biology Department – Graduate Research Assistant - Assisted Professor with course instruction and development of class activities, instruction, and discussion for: Environmental Justice I, Environmental Justice II, Indigenous Research Methods, Native & Western Views of Nature, and Natural Resource Management from an Indigenous Perspective. Provided technical assistance for BlackBoard, Web design, Podcasts, and in class media use.

2007 – 2008 **Haskell Indian Nations University** **Lawrence, Kansas**
Geographical Information Systems Lab – Project Management Team Member - Developed and implemented a project management plan for Geographic Information System prior to project inception. Worked with team on the organizing, planning, managing concepts before project was started.

2006 – 2006 **Northern Arizona University** **Flagstaff, Arizona**
Sustainable Energy Solutions – Undergraduate Research Assistant - Explored energy policy solutions on tribal lands. Researched , organized and conducted public presentations on energy development on the Navajo and Hopi Reservations.

2002 – 2005 **Northern Arizona University** **Flagstaff, Arizona**
Chemistry Department – Undergraduate Research Assistant - Collected and analyzed water samples for heavy metal concentration for uranium analyses on the Navajo Nation. Helped in the coordination and planning of research protocols. Conducted public presentations and community outreach for the project. Analysis was done using ion chromatography and inductively coupled mass spectrometry techniques for heavy metal analysis.

2000 – 2005 **Institute for Tribal Environmental Professionals** **Flagstaff, Arizona**
Environmental Education and Outreach Program – Residential Assistant – Coordinated and organized math and science lesson plans for K-8 grade students. Peer mentored students. Coordinated after-school activities for students.

Environmental Education and Outreach Program – Assistant Instructor – Help coordinate science and math lessons. Organized, managed and outlined projects for 5th-12th graders using the Globe curriculum.

RESEARCH EXPERIENCE

2005- 2006 **Undergraduate Mentoring in Environmental Biology Exchange** **Lawrence, Kansas**
University of Kansas - Traveled to Kyiv, Ukraine after organizing a roundtable discussion titled, "Living with radioactive contamination: a discussion between generations." As part of the "Twenty years after Chernobyl: Look to the future" international commemoration of the Chernobyl catastrophe. The goal was to promote an understanding of the impact of multigenerational trauma on societies caused by catastrophes, especially those involving radioactive contamination in Ukraine and on American Indian lands in the United States. I was appointed as the moderator for the international students.

University of Kansas - Traveled to Siberia, Russia as a cultural exchange with Gorno-Altai University to design a graduate project in environmental management. While there, I assisted other UMEB students with their individual projects in: Indigenous research methods, small mammal trapping, water chemistry testing, and environmental journalism.

2003 – 2005 **Undergraduate Mentoring in Environmental Biology** **Flagstaff, Arizona**
Northern Arizona University - Worked in collaboration with the Native American Cancer Research Center to test water samples for heavy metal concentration on the Navajo Reservation.

PROFESSIONAL PRESENTATIONS

- *Title V, Ukiah Unified District Annual Graduation - Keynote Speaker 2019*
- *Lakeport Unified School District In-Service, Cultural Awareness Presentation 2018*
- *Scotts Valley Tribal TANF*, Outreach presentation, Mendocino Works Employment Resource Center, February 2016, Ukiah, California
- *Honoring Our Future*, Lake County Tribal Health Graduation Event, June 2013, Lakeport, California
- *Leadership Training For Entrepreneurial Small Business/Economic Development*, CIMC Training, 2013, Fortuna, California
- *Geocaching Natural Elements*, Tribal youth Campout, June 2012, Fort Bragg, California
- *Energy Efficiency*, Hopland Earth day, April 2012, Hopland, California
- *Department of Energy Tribal Energy Program Review 2012*, Scotts Valley Band of Pomo Indians 2012 Program Review, November 2012, Denver, Colorado
- *Department of Energy Tribal Energy Program Review 2011*, Scotts Valley Band of Pomo Indians 2011 Program Review, November 2011, Denver, Colorado
- *Enduring Legacies Native Case Workshop*, Native Science Curriculum Presentation, June 2010, Shelton, Washington
- *3rd Annual Breaking the Silence Conference*, Indigenous Student Sustainability Panel, January 2010, Kansas City, Missouri
- *7th Generation Indigenous Perspectives on Cultural, Environmental, and Social sustainability*, Keya Earth, January 2008, Flagstaff, Arizona
- *Dialog on Sustainability Conference*, Sustainable/Design Panel, January 2008, Kansas State University, Manhattan, Kansas
- *Native American Science Presentation*, February 2008, Haskell Indian Nation University, Lawrence, Kansas
- *Leadership development*, Peace and Balance Project, January 2007, Flagstaff, Arizona
- *Living with radioactive contamination: a discussion between generations*, Chernobyl Commemorative Round Table, May 2006, Kiev, Ukraine
- *Cultural Exchange with International UMEB*, Merriam-Powell Center for Environmental Research, March 2006, Flagstaff, Arizona
- *Geohydrologic studies of the southwestern Navajo Nation*, American Chemical Society 40th Western Regional Meeting, January 2006, Anaheim, California
- *Leadership development*, Peace and Balance Project, December 2005, Flagstaff, Arizona

PUBLICATIONS

- Department of Energy, Scotts Valley Human Capacity Grant:
http://energy.gov/sites/prod/files/2015/12/f27/scotts_valley_ee0005057_final_report_human_capacity_grant.pdf
- Department of Energy, Scotts Valley Human Capacity Grant:
http://energy.gov/sites/prod/files/2015/12/f27/tep_2012_programreview_anderson_1112.pdf
- Friends of the Kaw website: www.kansasriver.org
- Kansas Upland Bird Partnership website:
<https://sites.google.com/site/kansasuplandbirdpartnership/our-logo>
- Kansas Grazing Lands Coalition website: <https://sites.google.com/site/ksgrazinglandscoalition/>
- Anderson, T, et.al. *Project Management, University adds an important element to GIS curriculum*. GIS Educator. ESRI Summer 2008.

http://www.rexirowley.com/wp-content/uploads/2013/03/Andersonetal2008_gised_summer08.pdf

- Anderson, T. *When I close my eyes and think of my home place (poem)*. The American Indian Quarterly, January, 2005, Vol. 29 p226.

VOLUNTARY SERVICES

03/18 -10/18 **Consolidated Tribal Health** **Ukiah, California**

Helped with the organization and planning our Consolidated 1st Annual Tribal Olympics that was hosted at Mendocino College. Volunteered as a judge for the track & field events.

08/15 - 8/17 **Scotts Valley Tribal TANF** **Lakeport, California**

Certified as Fatherhood and Motherhood is sacred facilitator, which is sacred is a 12-week course that helps men and women gain a deeper understanding of healthy relationships as reflected in Native American values and beliefs.

08/12/- 8/17 **Clear Lake High School** **Lakeport, California**

Initiated and Advised the first Native American Club, consisting of eleven high school students. Attended leadership presentations, brought in local community leaders, oversaw the organization of college recruitment outreach events, and cultural events.

08/12- Present **Scotts Valley Band of Pomo Indians** **Lakeport, California**

Initiate discussion among tribal youth regarding the importance of having a Tribal Youth Dance Group, healthy families, assist in gathering regalia materials and teaching.

01/12- Present **Lakeport Tribal Health** **Lakeport, California**

Assist in leading discussions with Men's Wellness Group. Topics cover alcohol & substance abuse, separation from family, historical trauma, and also create traditional crafts.

07/12- 02/15 **Scotts Valley Band of Pomo Indians** **Lakeport, California**

Ye-Ma-Bax Band of Pomo Indians Cultural committee deals with cultural revival through historical and educational outreach, developing and implementing cultural programs, and maintaining cultural resources for the Tribe.

03/09- 02/13 **Kansas Grazing Lands Coalition** **Kansas-wide**

Developed professional graphic designs for use in website publication and overall branding for the organization, and provide technical support and consultation.

08/12- 08/13 **Upper Lake High School** **Upper Lake, California**

A member of the Upper Lake Advisory Board for Alternative Energy and Sustainable Agriculture (AES) Academy and federal impact aid funding. Attend monthly meetings and contribute to the implementation of projects and curriculum.

03/10- 07/10 **Four Winds Native Center** **Lawrence, Kansas**

Assisted in the development and establishment of a community garden: soil preparation, planting, maintaining the garden and grounds.

08/09- 08/09 **Black Sheep Art Collective** **Lawrence, Kansas**
Hosted and assisted the Black Sheep Art Collective in the development, design, and production of a mural for the Four Winds Native Center.

02/02- 06/08 **Black Mesa Water Coalition** **Flagstaff, Arizona**
Coordinated public events to bring awareness to environmental issues. Youth conferences, community outreach, energy workshops, cultural protection of sites.

09/05- 09/06 **United States Geological Survey** **Flagstaff, Arizona**
Reported on the exposure of mining effects on residents of the Navajo Nation. Assisted in creating detailed stratigraphy of the rock outcrops for the Blackfalls and Cameron Communities on the Navajo Nation.

CERTIFICATIONS

- *QPR Suicide Prevention Gatekeeper Program Certification, September 2019, Ukiah, CA.*
- *Mental Health First Aid USA, National Council for Behavioral Health, July 2016, Pala, CA.*
- *2 CFR 200 OMB's Uniform Guidance, April 2016, Las Vegas, NV.*
- *40 Hours Domestic Violence Training, Inter-Tribal Council of California March 2016, Colusa, CA.*
- *Fatherhood is Sacred, Certified Facilitator, July 2015, Sacramento, CA.*
- *QPR Suicide Prevention Gatekeeper Program Certification, September 2014, Lakeport, CA.*
- *PV200:Solar Training PV Design/Installation, Solar Living Institute, October 2012, Hopland, CA.*
- *Building Analyst Professional, Building Performance Institute, Inc., January 2012, Santa Rosa, CA.*
- *Combustion Appliance Safety, EETA Training Center, December 2011, Oroville, CA.*
- *Duct Blaster and Blower Door, EETA Training Center, May 2010, Oroville, CA.*
- *Basic Weatherization Training, PG&E Training Center, September 2009, Stockton, CA.*
- *Web Design Certification - Completed Adobe courses: HTML, CSS, Flash CS3, Fireworks CS3, and Dreamweaver CS3, Johnson County Community College, December 2008, Kansas City, KS.*

NON-CERTIFICATE TRAINING:

- *Mandated Reporter training, March 2019*
- *Mandated Reporter training, March 2018*
- *Mandated Reporter training, March 2016*
- *Health Insurance Portability Act training (HIPPA), February 2016*
- *Applying Results Based Accountability in Tribal TANF Programs, UC Davis, January 2016*
- *Cultural Sensitivity training, November 2015*
- *California Welfare Fraud Investigators Association, October 2015*
- *Preventing Sexual Harassment in Workplace, December 2014*
- *Applied Suicide Intervention Skills training, March 2014*
- *Auditing Electricity Use in Homes, February 2013*
- *Solar Electric Basics for Residential Customers, August 2013*
- *Solar Water Heating Basics for Residential Customers, October 2013*

REFERENCES

- Zackary Ray, Executive Director Regional Director California Tribal TANF Partnership, (916)266-1501.
- Sara Hicks, Executive Director of Scotts Valley Tribal TANF Program, (925) 363-4778.
- Irenia Quitiquit, Director, Environmental Protection Agency & Natural Resource Department, Scotts Valley Band of Pomo Indians, (707) 350-6507.

Mendocino-Lake Community College District
Applicant Questionnaire for Appointment to Trustee Area No. 7

Please state why you are seeking appointment to the Mendocino-Lake Community College District Board of Trustees.

I am seeking an appointment to the Mendocino-Lake Community College District Board of Trustees because I care about our communities, and would like to be apart of a team that strives to provide the best student services for not only our students, but our Mendocino College staff alike.

What skills, abilities, and experiences would you bring to the work of the Board of Trustees?

I bring local, regional, and international education experience to the board. I have been a student, teacher, advisor, mentor, and administrator. I follow a strict code of ethics as a former compliance officer for a social service case management program. I have the time and commitment to do a great job.

Describe your background and community involvement that would contribute to the work of the Board.

I have been a life long resident of Lake County for over 40yrs. I graduated from Clear Lake Highschool and an alumni of Mendocino College. I am a proud member of the Scotts Valley Band of Pomo Indians which is a Pomo Indian tribe located in Lakeport, CA. I am a parent to 3 beautiful children. I care deeply about our community and plan to raise my kids in a healthy environment. I have been involved in education my whole career. I volunteered to help start Clear Lake High School first Native Student Club.

Please share your understanding of the role of community colleges in providing access to higher education for our region.

I created a successful program in partnership with Mendocino College called Pomo Pathways. This program has received State recognition for serving Native American students and the greater student population. I also meet monthly with middle/highschool counselors on students plans, any student concerns, and college preparation. As the Education Director for the Coyote Valley Tribe we try to provide as much student support to K-12 programs, college, & vocational programs.

[REDACTED]
[REDACTED]

August 20, 2019

Board of Trustees
c/o Superintendent/President
Mendocino College
1000 Hensely Creek Road
Ukiah, California 95482

Dear Sirs,

Please accept my application for the position of Trustee, Area No. 7.

I am a strong believer in the contributions of community colleges to the welfare of California. I have been a resident of Lake County for the past eleven years and a member of the Friends of Mendocino College – Lake for the past several years.

I believe that I could make significant contributions to the governance of Mendocino College through service as a Trustee. I have been a career-long educator and businessman in the field of education services. My skills, abilities and experiences could enhance the contributions of the current Board of Trustees.

I am dedicated to the concept of life-long learning in our society, and believe the community colleges have made and continue to make essential contributions to our communities. Recognition of the educational and social value of community education leads to increased financial support which will foment positive improvement and change. I would like to be a part of that progress.

Thank you for considering my application.

Sincerely,



C. Richard Smith

Application for Appointment to Trustee Area No. 7

Home Address

City, State, Zip

Phone: Home

Business

Cell

E-mail address

Occupation Educational consultant

Company/Organization Education Leadership Solutions, LLC

Business Address same as above

City, State, Zip

Education (List degrees and/or colleges or universities attended):

| Date | | Employer or Organization | Duties |
|------|----|--------------------------|--------|
| From | To | | |
| | | | |
| Date | | | |
| From | To | | |
| | | | |
| Date | | | |
| From | To | | |
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| Dates of Service | | Organization | Position Held |
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| Dates of Service | | | |
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| Dates of Service | | | |
| From | To | | |
| | | | |

Brief Resume

C. Richard Smith, PhD

Education:

- 1954-1958 Oregon State University, Corvallis, Oregon
B.S., Science
- 1963-1965 Oregon State University, Corvallis, Oregon
M.S., Science Education (physical science)
- 1968-1970 San Francisco State University
Administrative Services Credential, California
- 1972-1974 The University of Kansas, Lawrence, Kansas
PhD, Educational Administration/Business (with honors). School of Education:
Administration, Foundations and Higher Education. The doctoral dissertation
was an analysis of budgetary decision-making in a large, metropolitan public
school district using predictive models. In 1973-74, interned in the Milwaukee
(WI) Public Schools central office conducting budgetary research and
development projects for the Office of Planning and Budgeting.

Employment or Related Experience:

- 2015-present Founder/Chief Operating Officer
Education Leadership Solutions, LLC, Kelseyville, California
Provide educational management consulting services in development, project
management, Board-Superintendent relations, administrator selection, and
leadership to K-12 school districts in Northern California.
- 2015-2017 Adjunct Professor, Management
Marymount California University, Lucerne, California
Created and taught university courses in Management.
- 2006 – 2014 Adjunct Professor, Educational Administration
Jones International University, Centennial, Colorado
Taught graduate level courses for an online university in all aspects of K-12
school administration. Wrote and taught sixteen graduate level courses covering
general school administration, research, and business management. 2010 –
Dean's Choice Professor of the Year.

- 1988-2001 Vice President for Research and Product Planning
Josten's Learning Corporation, San Diego, California
Managed the department that conducted product research and developed product specifications for the development of K-12 computer-based learning programs for the industry leading K-12 educational software company.
- 1986-1988 Vice President
Educational Data Systems, Sunnyvale, California
As a partner, managed the non-operational aspects of a business that provided educational testing services and demographic analysis programs for K-12 schools.
- 1981-1986 Executive Director
Institute for International Finance, Washington, D.C.
Developed and managed the business and support functions for a start up consortium of the world's largest international banks that investigated and developed economic analysis reports on developing nations.
- 1978-1981 Assistant Director of Libraries
Stanford University, Stanford, California
Managed the business functions for the Stanford University library system, which was comprised of 13 libraries.
- 1974-1978 Superintendent
Taiwan American Schools, Taipei, Taiwan
Managed one of the world's largest international school systems that served about 3,000 K-12 students in four school facilities in Taiwan.
- 1970-1972 Teacher and Assistant Superintendent for Curriculum and Instruction
American Community School, Addis Ababa, Ethiopia
Taught science and mathematics in grades 7-12 and administered curriculum and instructional development and supervision for the entire school.
- 1968-70 Teacher
Santa Rosa City Schools, Santa Rosa, California
Taught high school Physics. Served on the Superintendent's Curriculum Committee.
- 1965-1968 Teacher
Eastside High School District, San Jose, California
Developed and taught high school physical science courses. Served as Faculty Club President (CTA) for one term.
- 1958-1963 U.S. Naval Officer and Aviator
Pensacola, Florida and Quonset Point, Rhode Island

Served as a naval officer and flew anti-submarine warfare helicopters.

Public and Community Service:

2010-2019 Core Leadership Committee, Kelseyville Pear Festival
2016-2019 Architectural Review Committee, Riviera West Homeowner's Association
2016-2019 Member, Friends of Mendocino College – Lake
2018-2019 Member, Lake County Civil Grand Jury
2013-2016 Member, Kelseyville Sunrise Rotary Club
2013-2016 Member, County Superintendent of Schools Projects Committee
2015-2016 Producer, Shakespeare at the Lake, Friends and Lake County Theater Company
2000-2006 Sailed with wife aboard our 40 foot sailboat from San Diego to Baltimore,
 through Mexico and Central America.

Mendocino-Lake Community College District
Applicant Questionnaire for Appointment to Trustee Area No. 7

Please state why you are seeking appointment to the Mendocino-Lake Community College District Board of Trustees.

As an educator and businessman, I have been a believer in and advocate for community college education as a very efficient, functional and cost-effective way to obtain advanced elements of education and training. All three of my children successfully attended community college before entering upper division programs. It is an avenue that I would recommend to anyone. It is paramount that California actively promote and support community college programs. I view participation in the governance of Mendocino-Lake Community College as a way for me to pay back and advance the causes for community college education.

What skills, abilities, and experiences would you bring to the work of the Board of Trustees.

In my life and career, I have studied and practiced ways to promote and sustain change in organizations. I strongly believe that effectively managing change is a necessary part of meeting the challenges presented by often rapid alterations in a modern society. Organizational resistance to change becomes a significant factor in reducing the effectiveness of organizations. It is the role of the Board of Trustees to manage change.

In my career I have focused on change management as a primary challenge. As Superintendent, I led a K-12 school system through the derecognition of Taiwan and the necessary restructuring caused by a rapidly declining school enrollment. As an executive at Stanford University, I aided the library system in reforming to accommodate rapid changes in library technology. I managed the establishment of a not-for-profit consortium of the world's largest commercial banks, producing economic evaluations of developing countries. As Vice President for Research and Planning of one of the nation's largest K-12 computer-based learning companies, I led the research into and specification for products and services to meet a rapidly changing educational market. My expertise is in the management of change.

As a member of the Board of Trustees, I would be able to apply my expertise to analyzing policy considerations created by inevitable change.

Describe your background and community involvement that would contribute to the work of the Board.

A singular challenge of retirement is to determine how to apply one's skills and ambitions to a local community. On coming to Lake County from San Diego in 2008, I was still writing and teaching on-line graduate courses in Management. Initially, my wife, Vicky, and I actively participated in teaching literacy to non-native English speakers. An early call came to participate in a study to determine the efficacy of combining all the public school districts in the county into a single school district. This effort introduced me into the governance of county public schools. Subsequently, I aided Wally Holbrook in a successful bid for County Superintendent of Schools. For the county schools, I participated in many projects to establish county-wide educational/social programs, including The Hub, Dolly Parton

Imagination Library, and the Big Read. Subsequently, Wally and I created a company to provide educational consulting services to Northern California public schools, which remains active today.

Lately, I created curriculum and taught Management courses at Marymount California University, Lucerne. I am an active participant in Friends of Mendocino College Lake. Through 'Friends' I helped create and sustain Shakespeare at the Lake. I have been a member of Rotary and aided in supporting educational programs for the community. I have participated in the Kelseyville Pear Festival Committee for six years. I am an active member of my home-owners association. I served on the 2018-19 Civil Grand Jury. I continue to participate in community improvement efforts, including wildfire prevention services. My participation as Founder/COO of Educational Leadership Solutions, LLC continues to support positive contributions to Lake County public schools.

Please share your understanding of the role of community college in providing access to higher education for our region.

Community colleges have contributed more than access to higher education in our society for over 100 years. Community colleges provide personal growth opportunities for our citizens that have enhanced their employability, personal satisfaction, and academic progress. My understanding of the community college is to offer educational and social services that improve the lives of our citizens.

MICHAEL B. ADAMS

August 22, 1019

Board of Trustees
Mendocino-Lake Community College District
1000 Hensley Creek Road
Ukiah, CA 95482

RE: Appointment to Board of Trustees

Dear Board of Trustees:

As a long-time supporter of Mendocino College, I submit my application for appointment to the Board of Trustees to represent area 7 in Lake County. My interest in the college began when I was hired in 1985 to assist the district to build and later help operate the college facilities and operations. It is with great pride that I had the pleasure to be a part of the planning and development of Mendocino College.

Not only did I benefit from this role, but both of my children started their college careers there and both are successful professionals because of this great community asset.

The college has been good to me and my family and I now look at this opportunity for me to give back to the college for the great benefit I have received.

I believe my experience and perspective can bring value to the college. I bring a positive view of the college that can assist the board while supporting the administration to continue to serve our community.

Respectfully Submitted,


Michael B. Adams

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mendocino-Lake Community College District
Application for Appointment to Trustee Area No. 7

Name Michael Adams

Home Address [REDACTED]

City, State, Zip [REDACTED]

Phone: Home [REDACTED] Business [REDACTED] Cell [REDACTED]

E-mail address [REDACTED]

Occupation Self Employed Consultant - Construction Management

Company/Organization MBA Consulting Services

Business Address 405 North Main Street

City, State, Zip Lakeport, CA 95453

Please complete the following or attach a current resume:

Education (List degrees and/or colleges or universities attended):

LA Valley College, College of Marin, UCSF Coop Extension, Oregon State University

Employment or Related Experience:

| Date | | Employer or Organization | Duties |
|---------------|---------------|---|---|
| From | To | | |
| November 2014 | Present | MBA Consulting Services | Construction project management |
| Date | | Mendocino-Lake Communcity College District | Facilities - Planning, Construction, Maintenance, and Operations |
| From | To | | |
| May 1985 | December 2013 | | |
| Date | | Self Employed | General Contractor |
| From | To | | |
| 1974. | 1983 | | |

Public and Community Service:

| Dates of Service | | Organization | Position Held |
|------------------|---------|--|--|
| From | To | | |
| 1991 | Present | People Services Inc | Board of Director - Responsible Managing Officer |
| Dates of Service | | LC Arts Council - Soper Reese Theatre | Board of Directors - Committee Chair - Executive Director |
| From | To | | |
| 2004 | Present | | |
| Dates of Service | | Kelseyville Unified School District | Board of Trusteed |
| From | To | | |
| 1983 | 1995 | | |

To be eligible, an individual must be at least 18 years old; must be a resident of the district and reside in Trustee Area No. 7; must be a registered voter; and must not be disqualified from holding civil office by the Constitution or any law of the state. I also understand that I may not be an employee of the district to serve as a member of the board.

☐ (Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship _____

I certify that I meet all the eligibility requirements of the position and have answered the questions truthfully.

Signature: Michael D Adams

Date: 8/22/19

Please attach a letter of interest and completed applicant questionnaire.

Applications must be received in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA 95482 no later than 4:00 PM, Thursday, August 29, 2019.

Mendocino-Lake Community College District
Applicant Questionnaire for Appointment to Trustee Area No. 7

Please state why you are seeking appointment to the Mendocino-Lake Community College District Board of Trustees.

As an employee of Mendocino College I recognized the importance of the College in its health benefits to our community. As a community member, I am committed to continuing that commitment to the benefit of the District.

What skills, abilities, and experiences would you bring to the work of the Board of Trustees?

Besides my long standing background in education operations and governance, I bring a balanced perspective to the BOT position. I have been a board member, an employee, and a contractor and consultant. In these roles I have an in depth understanding of the roles and responsibilities of the BOT in the educational system.

Describe your background and community involvement that would contribute to the work of the Board.

While I was a BOT member in Kelseyville I became an Administrator at Mendocino College. These two roles helped me form my understanding of how to be an effective BOT member. Along with this perspective my knowledge of public policy and law can provide a perspective to the BOT deliberative process.

Please share your understanding of the role of community colleges in providing access to higher education for our region.

The role of the community colleges is to provide access to higher education for Associates Degrees, certificates and transfer to four year higher education. To this end the BOT, as the governing body in the public school system, has the responsibilities to: Adopt policy, goals and objectives under which the District will operate; hire a superintendent to administer that policy goals and objectives; confirm and/or deny decisions being made by the superintendent, and evaluate the superintendent through oversight. The BOT also has the responsibility to be an active and supportive representative between the community and the district.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Foundation is excited to announce that Eliza Fields (formerly the Business Services Office) will be joining the Foundation Team on September 16.

Staff are researching and developing a plan to create a funding stream for a permanently funded Promise Program which would offer free tuition to eligible students within our district. Options being considered are a sales or parcel tax ballot measure in 2020.

The Foundation Board of Directors authorized a \$25,000 gift from the Halliday funds to the Friends of the Coastal Field Station which will be used for capital projects. Additionally, a permanent sign honoring those who have given to the field station is being designed and will be erected on the site in the coming months.

The Foundation Board is considering a list of capital projects from the district which includes science equipment for a classroom at the coast campus; a Mendocino College sign at Hensley Creek Road and North State Street and several other items. The board will discuss and take action at their next regularly scheduled meeting in October.

Staff have created the development plan for the coastal contractor which includes the continuation of the Coastal Adopt A Fifth Grader program and our partnership with Fort Bragg Rotary, scholarships and other giving opportunities.

To date, four donations for the Adopt A Fifth Grader program have been received for the 19/20 year.

The next Foundation Board of Directors meeting will be held on October 8 at the North County Campus.

**Special thanks to the following individuals, businesses, and service clubs
for their recent donations and support in excess of \$500:**

- J Olivanti Fund - Area of greatest need
- Foundation for Community Colleges - Osher Scholarships
- Ginny Rorby- Coastal AAFG Donor
- Wade Koeninger- Friends of Mendocino College Coastal Field Station
- Family Medicine Education for Mendocino County- Recording Arts; Gallery; Culinary Arts; Nursing affiliate donations

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

SYNOPSIS:

The following informational report was submitted by Dr. Steve Cardimona.

ANALYSIS:

From the Field:

- Lease renewed (pending) for UNAVCO GPS instrumentation on our property.
- Lease renewed (pending) for UC Davis CODAR instrumentation on site.
- Los Rios Community College District biology instructors held a retreat at our field station with a focus on developing hands-on activities for students in their programs.
- “North Coast Seaweed Frolic”, the 2019 UC Berkeley Jepson Herbarium Workshop, was held at our field station August 1-4.

From the Faculty:

- Brianna Zuber hosted a visit from ~30 local government representatives during their quarterly meeting of the League of Cities, Redwood Empire Division.
- MC art student Manuel Salvador Perez-Andrade has agreed to take on the mural for the field station pump house, under art instructor Lisa Rosenstreich’s supervision.
- We shared our National Science Foundation Strategic Plan with the Field Station Director for the University of Wisconsin – Milwaukee.

From the Friends:

- We are looking into the next steps for facility upgrades at the field station. This summer the pressure tank on water system was replaced, and a plumber and an electrician have visited the site in order to help work up project requirements (funds and volunteer hands needed) for important next steps.
- The Foundation Board of Directors approved \$25K from the Halliday Trust fund as a donation to the Friends of the Mendocino College Coastal Field Station and Natural Sciences. We are beginning the planning for a capital campaign this fall to build on this incredible gift!

SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

A report from the Constituent Groups to the Board of Trustees is submitted as information.

ANALYSIS:

Academic Senate:

The following report was submitted by Academic Senate President Catherine Indermill:

The Academic Senate meet on August 13th for our annual training and planning workshop. We reviewed AB 1725, the California Education Codes and Title 5 that pertain to the faculty role in participatory governance. We also reviewed the Open Meeting Act (Brown Act), Robert's Rules of order and our local meeting protocols. During this annual planning retreat we also begin to develop our goals for the year and assign a senator to lead the work.

At the Fall In Service, the Academic Senate hosted a faculty meeting and Guided Pathways Course Mapping Workshop. Both were well attended. About 76 full- and part-time faculty participated in the sessions. The faculty meeting highlighted work completed by the English and mathematics faculty in the last year related to implementation of AB 705. Associate Professor Ginny Buccelli shared details about new and revised English courses and how they are designed to increase student success rates. She highlighted the function of the *Writing Labs* and the student experience in the labs, Professor Jason Edington discussed the required support courses for transfer level math courses. The Course Mapping Workshop was facilitated by Tim Morehouse, one of our Guided Pathways Regional Coordinators. We had eight groups of faculty and four students working to develop draft program maps.

It is surprising that the High School Equivalency Program (HEP) Grant was not renewed. This program has such a positive impact on our community and students, it is disappointing. It is our understanding that our program has higher success rates than others that we re-funded. As of this writing (9/4) I have communicated with HEP Director Orozco Gonzalez and have a meeting set up with VPSS Velasco and Institutional Researcher Flores to discuss our options moving forward. Among other programs HEP is at the core of equity and social justice. The Academic Senate is interested in finding a way to continue it without disruption to the students. We hope we can come up with a plan that will allow us to continue serving the students currently in the program and apply for additional government funding. At its core, HEP is grounded in equity and social justice.

This month, I will highlight English Professor Bart Rawlinson. He began publishing poetry when he was 19 years old. He has poems in the recent issues of *One* magazine and *Williwaw Journal*. His work is published in many literary magazines including *Santa Clara Review*, *Asheville Poetry Review*, *The Rumpus*, *Assaracus*, *Cutbank Journal* and other magazines. He was selected as an Artist-in-Residence at Arteles in Hämeenkyrö, Finland in 2015 and an Artist-in-Residence at Green Olive Arts in Morocco in 2016. He received the William Matthews Poetry Prize, the

Joseph Henry Jackson Award, and the Robert Browning Society's Dramatic Monologue Award, among other prizes. He has been teaching at the college since 2003.

Classified Senate:

The following report was submitted by Classified Senate President Jeana Thompson:

The Classified Senate held their meeting on August 22nd where Interim Superintendent/President Eileen Cichocki was invited to join us. After a brief overview she shared with the group, a question and answer session was held with questions coming from various members of the classified staff. Also in attendance at the meeting was Academic Senate President Catherine Indermill who informed the group she wants to continue working collaboratively with us. As we focus on the year ahead, we look forward to working with each of the various constituency groups.

The Classified Senate President and Vice President were able to hold the first of our regular monthly meetings with Interim Superintendent/President Cichocki. One of the topics discussed was professional development for the classified employees and we look forward to working together to plan a professional development activity very soon.

We were able to once again offer ice cream for students during the Passport to Services event held on August 27th and 28th. Classified staff members provided 300 assorted ice creams to students on the main campus with the centers distributing an additional 120 collectively. Since the weather at most locations was still very warm, the students were very appreciative of the cool treats provided.

The next Classified Senate meeting is scheduled for September 19th.

Management/Supervisory/Confidential:

The following report was submitted by Management/Supervisory/Confidential President Judy Kanavle:

The M/S/C constituent group held our first regular meeting of the 2019/2020 academic year in August. The group discussed and agreed upon a new format for our monthly meetings. Standing agenda items will now include district updates, an accreditation report, Human Resources training item, and department updates. In addition, many members of M/S/C have been helping to support WOW events over the past couple weeks at all campus locations.

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 #5140 – Disabled Student Programs and Services – This legally required board policy has been created using the league template under the direction of the Vice President of Academic Affairs. 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 April 26, 2019; was shared with constituents for comment or suggestions and finalized by the committee at their meeting on August 30, 2019. A copy of the associated administrative procedure is included as information only.

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 October 2019 Board meeting.

**DISABLED STUDENT PROGRAMS AND SERVICES
(DSPS)**

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or supplemental instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.



DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

DSPS Program Plan

The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to District classes and programs. The program plan defines the long-range goals and short-term measurable objectives for the program along with activities to accomplish the goals.

Academic Adjustments, Auxiliary Aids, and Services for Students with Disabilities

The purpose of academic accommodations is to allow students with disabilities access to the same educational opportunities available to other students. The procedures herein are intended to provide for consistent and timely processing of requests for academic accommodations.

Examples of academic adjustments, auxiliary aids, accommodations, and services for students with disabilities may include, but are not limited to the following: extended time on tests, distraction-reduced test settings, note-taking assistance, sign language interpreters, real-time captioning, tape-recorded lectures, assistive technology and adaptive equipment, provision of instructional materials in alternative formats, academic and rehabilitation counseling, assessment of learning disabilities, and educational assistance classes. Educational assistance classes involve specialized instruction designed to help students mitigate educational limitations or acquire skills necessary for the completion of the goals set forth in the academic accommodation plan.

Requests for accommodations are determined on an individualized, case-by-case basis through an interactive process between the student and a DSPS certificated staff member. The DSPS certificated staff members include the DSPS Counselor/Coordinator, Learning Disabilities Specialist, and DSPS Counselor. Through this interactive process, the DSPS certificated staff member will work in consultation with the student to develop an academic accommodation plan. DSPS certificated staff members will respond to such requests in a timely manner. In the event that a student requests academic accommodations but chooses not to participate in DSPS, then the District's assigned ADA/504 Coordinator shall be the contact point for students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to equally participate in the educational programs of the District. Requests for accommodations that would fundamentally alter the essential elements of a course or program will not be granted. Direct and open communication is encouraged early in the academic accommodation process.

Request for Academic Accommodations

1. Students who request academic accommodations are responsible for initiating contact with DSPS. Students who make a request directly to instructional faculty should be referred to the DSPS office.

2. Students are responsible for providing professional documentation of a verified disability to DSPS.
3. The DSPS office, in consultation with the student, shall recommend and authorize appropriate accommodations based on disability-related educational limitations and serve as a liaison between faculty, staff, and students. The authorized accommodations shall be documented in the student's file. The student shall provide this documentation in the form of an academic accommodations letter to his/her instructors.

Academic Accommodation Resolution

The student or instructional faculty may dispute an accommodation. If there is a dispute, the accommodation(s) originally authorized by DSPS will still be provided throughout the problem resolution process and subsequent challenges.

A. Faculty Resolution Procedures

1. An instructor who has questions about or disagrees with an accommodation granted to a student with a verified disability shall promptly contact the DSPS certificated staff member who authorized the accommodation(s).
2. If the instructor feels that the matter has not been resolved by step one (1), the faculty member may dispute the accommodation with the Dean of Counseling and Student Programs.
3. If the matter has not been resolved by steps 1-2, the matter will be forwarded to the appropriate Vice President, and a final decision will be rendered within ten (10) days.

B. Student Resolution Procedures

1. A student who disagrees with the academic accommodation(s) authorized by the DSPS certificated staff member shall discuss his/her concern with the DSPS Counselor/Coordinator.
2. A student who is not provided an approved DSPS academic accommodation by the instructor shall notify the DSPS office so that an interactive meeting is scheduled for resolution.
3. If the student feels the matter has not been resolved by steps 1-2, then the student may submit a signed written grievance as soon as possible to the Dean of Counseling and Student Programs.
4. If the matter has not been resolved by steps 1-3, then the student should meet with the appropriate Vice President who will render a final decision within ten (10) days.

Eligibility for DSPS

Eligible students include those with verified disabilities which result in a functional limitation in the academic setting. Verification of a student's disability must be provided by a professional certified to diagnose and/or treat the condition of the student applying for services. In some situations, the DSPS certificated staff member may verify the disability of the student by direct observation, through a review of medical and/or educational records, and through the interactive process.

See Title 5 § 56032- 56042 for definitions and descriptions of specific disability categories within the California Community College system.

Student Rights and Responsibilities

1. Participation by students with disabilities in DSPS shall be entirely voluntary.
2. Receiving support services or instruction authorized through DSPS shall not preclude a student from also participating in any other course, program, or activity offered by the District.
3. DSPS student records shall be subject to all other relevant statutes and regulations for handling of student records.

Students receiving support services or instruction from DSPS shall:

1. Provide DSPS with documentation necessary to verify the disability.
2. Use DSPS services in a responsible manner and adhere to written service provision policies and procedures adopted by DSPS.
3. Comply with the student code of conduct adopted by the District and all other applicable regulations to student conduct.
4. Make measureable progress toward the goals established in the academic accommodation plan.

DSPS policies may include provisions for suspension or termination of services where a student fails to comply with their responsibilities. Such policies shall provide written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision.

Mathematics Course Substitutions for Students with Disabilities

A request for course substitution will only be considered once a student with a verified disability has exhausted all other options for a reasonable accommodation. The decision whether to grant a course substitution as an accommodation will be based upon careful review of the student's specific disability, functional limitations, and academic history. The intent of this procedure is to ensure a thorough review of the request and maintain a consistent evaluation process for each individual student. While the District has identified a list of allowable course substitutions, the institution will make every effort to ensure that essential elements of the certificate and/or degree program are not affected by a substitution. The petition, review, and decision to substitute a course will be made at the institution, and is valid for graduation from Mendocino College. This request is a one-time consideration and may not support any requirements for transfer to other colleges in higher education.

1. The following eligible courses were selected as acceptable substitution alternatives for the math competency for an associate degree because of their critical and analytical thinking components. Acceptable course substitutions include:
 - a. AST 200- Astronomy
 - b. BUS 200- Financial Accounting
 - c. COM 202- Argumentation and Debate
 - d. CSC 220- Introduction to Computer Science
 - e. CSC 221- Programming and Algorithms I
 - f. ENG 201- Critical Thinking Through Literature
 - g. ENG 205- Critical Thinking
 - h. GEL 201- Geology
 - i. PHL 220- Introduction to Philosophy
 - j. SOC 201- Social Problems

2. A Petition for Course Substitution as an Academic Accommodation is completed and submitted to the Course Substitution Review Committee. The Course Substitution Review Committee shall consist of the DSPS Counselor/Coordinator, LD Specialist, Dean of Counseling and Student Programs, and the Dean of Instruction. The committee's decision is reflected on the petition.
3. Once the committee has acted on the petition, copies will be sent to the following:
 - a. The student
 - b. The DSPS Counselor/Coordinator for inclusion in the student's file
 - c. The Director of Admissions and Records
4. The approval of a math substitution will be valid to only meet the math competency requirement, provided that the student maintains continuous enrollment at Mendocino College.
5. Appeal Process:

If the student is dissatisfied with the decision, he or she may appeal to the Vice President of Academic Affairs within ten instructional days of receiving a decision. The Vice President's decision is final.

Staffing

The DSPS Counselor/Coordinator shall be responsible for the day-to-day operations of DSPS and meet the minimum qualifications established in Title 5 § 56048. All persons employed in DSPS as Counselors or Instructors of students with disabilities shall meet the minimum qualifications as set forth in Title 5 § 53414. DSPS may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of the DSPS Counselor/Coordinator or Learning Disabilities Specialist as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided.

Advisory Committee

DSPS shall establish an advisory committee which shall meet no less than once per year. The advisory committee will provide recommendations, direction, and guidance to the DSPS program. The advisory committee shall be chaired by a DSPS faculty and, at a minimum, include students with disabilities and representatives from the disability community, agencies, and/or organizations. Documentation that the advisory committee has been formed and information discussed in meetings conducted shall be kept on file.

References: Title 5, Sections 56000 et seq.
Education Code § 67310-67312, 84850
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990

ITEM NO: 12.1
DATE: September 11, 2019

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: TRUSTEE APPOINTMENT TO FILL THE VACANCY IN TRUSTEE AREA
#1

SYNOPSIS:

Appointment of a provisional Board Member for Trustee Area #1.

ANALYSIS:

Due to the recent resignation of Trustee Paul Ubelhart and upon receipt of his letter of resignation, the District will move forward with the process to provisionally appoint a person to fill the position who resides within the boundaries of the District's Trustee Area #1.

As part of this process, the board will appoint an ad-hoc committee to review the applications received to fill the vacancy.

2019
Appointment of Provisional Board Member
Replacement for Trustee Area #1 – Northwest Mendocino County
Tentative Timeline

60-Day Timeline

August 31 – October 28

| | |
|----------------------------|---|
| Wednesday, September 11 | Appoint ad-hoc committee at regular meeting |
| Thursday, September 12 | Issue press release regarding vacancy to all local press contacts |
| ASAP after board meeting | Run newspaper ad in the Willits News and Fort Bragg Advocate announcing vacancy. |
| Thursday, September 26 | Applications Due no later than 4 PM |
| Tuesday, October 1 | Subcommittee reviews applications and determines who to interview. |
| Wednesday, October 2 | Notify candidates of interviews on October 9th |
| Wednesday, October 9 | Interviews, appointment & oath of office administered at Regular Meeting at the Ukiah campus |
| Week of October 14th | Notice published in UDJ, Record Bee, Willits News and Fort Bragg Advocate – run once- post on Ukiah campus and at Centers |

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:

- Accreditation Update
- Report on Disabled Student Programs and Services
- Report on services to Native American students
- Search for permanent Superintendent/President