Wednesday, December 14, 2022
BOARD OF TRUSTEES AGENDA - REGULAR MEETING

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
1000 Hensley Creek Road Ukiah, CA 95482
Ukiah Campus Room 4210
4:00 PM
Zoom meeting information:
https://mendocino-edu.zoom.us/j/98399026688
Or by telephone dial: +1 669 900 9128
Meeting ID: 983 9902 6688

1. NATIVE AMERICAN LAND ACKNOWLEDGEMENT

Subject

1.1 Native American Land Acknowledgement

Meeting
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category
1. NATIVE AMERICAN LAND ACKNOWLEDGEMENT

Access
Public

Type
Information

In the spirit of community, we acknowledge that Mendocino-Lake Community College District encompasses the ancestral and present homeland of the indigenous nations of Mendocino and Lake Counties, including the Cahto, Concow, Nomlaki, Pomo, Pit River, Sinkoyne, Wailacki, and Yuki. We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present.

2. CALL TO ORDER

Subject

2.1 Pledge of Allegiance

Meeting
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category
2. CALL TO ORDER

Access
Public

Type
Procedural

Subject

2.2 Oath of Office

Meeting
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category
2. CALL TO ORDER

Access
Public

Type
Procedural

The Oath of Office will be administered to Trustee Martinez and Trustee Crandell by Board President Pinoli.
### 3. CLOSED SESSION

#### Subject 3.1 Public Comments on Closed Session Items

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>3. CLOSED SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
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<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

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

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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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.2 Convene Into Closed Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
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<td>Public</td>
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<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.3 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</td>
</tr>
<tr>
<td>Category</td>
<td>3. CLOSED SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Discussion</td>
</tr>
</tbody>
</table>

Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCBU

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.4 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</td>
</tr>
<tr>
<td>Category</td>
<td>3. CLOSED SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Discussion</td>
</tr>
</tbody>
</table>

Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.5 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</td>
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<td>Category</td>
<td>3. CLOSED SESSION</td>
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<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Discussion</td>
</tr>
</tbody>
</table>

Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.6 Public Employee Employment Contract - Pursuant to Government Code section 54957</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
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</tr>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
</tbody>
</table>

Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
4. PUBLIC COMMENTS

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5. ANNUAL ORGANIZATIONAL MEETING

5.1 Election of Officers
SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes the selection of President, Vice-President and Clerk from among its members.

ANALYSIS:

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

Included in the organizational meeting is the election of a President, Vice President and Clerk of the Board from among its members. The Superintendent/President serves as Secretary to the Board.

A history of past officers includes:

<table>
<thead>
<tr>
<th>Officers who served in 2019:</th>
<th>Officers who served in 2020:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Jason Pinoli, President</td>
<td>Robert Jason Pinoli, President</td>
</tr>
<tr>
<td>Marie Myers, Vice President</td>
<td>Marie Myers, Vice President</td>
</tr>
<tr>
<td>Philip (Ed) Nickerman, Clerk</td>
<td>Xochilt Martinez, Clerk</td>
</tr>
<tr>
<td>J. Arturo Reyes, Secretary</td>
<td>Eileen Cichocki, Secretary</td>
</tr>
<tr>
<td>Eileen Cichocki, Secretary</td>
<td>Timothy Karas, Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officers who served in 2021:</th>
<th>Officers who served in 2022:</th>
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<tbody>
<tr>
<td>Robert Jason Pinoli, President</td>
<td>Robert Jason Pinoli, President</td>
</tr>
<tr>
<td>Marie Myers, Vice President</td>
<td>Marie Myers, Vice President</td>
</tr>
<tr>
<td>Xochilt Martinez, Clerk</td>
<td>Xochilt Martinez, Clerk</td>
</tr>
<tr>
<td>Timothy Karas, Secretary</td>
<td>Timothy Karas, Secretary</td>
</tr>
</tbody>
</table>

Upon conclusion of the November 2022 Board meeting, Trustees were requested to share their interest in serving as an officer with the Superintendent/President prior to the December 2022 meeting.

The vote shall take place sequentially by officer position. The President shall be elected first, followed by the Vice President, then the Clerk.

Subject 5.2 Meeting Dates and Times

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 5. ANNUAL ORGANIZATIONAL MEETING
Access Public
Type Action
Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the meeting dates and times as presented and/or as revised at the meeting.
SYNOPSIS:
The annual organizational meeting of the Board of Trustees includes selection of day and time of the Board of Trustee meetings.

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

In 2016, the Board of Trustees set the second Wednesday of each month at the hour of 4:00 PM for its regular meetings, unless the second Wednesday conflicted with college holidays/breaks. Historically, the Board has met in Room 4210 located in the Library Learning Resource Center building on the Ukiah Campus, 1000 Hensley Creek Road, Ukiah with one meeting held yearly at each of the college center locations (Willits, Lakeport and Fort Bragg).

We are proposing setting the regular Board meetings for the second Wednesday of each month at the time of 4:00 PM. The April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center.

As we have done the past few years, we are proposing not holding a regular meeting in the month of July. After polling several community colleges across the state, we have found there to be many Boards who follow this schedule with no meeting during the month of July. We are also proposing to not hold a regular meeting in the month of January as the timing of the holidays and winter break will generate few if any items for the board to act upon. Any items brought forward during this time would be presented for consideration at the February 2023 meeting. There will be a special meeting/study session which will take place in the month of January.

Suggested dates for the 2023 meetings:

<table>
<thead>
<tr>
<th>January 25, 2023**</th>
<th>February 8, 2023</th>
<th>March 15, 2023</th>
<th>April 12, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10, 2023</td>
<td>June 14, 2023</td>
<td>August 9, 2023</td>
<td>September 13, 2023</td>
</tr>
<tr>
<td>October 11, 2023</td>
<td>November 8, 2023</td>
<td>December 13, 2023</td>
<td></td>
</tr>
</tbody>
</table>

**Special meeting and/or study session

6. SUPERINTENDENT/PRESIDENT AND ADMINISTRATION REPORTS

6.1 Superintendent/President and Administration Report

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 6. SUPERINTENDENT/PRESIDENT AND ADMINISTRATION REPORTS

Access Public

Type Information, Reports

SYNOPSIS:
The following report from Superintendent/President Karas is presented as information:

Finals week ended on December 9th and we are quickly approaching the winter break. The last month has been filled with many events and celebrations. I want to thank all the employees who volunteered their time and energy to plan, work and participate in the campus events and celebrations. There has been much to give thanks for during this festive season.

We are grateful to the Associated Students of Mendocino College for purchasing 13 new hydration (water bottle filling) stations for the Centers and Ukiah. The goal is to have them installed by May graduation

I had the privilege of being elected chair-elect to the West Business Development Center board of directors.

Coast Center DAM-250 Students

Mendocino College students Raul Medina, Jackson Deyerle, Trinity Ross, Frej Barty and Tamara Fites created the winning video for the Mendocino County League of Women Voters "Get out the Vote" video contest. You can view the video at
On November 3rd, Cindy Plank (Vice President of the League of Women Voters of Mendocino County) awarded the students with $200 checks.

Enrollment: Age of Students

The district is beginning to rebalance towards a student mix closer to pre-pandemic years. In Fall 2022 students in the age groups of 22-30 and 31-40 have increased their percentage of the student body. The return of more in-person and hybrid courses may attribute to the increase. This is good news for the district. These age group are critical to stable district enrollment. The age group 18-21 remains lower. Students that experienced two years of at home leaning during their final high school years may have become disconnected with higher education pathways.

More detailed information is available on the institutional research page, [https://www.mendocino.edu/college/institutional-research/student-data](https://www.mendocino.edu/college/institutional-research/student-data). Thank you to the Research Office of Isabel Lopez and Minerva Flores for producing these reports.

<table>
<thead>
<tr>
<th>TERM</th>
<th>UNDER 18</th>
<th>18-21</th>
<th>22-30</th>
<th>31-40</th>
<th>41-50</th>
<th>51-60</th>
<th>61+</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2022</td>
<td>11.53%</td>
<td>26.01%</td>
<td>23.69%</td>
<td>15.88%</td>
<td>8.94%</td>
<td>4.75%</td>
<td>9.20%</td>
</tr>
<tr>
<td>FALL 2021</td>
<td>20.07%</td>
<td>24.99%</td>
<td>20.45%</td>
<td>14.66%</td>
<td>7.89%</td>
<td>4.71%</td>
<td>7.23%</td>
</tr>
<tr>
<td>FALL 2020</td>
<td>18.12%</td>
<td>29.43%</td>
<td>22.15%</td>
<td>14.54%</td>
<td>7.36%</td>
<td>4.00%</td>
<td>4.40%</td>
</tr>
<tr>
<td>FALL 2019</td>
<td>13.28%</td>
<td>27.63%</td>
<td>21.75%</td>
<td>15.08%</td>
<td>8.49%</td>
<td>5.45%</td>
<td>8.35%</td>
</tr>
</tbody>
</table>

2022-2024 District Priorities

One of our District Priorities is to "Strengthen educational opportunities and pathways to Native American communities to achieve the highest percentage of Native American students in the California Community College system."

Below is a chart compiled through the Chancellor’s Office DataMart, illustrating a significant achievement for Mendocino College. Mendocino College has the highest Native American student count within the 116 California Community Colleges. We also have the highest percentage rate.

We will continue to strengthen our efforts to increase the number of Native American students at Mendocino College.
<table>
<thead>
<tr>
<th></th>
<th>College/University</th>
<th>Students</th>
<th>Percentage</th>
<th>2022 Fall Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mendocino</td>
<td>279</td>
<td>4.76%</td>
<td>5,863</td>
</tr>
<tr>
<td>2</td>
<td>American River</td>
<td>243</td>
<td>0.59%</td>
<td>41,494</td>
</tr>
<tr>
<td>3</td>
<td>Redwoods</td>
<td>243</td>
<td>3.99%</td>
<td>6,090</td>
</tr>
<tr>
<td>4</td>
<td>Shasta</td>
<td>228</td>
<td>1.98%</td>
<td>11,487</td>
</tr>
<tr>
<td>5</td>
<td>Fresno City</td>
<td>166</td>
<td>0.49%</td>
<td>33,825</td>
</tr>
<tr>
<td>6</td>
<td>Palomar</td>
<td>152</td>
<td>0.55%</td>
<td>27,455</td>
</tr>
<tr>
<td>7</td>
<td>Mt San Antonio</td>
<td>149</td>
<td>0.23%</td>
<td>63,727</td>
</tr>
<tr>
<td>8</td>
<td>Butte</td>
<td>142</td>
<td>1.10%</td>
<td>12,885</td>
</tr>
<tr>
<td>9</td>
<td>Santa Rosa</td>
<td>136</td>
<td>0.46%</td>
<td>29,316</td>
</tr>
<tr>
<td>10</td>
<td>Sacramento City</td>
<td>135</td>
<td>0.47%</td>
<td>28,922</td>
</tr>
<tr>
<td>11</td>
<td>Cerro Coso</td>
<td>134</td>
<td>1.72%</td>
<td>7,784</td>
</tr>
<tr>
<td>12</td>
<td>Sierra</td>
<td>125</td>
<td>0.53%</td>
<td>23,611</td>
</tr>
<tr>
<td>13</td>
<td>Modesto</td>
<td>119</td>
<td>0.51%</td>
<td>23,485</td>
</tr>
<tr>
<td>14</td>
<td>Bakersfield</td>
<td>116</td>
<td>0.31%</td>
<td>37,556</td>
</tr>
<tr>
<td>15</td>
<td>Cerritos</td>
<td>109</td>
<td>0.38%</td>
<td>28,748</td>
</tr>
<tr>
<td>16</td>
<td>Santa Ana</td>
<td>98</td>
<td>0.18%</td>
<td>54,421</td>
</tr>
<tr>
<td>17</td>
<td>Mt. San Jacinto</td>
<td>91</td>
<td>0.42%</td>
<td>21,518</td>
</tr>
<tr>
<td>18</td>
<td>Folsom Lake</td>
<td>90</td>
<td>0.64%</td>
<td>14,072</td>
</tr>
<tr>
<td>19</td>
<td>East LA</td>
<td>86</td>
<td>0.17%</td>
<td>51,672</td>
</tr>
<tr>
<td>20</td>
<td>Cosumnes River</td>
<td>84</td>
<td>0.40%</td>
<td>21,226</td>
</tr>
</tbody>
</table>

**Veterans Resource Fair**

The Veterans Resource Fair and BBQ Lunch was small but well attended. The event included free food for students and information booths from multiple programs and community partners. Many thanks to Sid Harper and Brady Wildberger from the Savings Bank and Dean Lopez for masterfully BBQing 100 pounds of tri-tip! Also, to Director Simpson-Logg for organizing and the volunteers that assisted with set-up, clean-up and serving as well as those that participated in the resource fair and to all that supported the event by attending.
10th Annual Dia de los Muertos Celebration

On Wednesday, November 2nd Mendocino College hosted the 10th Annual Dia de los Muertos celebration in Pomo Plaza. The event was well attended and was huge success because it celebrated culture, provided a space for community and was fun overall. There were over 20 altars in the Lowery Student Center created by the staff and students. Our very own Gus Calderon served as the MC and accompanied by the DJ it kept the event lively. For the Children there were two pinatas and face painting. A group of young dancers performed as well as our very own Latino Club! Our students practiced for weeks with the direction of Juvenal Vasquez to prepare for the event. Mr. Vasquez has been instrumental in ensuring that this event is held yearly and executed well for our students and community. Also, this event could not have been accomplished without the organizing committee and the volunteers that donated their time with setting up, working at a booth and cleaning up.
Native American Heritage Event

Several college employees worked together to host the Annual Native American Heritage Event on November 4th. The event welcomed over 200 community members to Pomo Plaza and offered attendees warm chili and corn bread from our Culinary program, frybread from a local vendor, cultural activities, and a handful of vendors. The event opened with a blessing from Gayle Zepeda and closed with Big Valley Dancers.
Celebrating our Volleyball Team

On November 14th, Mendocino College hosted a tailgate party attended by most student athletes and many college employees to celebrate the volleyball team making the playoffs for the first time in 50 years. Our Student Life Office and Athletics department collaborated to celebrate our team and bring our campus together. We have a small but mighty team in each department and working together is what can inspire us to do our best work.

Employee 5th Annual Ornament Exchange and Ugly Sweater Contest

On November 7th, Financial Aid Coordinator Karen Cavanaugh organized the 5th Annual Ornament Exchange and Ugly Sweater Contest for college employees. Many classified, faculty, and management employees attended the event that begun with a pot luck. After the meal, participants enjoyed a holiday ornament exchange which was followed by an Ugly Sweater Contest. This year, Naoto Horiguchi won first place for having the ugliest sweater. Second place went to Bonnie Lockhart and third place to Mariana Martinez.

Outreach Activities

Our Outreach Staff have been busy over the last month supporting presentations for scholarships and financial aid at area high schools and assisting high school students in the onboarding process through the Reg-2-Go program with many more dates scheduled in the coming months. Locations for these presentations/onboarding events include Ukiah High School, Round Valley High School, Anderson Valley High School, Willits High School, Ukiah Adult School and Sherwood Rancheria.

The Outreach van, decked out in gold and blue tinsel and lots of lights, was entered in the 2022 Ukiah Parade of Lights. Though we did not place in the contest, viewers enjoyed seeing the updated mascot emblazoned on the van as well as the actual Eagle riding as a passenger. The van will be entered again in 2023 and plans are under way to create an impressive entry.

Counseling Meetings with Ukiah High School

Building on our recent College and University Day event, and our Outreach, CTE, CAMP, Equity and PUENTE programs and other departments attending Ukiah High School’s (UHS) College and Career Fair, there is a shared interest in more coordination and collaboration. The Counseling departments from Ukiah High and Mendocino College have been in regular contact and have shared department meetings schedules. It has been agreed to have open invitations to our respective meetings to share important and relevant information to serve the students in our shared community.

Lowery Student Center

In the month of November, multiple student programs relocated to the site previously occupied by our bookstore. In the reconfigured space, we have welcomed our Basic Needs Center, Native American Student Resource Center, Dream Center and CAMP Program. The space has been renovated with new furniture and technology to help support students. The close proximity of these programs to each other, at a centralized location on campus, is intended to help promote student activity, success and collaboration. Furthermore, it allows for multiple student support programs to be more easily accessible to a larger number of our students. A formal open house will be organized in the Spring semester once all programs have been fully settled in their new space.

7. CONSENT AGENDA

<table>
<thead>
<tr>
<th>Subject</th>
<th>7.1 Approval of Consent Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING</td>
</tr>
<tr>
<td>Category</td>
<td>7. CONSENT AGENDA</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to approve consent agenda items as presented.</td>
</tr>
</tbody>
</table>

8. CONSENT: PERSONNEL

| Subject | 8.1 Consideration to approve Personnel List - Short Term Non-Continuing Employees |
SYNOPSIS:
Approval/ratification of employment of short-term non-continuing (STNC) employees is requested.

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

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

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 7300.

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

Reference: Board Policy 7300, Employment/Termination of Short-Term and Substitute Employees

SYNOPSIS:
Employment of Part-Time Faculty for the Spring 2023 semester.

RECOMMENDATION:
The Superintendent/President recommends 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.
Employment of: Custodian, Instruction Schedule Technician, and Accounting Specialist (2 positions)

**RECOMMENDATION:**

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

**ANALYSIS:**

- **Monica Galliani**  
  Accounting Specialist  
  Range 25/Step 1  
  Effective: January 1, 2023  
  12 month at 40 hours/week

- **Adrian Garcia**  
  Custodian  
  Range 15/Step 2  
  Effective: January 1, 2023  
  12 month at 40 hours/week

- **Kari Lane**  
  Instruction Schedule Technician  
  Range 27/Step 1  
  Effective: January 1, 2023  
  12 month at 40 hours/week

- **Gabriel Ochoa**  
  Accounting Specialist  
  Range 25/Step 1  
  Effective: January 1, 2023  
  12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

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**Subject**  
8.4 Consideration to approve Employment - Faculty
Employment of one (1) full-time faculty for Nursing.

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under One-Year Contract

Hope Moroni
Faculty, Temporary, Categorically Funded - Full Time
Nursing Instructor
Effective: January 13, 2023-December 15, 2023

Ms. Moroni is an RN and brings extensive knowledge and experience in the Nursing field. She graduated with her BSN from Chico State University, and most recently she has served as the Director of Patient Care Services with Hospice Services of Lake County. Previously, Ms. Moroni taught at the LVN program for the Ukiah Adult School and has worked as a nurse for 12 years.

Reference Board Policy 7120, Recruitment and Hiring

SYNOPSIS:

Resignation - Classified

RECOMMENDATION:

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

ANALYSIS:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignations of Mayra Benitez Garcia, Admissions and Records Specialist effective January 20, 2023; Jasmin Blanc, Administrative Assistant II effective December 30, 2022; and Jessica Lancaster, Child Development Specialist effective December 02, 2022.
Mayra Benitez Garcia
Admissions and Records Specialist
Effective: January 20, 2023

Jasmin Blanc
Administrative Assistant II
Effective: December 30, 2022

Jessica Lancaster
Child Development Specialist
Effective: December 2, 2022

Reference Board Policy 7350, Resignations

8.6 Working Out Of Class Compensation

Meeting
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category
8. CONSENT: PERSONNEL

Access
Public

Type
Action (Consent)

Recommended Action
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out Of Class Compensation for Joel Shura as presented.

SYNOPSIS:
Due to temporary workload changes, Classified staff have been assigned additional duties.

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

ANALYSIS:

Joel Shura (Career Center Specialist)
Period: 01/01/2023-05/31/2023
Compensation: 5% increase

9. CONSENT: OTHER ITEMS

9.1 Fiscal Report as of October 31, 2022

Meeting
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category
9. CONSENT: OTHER ITEMS

Access
Public
SYNOPSIS:

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

ANALYSIS:
The fiscal report as of October 31, 2022, is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

File Attachments
22-23 Monthly Fiscal December Board.pdf (65 KB)

Subject 9.2 Donation

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 9. CONSENT: OTHER ITEMS

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted No

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts a donation by Michael P. Somers.

SYNOPSIS:
Acceptance of donated artwork to Mendocino College.

RECOMMENDATION:
The Superintendent/President recommends acceptance of the donated artwork.

ANALYSIS:
Michael P. Somers is donating two pieces of artwork that will be on permanent display in the college library in Ukiah and will accessible to community members, students, classes, and local organizations. The first piece of artwork donated by Michael P. Somers is a Paper Collage titled “Sibyl”. The second piece of artwork is an Acrylic titled “Lust of Kings”. The artwork is accompanied by information about the artist, Roberto Montoya-Mejia.

A thank you letter will be sent to the donor.

Reference Board Policy 3820, Gifts
**SYNOPSIS:**

Adoption of Resolution #12-22-01, Authorization for Remote Teleconference Meetings

**RECOMMENDATION:**

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

**ANALYSIS:**

Assembly Bill AB361 provides legislation that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions. Those conditions include:

1. If a state of emergency remains active, or state or local officials have imposed or recommend measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) or paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

   A. The legislative body has reconsidered the circumstances of the state of emergency.

   B. Any of the following circumstances exist:

      1. The state of emergency continues to directly impact the ability of the members to meet safely in person.

      2. State or local officials continue to impose or recommend measures to promote social distancing.

**10. ACTION ITEMS**

**Subject**  
9.3 Authorization For Remote Teleconference Meetings - Resolution #12-22-01

**Meeting**  
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
9. CONSENT: OTHER ITEMS

**Access**  
Public

**Type**  
Action (Consent)

**Recommended Action**  
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #12-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.

**Subject**  
10.1 Superintendent/President Employment Agreement

**Meeting**  
Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
10. ACTION ITEMS

**Access**  
Public

**Type**  
Action

**Recommended Action**  
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment agreement for Dr. Timothy Karas, Superintendent/President commencing on July 1, 2023 as presented.
SYNOPSIS:
An employment agreement for the Superintendent/President will be considered.

RECOMMENDATION:
The President of the Board of Trustees recommends this item be approved as presented.

ANALYSIS:
The current employment contract for the Superintendent/President will expire on June 30, 2023 per the contract terms.

With the completion of a satisfactory evaluation and performance review by the Board of Trustees, a new employment contract will be created for the period from July 1, 2023 through June 30, 2026.

File Attachments
Sup.Pres Karas Draft Contract 2023-2026 (FINAL).pdf (145 KB)

SYNOPSIS:
The independent auditor will present the annual audit report for fiscal year 2021/2022.

RECOMMENDATION:
The Superintendent/President recommends the Board of Trustees formally receive the Mendocino-Lake Community College District Audit report for the year ended June 30, 2022, as presented by Cossolias/Wilson/Dominquez/Leavitt (CWDL) CPAs.

ANALYSIS:
Ben Leavitt, CPA, Audit Partner, representing CWDL, will present the 2021/2022 fiscal year audit of all District funds and accounts to the Board of Trustees.

Following Board of Trustees receipt of the 2021/2022 Audit report presentation, copies will be made available for public review at the office of Fiscal Services, the library, and will be posted on the college website.

Reference Board Policy 6400, Financial Audits

File Attachments
Mendocino-Lake CCD Audit Report June 30 2022 - FINAL.pdf (1,025 KB)

Subject 10.2 2021/2022 Audit Report
Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 10. ACTION ITEMS
Access Public
Type Action
Recommended Action RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit report for the year ended June 30, 2022.

Subject 10.3 Board Policy Additions and Revisions - Second Reading
SYNOPSIS:

New and revised board policies are presented for adoption.

RECOMMENDATION:

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

ANALYSIS:

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

The following policies were first reviewed by the President's Policy Advisory Committee on September 30, 2022; were shared with the constituent groups for comments or suggestions and finalized by the committee at their meeting on October 28, 2022. They are now presented to the Board of Trustees for final approval.

Board Policy 3501 - Campus Security and Access - This new legally required board policy has been created using the League's template as a guide.

Board Policy 3518 - Child Abuse Reporting - This legally required board policy was last updated in August 2020 and has now been revised to reflect the proper references.

Board Policy 3715 - Intellectual Property - This new legally required board policy has been created using the League's template as a guide.

Board Policy 3810 - Claims Against the District - this new legally required board policy has been created using the League's template as a guide.

Board Policy 3880 - Lowering the Flag to Half Staff - This board policy was last revised in August 2015 and includes no changes to the previous version.

Board Policy 3900 - Speech: Time, Place and Manner - This legally required board policy was last revised in August 2015 and includes no changes to the previous version.

Board Policy 6250 - Budget Management - This legally required board policy was adopted in February 2020 and now includes a statement regarding unrestricted general fund reserves as now required.

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File Attachments
BP 3501 - Campus Security and Access.pdf (128 KB)
BP 3518 - Child Abuse Reporting.pdf (147 KB)
BP 3715 - Intellectual Property.pdf (115 KB)
BP 3810 - Claims Against the District.pdf (207 KB)
BP 3880 - Lowering the Flag to Half Staff.pdf (146 KB)
BP 3900 - Speech - Time, Place and Manner.pdf (281 KB)
BP 6250 - Budget Management.pdf (230 KB)
10.4 Board Policy Deletion - Second Reading

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 10. ACTION ITEMS

Access Public

Type Action, Discussion, Information

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees do hereby approve the deletion of Board Policy #313 - Distribution and Posting of Materials on Campus as presented.

SYNOPSIS:
A Board policy proposed for deletion is presented for deletion.

ANALYSIS:
As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policy is submitted for the Board's consideration.

The following policy was first reviewed by the President's Policy Advisory Committee on September 30, 2022; was shared with the constituent groups for comments or suggestions and finalized by the committee at their meeting on October 28, 2022. It is now presented to the Board of Trustees for final approval of the deletion.

Board Policy 313 - Distribution and Posting of Materials on Campus - This board policy is duplicated in Board Policy 3900 and Administrative Procedure 3900.1 and has been deemed as unnecessary. It is not legally required and therefore it is recommended for deletion.

11. INFORMATIONAL ITEMS AND REPORTS

11.1 2022-2025 Student Equity Plan

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 11. INFORMATIONAL ITEMS AND REPORTS

Access Public

Type Discussion, Information

SYNOPSIS:
The 2022-2025 Student Equity Plan is presented as information.

ANALYSIS:
Mendocino College recently submitted the 2022-2025 Student Equity Plan (SEP) to the Chancellor's Office after almost a year of a collaborative process. In November 2021, a SEP Task Group was identified from the Guided Pathways Leadership Team that began to discuss ways to approach the plan. Conversations began by reviewing the process that resulted in the 2019-2022 SEP and feedback the college received from that plan. In late April 2022, Mendocino College received the data information and template required to complete the SEP from the Chancellor's Office. Our Institutional Research Office was able to analyze the data and presented to the task force the identified student groups experiencing equity gaps in relation to the metrics of the plan. The metrics the Chancellor's Office required colleges to review included the completion of transfer-level Math and English within the first year, persistence from fall to spring, transfer to a 4-year institution, and more. Upon review of the information, we were thrilled to discover that our Latinx and Native American students were not experiencing equity gaps according to the components...
of the SEP. However, this process did allow us to identify areas for improvement to ensure that all student groups are achieving at similar rates.

Upon receipt and review of the data, the SEP Task Group involved constituents from multiple areas to ensure that an exhaustive analysis could be done to identify activities, process and recommendations that would result in improved outcomes for our students. The SEP Task Force identified metric leaders who would engage college faculty, staff and students in identifying ways of closing equity gaps for all the metrics. The following were the metric leaders:

- Enrollment: Anastasia Simpson-Logg, Bonnie Lockhart, and Ulises Velasco
- Transfer-Level Math and English: Rebecca Montes and Janet Daugherty
- Persistence: Antonio Lopez and Bonnie Lockhart
- Completion: Rebecca Montes and Janet Daugherty
- Transfer: Brianna Zuber and Mark Osea

As a part of our process, the 2022-2025 SEP was presented to the Guided Pathways Leadership Team, Academic Senate and several other groups on campus. At the conclusion of our process, all required approvers of the plan signed off on it, which included Superintendent/President Karas, Vice President Cichocki, Vice President Polak, Vice President Velasco, Academic Senate President Petti and Guided Pathways Coordinator/Professor Zuber. While the SEP did not require approval by our Board of Trustees, it is being presented as an informational item to update you on the outcome of our work on this project over the last year.

File Attachments
2022-2025_student_equity_plan.pdf (876 KB)

Subject 11.2 Mendocino College Foundation and Affiliate Reports
Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 11. INFORMATIONAL ITEMS AND REPORTS
Access Public
Type Information

A report from Foundation Executive Director McGovern and a report from Dr. Steve Cardimona, Professor of Earth Science on the Mendocino College Coastal Field Station are presented as information.

File Attachments
FD.Report_12-14-22.pdf (82 KB)
College field station updateDec2022.pdf (212 KB)

Subject 11.3 Constituent Group Reports
Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 11. INFORMATIONAL ITEMS AND REPORTS
Access Public
Type Information, 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 Nicholas Petti:
It's hard to believe the semester is at a close. I have heard from a number of faculty that this one was particularly hard for students, between lingering covid, RSV, inflation, and political uncertainty. I hope that our students, faculty, staff, and Board of Trustees can rest and recharge during the winter break.

The Academic Senate formed an ad hoc committee to develop and present ideas for one-time spending to address our high budget reserves. Many faculty have submitted ideas and the committee is ranking those so we can take them to President Karas. Some of the ideas presented are not appropriate for the one-time designation but are worthy of consideration in a general budget discussion.

Our survey of adjunct faculty should be approved at our December 8th meeting and will be sent out early in the next year. The Academic Senate is committed to greater equity and inclusion of adjunct faculty and is working with MCFT to find ways to address equity gaps between full-time and adjunct instructors.

The Academic Senate will also confer Academic rank on 18 full-time and 7 adjunct faculty. While these ranks are not official designations, they do recognize faculty for their length of service to the college.

I would like to recognize the work that the Senators have done this semester and to thank them for their patience with me as President. I still have much to learn and look forward to their continued guidance and support.

I would like to thank outgoing Trustees Nickerman and Tomkins for their dedication and service to the college and I look forward to meeting the incoming Trustees.

Classified Senate:

The following report was submitted by Classified Senate President Isabel Lopez:

December is an exciting month for Classified. On December 8th we will be hosting our 14th Annual Classified Senate Holiday FunRaiser. This event has provided about $45,000 for student scholarships to date and each year we strive to surpass the previous amount raised as our goal is to keep increasing the number of scholarships awarded to students each year. This year we are fortunate to be able to have this event in-person again. It will be a joy for us to see everyone there.

MendoCares has elected Mayra Sanchez and Malissa Donegan as the committee’s co-chairs. They will be participating in a leadership training through The Institute for Evidence-Based Change (IEBC) in partnership with the California Community Colleges Classified Senate (4CS). These leadership trainings are designed to support classified professionals involved in MendoCares. These six sessions will begin in February 2023.

MendoCares will also be hosting the second Virtual Departmental Open House for the Fall 2022 semester. On December 6th, Financial Aid and EOPS will be presenting. The open house will be recorded and posted on the MendoCares website for future reference.

Management Team:

The following report was submitted by the Management Team President Amanda Xu:

The Management Team will not meet in December until after this Board Meeting. We have no updates at this time. We wish everyone a restful holiday and a great start to Spring.

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

Subject: 11.4 Board Policy Additions and Revisions - First Reading
Meeting: Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category: 11. INFORMATIONAL ITEMS AND REPORTS
Access: Public
Type: Discussion, Information
**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 the Community Colleges throughout the state.

The following policies were first reviewed by the President’s Policy Advisory Committee on October 28, 2022; were shared with the constituent groups for comments or suggestions and finalized by the committee at their meeting on November 18, 2022.

Board Policy 3600 - Auxiliary Organizations - This board policy was last reviewed in June 2020 and includes no changes to the previous version.

Board members will review the policies and may offer suggestions for changes as deemed necessary. Discussion and/or adoption of the policies will take place at the February 2023 Board meeting.

File Attachments
BP 3600 - Auxiliary Organizations.pdf (129 KB)

### 12. TRUSTEE COMMUNICATIONS

**Subject** 12.1 Trustee Reports

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 12. TRUSTEE COMMUNICATIONS

Access Public

Type Information, 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** 12.2 Future Agenda Items

Meeting Dec 14, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 12. TRUSTEE COMMUNICATIONS

Access Public

Type Information

**SYNOPSIS:**

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

Items currently on the list include:

- Big Picture presentation on the Educational Master Plan which will be presented in February 2023 if the plan has been completed.

13. ADJOURNMENT

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