

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

Thursday, January 28, 2021 9:00 AM

Zoom meeting information: [January 28, 2021 zoom meeting link](#)

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

Meeting ID: 961 2579 5633

CALL TO ORDER

1. APPROVAL OF AGENDA

PUBLIC COMMENT

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

2. REVIEW OF COLLEGE BUDGET

2.1 The College Board of Trustees will engage in discussion about the college budget and budget processes

Category: Discussion

Type: Information

3. ACTION ITEMS

3.1 Board of Trustees Budget Parameters for District 2021-2022 Budgets

Recommendation to adopt the 2021/2022 Board Budget Parameters as presented

4. ADJOURNMENT

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

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

Future Board Meetings:

- *Regular Meeting – Wednesday, February 10, 2021, 4:30 PM, via ZOOM*

ITEM NO: 3.1
DATE: January 28, 2021

SUBJECT: BOARD OF TRUSTEE BUDGET PARAMETERS FOR DISTRICT 2021/2022 BUDGETS

SYNOPSIS:

Board of Trustees review and adoption of revised budget parameters.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt the following budget parameters as a basis for development of the 2021/2022 District budgets.

ANALYSIS:

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%.

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.

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.

Reference Board Policy 6200, Budget Preparation

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2021/2022 Budget Parameters as presented.