

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - SPECIAL MEETING
Thursday, September 26, 2019 – 4:00 PM
Mendocino College – 1000 Hensley Creek Road - Ukiah, CA 95482
Room 1060, MacMillan Hall**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

2. PUBLIC COMMENTS

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

3. OATH OF OFFICE

The Oath of Office is administered to TeMashio Anderson, Trustee – Area #7

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 – Management/Supervisory/Confidential

Recommendation to approve the Management/Supervisory/Confidential list as presented

4.3 Consideration to Renew Contract – Categorically Funded Management/Supervisory Confidential

Recommendation to renew the categorically funded Management/Supervisory/Confidential list as presented

4.4 Consideration to Approve List of Volunteers

Recommendation to approve the list of volunteers as presented

5. SEXUAL HARASSMENT PREVENTION TRAINING

This state mandated training will be conducted by Monica D. Batanero, Sr. Associate Counsel with School and College Legal Services

6. DIVERSITY DISCUSSION

A discussion on diversity, equity and inclusion will be conducted by Minerva Flores, Director of Institutional Effectiveness, Research and Grants

7. CLOSED SESSION

7.1 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

7.2 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

7.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957

Case names unspecified: Disclosure would jeopardize existing settlement negotiations

7. **RETURN TO OPEN SESSION**

REPORT OF ACTION TAKEN IN CLOSED SESSION

8. **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:

- *Special Meeting – Wednesday, October 9, 2019, 2:30 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*
- *Regular Meeting – Wednesday, October 9, 2019, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

ITEM NO: 4.1
DATE: September 26, 2019

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
Colt	Herbert	Chemistry Lab Technician	Chemistry	7/1/2019	6/19/2020
Garcia	Jesse	Center Assistant	North County Center	8/19/2019	12/13/2019
Harvey	Anne	Outreach Specialist	ML ACE	10/1/2019	6/20/2020
McKinney	William	Ceramics Lab Technician	Art	8/19/2019	6/19/2020
Sanchez	Jessica	Learning Center Assistant Student Activities	Learning Center Native American	9/16/2019	10/31/2019
Yopez	Unica	Specialist	Resource Center	9/27/2019	6/20/2020

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
Molina	Viviana	Tutor	Learning Center	9/16/2019	12/13/2019
Baca	Gabriel	Tutor	Learning Center	9/9/2019	12/13/2019
Baca	Gabriel	Tutor	MESA	8/19/2019	12/20/2019
Hernandez Gonzalez	Jorge	Tutor	HSI/Student Services	9/20/2019	12/13/2019
Jeremiah	Isaac	Tutor	MESA	8/19/2019	12/20/2019
Parsons	Sofia	Tutor	Learning Center	9/16/2019	12/13/2019

SUBJECT: EMPLOYMENT – MANAGEMENT/SUPERVISORY/CONFIDENTIAL

SYNOPSIS:

Employment of Director of Information Technology

RECOMMENDATION:

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

ANALYSIS:

David Johnston

Director of Information Technology
40 hours per week/ 12 months per year
Effective: 10/1/2019

Mr. Johnston has a B.S. in Computer Science from University of Illinois at Springfield and has recently been certified as a member of the CTO Mentor Program with CETPA (California Education Technology Professionals Association). Mr. Johnston has over 25 years' experience in Information Technology; including experience in Community College Districts, K-8 Districts, County Office of Education, and the private sector.

Euline Olinger

Program Director – ML ACE
20 hours per week, effective: 10/1/2019 – 12/31/2019
40 hours per week, effective: 1/1/2020 – 6/30/2020

Ms. Olinger has an Ed.D. from UC Davis in addition to a M.A. in Social and Philosophical Foundations of Education with a Master's Certificate in Teaching English as a Second Language from CSU Long Beach. She has worked as a part time faculty most recently with Mendocino College and Woodland Community College and as an Administrator/Principal at a local K-12 private school; culminating in over 25 years' experience in education.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs David Johnston, Director of Information Technology and Euline Olinger, Program Manager – ML ACE effective October 1, 2019; pending receipt of all necessary employment eligibility requirements.

ITEM NO: 4.3
DATE: September 26, 2019

SUBJECT: RENEW CONTRACT FOR CATEGORICALLY FUNDED
MANAGEMENT/SUPERVISORY/CONFIDENTIAL

SYNOPSIS:

Approval of renewal of categorically funded management contract.

RECOMMENDATION:

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

ANALYSIS:

Mariana Garcia-Martinez
Program Manager, CAMP (Categorical)
12 months/year, 40 hours/week
11/1/2019 – 6/30/2020

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the seven month categorically funded management contract as presented.

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of Volunteers

RECOMMENDATION:

The Interim Superintendent/President recommends that this item be ratified 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 worker's 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>
Richard Hilliard	Perform VA work study duties in the Veteran Resource Center (VRC), to include: assisting students with matriculation processes, maintaining VRC, clerical support to School Certifying Officials, assisting with events that serve and honor veterans, dependents, and military families.	08/15/2019-12/13/2019
Austin Pratt	Perform VA work study duties in the Veteran Resource Center (VRC), to include: assisting students with matriculation processes, maintaining VRC, clerical support to School Certifying Officials, assisting with events that serve and honor veterans, dependents, and military families.	08/15/2019-12/13/2019

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.