Wednesday, November 9, 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. CALL TO ORDER

Subject 1.1 Pledge of Allegiance
Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 1. CALL TO ORDER
Access Public
Type Procedural

Subject 1.2 Roll Call
Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 1. CALL TO ORDER
Access Public
Type Procedural

Subject 1.3 Agenda Approval
Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 1. CALL TO ORDER
Access Public
Type Action, Procedural
Recommended Action Motion to approve the agenda.

Subject 1.4 Approval of Minutes of the regular meeting held on October 12, 2022

https://go.boarddocs.com/ca/mendocino/Board.nsf/Private?open&login#
2. CLOSED SESSION

Subject 2.1 Public Comments on Closed Session Items

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Access Public
Type Procedural

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.

At the appropriate time on the agenda, the Board President will ask individuals joining the meeting 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 meeting 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.

Subject 2.2 Convene Into Closed Session

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Access Public
Type Procedural

Subject 2.3 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 2. CLOSED SESSION
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCBU

**Subject** 2.4 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case

Meeting  Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  2. CLOSED SESSION

Access  Public

Type  Discussion

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

**Subject** 2.5 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957

Meeting  Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  2. CLOSED SESSION

Access  Public

Type  Discussion

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

**Subject** 2.6 Public Employee Employment Contract - Pursuant to Government Code section 54957

Meeting  Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  2. CLOSED SESSION

Access  Public

Type  Discussion

Designated Representative: Trustee Pinoli, Board President
Unrepresented Employee: Superintendent/President

**Subject** 2.7 Return to Open Session

Meeting  Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  2. CLOSED SESSION

Access  Public

Type  Procedural

**Subject** 2.8 Report of Action Taken in Closed Session
3. 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.

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4. SUPERINTENDENT/PRESIDENT AND ADMINISTRATION REPORTS

SYNOPSIS:

A report from Superintendent/President Karas is presented as information.

Congratulations to Student Trustee Corona! He has been elected SSCCC Region I’s Legislative Affairs Director. His student advocacy will reach statewide.

Board Sub-Committees

The land acknowledgment board sub-committee continues it work. A preliminary statement was shared with constituency groups at PBC. Feedback gathers from the constituency group has been summarized and shared with the sub-committee. The health benefits board sub-committee is in the process of selecting a date for its initial meeting.

Board of Trustee Training Materials

The Community College League of California, https://ccleague.org/resources/publications, produces a variety of publications to assist trustees in fulfilling their roles and responsibilities.
Electronic copies of the following publications will be emailed to trustees. Other reports and publications can be sent to trustees upon request.

- Board and CEO Roles: Different Jobs, Different Tasks, updated 2020
- Introduction to Fiscal Responsibilities, updated January 2021
- Trustee Handbook, updated January 2021

The League hosts annual events and webinars that are specific to the development of trustees. The following is a link to event and webinar information, https://ccleague.org/leadership-development/i-am-a-trustee.

**Board of Trustees Stipends and Mileage**

Below is information concerning the Trustee monthly stipends and mileage claims. The range of stipends for Trustees is based on Educational Code Section 72024. Stipend amounts are tiered based on district size (FTES). The maximum amount that can be set for districts with 1,000 to 10,000 FTES is $240. MLCCD Board Policy 2725 sets our stipend rate at $100.

For comparison, the table below are the stipend rates at similar sized district in the North/Far North region.

<table>
<thead>
<tr>
<th>District</th>
<th>Stipend</th>
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<tbody>
<tr>
<td>Mendocino</td>
<td>100</td>
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<tr>
<td>Redwoods</td>
<td>240</td>
</tr>
<tr>
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<td>Lassen</td>
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<td>Lake Tahoe</td>
<td>0</td>
</tr>
<tr>
<td>Feather River</td>
<td>120</td>
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Trustees may claim mileage reimbursement for official meetings, conferences and functions outside of district boundaries. With district boundaries trustee may claim mileage reimbursement for scheduled board meetings away from the Ukiah campus or to attend official college events at any location.

**Pumpkinfest**

Mendocino College hosted a booth during PumpkinFest over the weekend of October 15-16. Our booth was overwhelmingly popular. This event takes a large amount of time to plan and pull-off. Thank you to Anastasia Simpson-Logg for leading us and Jenny Yang, Yasmin Muniz, Esmeralda Muniz, Mo Menlove, Naoto Horiguchi, Rose Bell, Malissa Donegan, Manuel Galicia, Brianna Zuber, Mary Lamb, Betsy Helms, Patrick Butler, Tony Novelli, and Nayeli Chaidez for making it happen.

**Coast Center College Day**

I had the pleasure to spend time at the Coast Center College Day on October 20th. The Coast Center welcomed over 150 students from Noyo HS, Fort Bragg HS, Mendocino HS, Three Rivers Charter School, and the Coast Center. The coast team of Coast Center Supervisor, Katherine Brown, STNC Coast Center Assistants Marcia Williams, Kailyn McCord, and Dean Amanda Xu with additional support from Lake Center Assistant, Machiko Shimada, and North County Center Assistant, Tammy Carlson did an amazing job.

Thank you to the staff and faculty from across the district for participating. Areas included student services (Financial Aid, EOPS, Counseling, CAMP, Native American Student Resource Center, Learning Center, MESA, Career Hub, Student Life, Disability Resource Center, Women in STEM Club), academic departments (PTA, English, Spanish, Cooperative Work Experience, Ceramics, Construction, Photography, Math, Culinary, Theater, Fine Woodworking, Digital Arts and Media, Computer Science, Administration of Justice, English as a Second Language, Biology, and Agriculture) and the Mendocino College Foundation and Mendocino Coast Health Foundation.

**October 18th Faculty Inservice**

On Tuesday, October 18th faculty participated in a special non-instructional day inservice. All full-time faculty and some part-time faculty attended workshops and planning sessions for a full day of professional development. During the morning, breakout sessions led by faculty were held to discuss culturally responsive teaching, grading for equity and facilitating effective classroom discussions. Counselors met to work on their College Career Success curriculum. In the afternoon, faculty met in their Learning and Career Pathways to complete their Program Maps. These maps will offer students a guide for completing degrees and certificates.

**Transfer Center Services**

After the successful piloting of the Transfer Talk Series last year, Transfer Counselor/Coordinator Mark Osea again reached out to his colleagues to offer this service this Fall. On Tuesday, September 27th, the Transfer Talk Series kicked off with
Yuliana Sandoval, Director of Financial Aid & EOPS, presenting "Financing the Next Two Years." On Tuesday, October 25th, EOPS Counselor Meztli Aviña presented "Preparing Your Transfer-Mation," a unique workshop offered for the first time to assist students with the mental and emotional preparation needed for transferring to a four-year university. The next session will be on November 29th with EOPS Counselor Emily Hashemian to discuss the support services offered at Mendocino College and those offered at four-year universities.

Student Services on KZYX

Director of Financial Aid and EOPS, Yuliana Sandoval, and Articulation Officer and Transfer Counselor, Mark Edward Osea, participated in the KZYW Mendocino College Radio Hours hosted by Julie McGovern, Executive Director of the Mendocino College Foundation on November 1st. The segment was titled "Affordability of Community College and options available at Mendocino College." The show highlighted the affordability of community college, the resources available at Mendocino College to assist prospective and existing students, and the opportunity for students to continue their education at a four-year institution.

Student Services Conference Attendance

Financial Aid Technicians Victoria Ramos, Yasmin Muniz, and Jenny Yang attended the 2022 California Community Colleges Student Financial Aid Administrators Association Conference (CASFAA) titled “Better Together” held in Santa Clara, CA, from October 22-25. This conference provides financial aid professionals with federal and state updates on the latest policy changes. Financial Aid Technicians had the opportunity to listen to and apply the new updates to our daily processing duties and prepare for the future academic year. Coming in 2024-2025: The New FAFSA presentation provided essential guidelines and updates on the changes due to FAFSA simplification and the expansion eligibility for the Federal Pell grant starting the 2024-2025 academic year. In addition, other training provided essential information to build engagement and protect student-identifiable information.

EOPS staff Nancy Heath and Juvenal Vasquez attended the California Community Colleges EOPS Association (CCCEOPSA) Conference held in Palm Springs October 25-27. The conference included four excellent keynote speakers, an array of exciting and educational workshops, and opportunities to connect with EOPS staff from other colleges. In addition to the speakers and workshop presenters, we were provided with updates from the Chancellor's Office staff, a Legislative Advocacy update, and gathered with staff from the other colleges within our region for a regional meeting.

Vice President Ulises Velasco and CAMP Manager Mariana Martinez attended the first COLEGAS annual conference in Long Beach on November 2-4. The conference was titled "Pa’delante Juntos Podemos" and centered on creating a supportive environment for Latinx professionals in the community college system as they navigate the established structures to better support students in a culturally responsive way. VP Velasco attended for a more extended period of time to assist with the execution of the conference as a member of the executive board of this organization.

Reg-2-Go Start

The Reg-2-Go season had a successful start at Ukiah High School, with 60 students indicating interest in Mendocino College to further their education. In the coming months, the Outreach Team will meet with students at 11 schools throughout the district to provide Reg-2-Go services and will continue to collaborate with Financial Aid staff during FAFSA nights and participate in community events district-wide.

Upcoming Veterans Day Event

The Veterans Day BBQ and Resource Fair is scheduled for November 10th in the Pomo Plaza. The event will feature a tri-tip BBQ cooked by our friends at Savings Bank of Mendocino County and informational booths featuring local businesses and agencies serving veterans and their families. All are invited to attend.

Spring Registration

The Admissions and Records Team is preparing for spring registration. Priority registration begins November 14th, and open registration for the spring term begins November 18th.

Basic Needs Support

Over the past month, gently used clothing donations were collected to offer to students in need. All students were invited to shop the Clothing Closet on campus in the Basic Needs Center. The clothing closet provided everyday wear, outerwear, and business casual clothes to students free of charge. While shopping, students were offered support applying for Cal Fresh benefits. The Clothing Closet Event occurred between October 24th and 27th.

Weaving Wednesdays

Weaving Wednesdays were hosted in the Native American Student Resource Center (NASRC) and supported by Director of Student Life and Support Bonnie Lockhart and NASRC Specialist Anthony Billy on October 5th, 12th, & 19th between
11-3 pm. Students learned to weave twine baskets out of rattan and learned to dye reeds. Students improved their weaving skills each week, and some even taught each other new techniques. Students are excited to learn different styles and gather traditional materials. Weaving Wednesdays will pick back up in November in the Library during the transition of the NASRC to its new centrally located space on campus.

Weaving Wednesdays were followed by jam sessions by students who utilize the NASRC. This started when one of our Native students shared with the NASRC Team that they would like to host Jam Sessions and invite other students on our campus to participate. The weekly Jam Session has become a space for students to bring their instruments and voices together and play music. This student support group encouraged a student to share that they would "rather be at the Jam Session than the bar".

ASMC Halloween Party

ASMC student leaders organized and executed a Halloween Party on October 31st with the support of Director of Student Life and Support Bonnie Lockhart. They decorated Lowery Student Center with spider webs, lights, streamers and fog for the event. Students prepared excellent snacks, including cupcakes that had sugar glass on top, themed juices, and mummy pigs in a blanket. Students hosted various activities, including a Pumpkin Carving contest and a Costume Contest. Additionally, there was music, scary movies, pool, and ping pong. This created an excellent environment for approximately 40 students to hang out on Halloween.

5. CONSENT AGENDA

Subject 5.1 Approval of Consent Agenda
Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 5. CONSENT AGENDA
Access Public
Type Action (Consent)
Recommended Action Motion to approve consent agenda items as presented.

6. CONSENT: PERSONNEL

Subject 6.1 Consideration to approve Personnel List - Short Term Non-Continuing Employees
Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)
Recommended 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.

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

Subject 6.2 Consideration to approve Employment - Classified

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
Type Action (Consent)
Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Tuesday Gallardo as Center Assistant (Lake); pending receipt of all necessary employment eligibility requirements.

SYNOPSIS:

Employment of a Center Assistant (Lake).

RECOMMENDATION:

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

ANALYSIS:

Tuesday Gallardo
Center Assistant
Range 25/Step 1
Effective: December 1, 2022
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

Subject 6.3 Consideration to approve Employment - Faculty

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 6. CONSENT: PERSONNEL
Access Public
SYNOPSIS:
Employment of one (1) full-time faculty for the Counselor/Coordinator – Behavioral Health and Wellness

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

ANALYSIS:
Employ Faculty Under One-Year Contract
Lisa Larimer Burtis
Faculty, Categorically Funded (Non-Tenure Track)- Full Time – Counselor/Coordinator
Behavioral Health and Wellness
Effective: January 1, 2023-December 31, 2023

Ms. Larimer Burtis is a LMFT who brings extensive knowledge and management experience in the health and behavioral settings. Most recently she has served as the CEO and Principal Clinician at Bitterroot Family Therapy. Previously, Ms. Larimer Burtis provided services as the Adult Service Clinical Coordinator with Redwood Community Services and has worked as a direct mental health clinician in Mendocino and Colusa Counties throughout the past 18 years. She received her M.A. in Counseling Psychology from the University of San Francisco.

Reference Board Policy 7120, Recruitment and Hiring

SYNOPSIS:
Resignation - Faculty

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

ANALYSIS:
Steve Crossman
Counselor
Effective: June 30, 2023
Subject 6.5 Consideration to Ratify Resignation - Classified

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 6. CONSENT: PERSONNEL

Access Public

Type Action (Consent)

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Maria Ceja, HEP/MLACE Assistant effective November 10, 2022; Nick Orloff, Instructional Technology Specialist effective November 18, 2022; and Cathleen Kucz, Accounting Specialist effective December 30, 2022.

SYNOPSIS:

Resignation - Classified

RECOMMENDATION:

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

ANALYSIS:

Maria Ceja
HEP/MLACE Assistant
Effective: November 10, 2022

Nick Orloff
Instructional Technology Specialist
Effective: November 18, 2022

Cathleen Kucz (resignation date change)
Accounting Specialist
Effective: December 30, 2022

Reference Board Policy 7350, Resignations

Subject 6.6 Consideration of the Mendocino-Lake Community College Classified Bargaining Unit/SEIU Local 1021 Contract Reopener

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 6. CONSENT: PERSONNEL

Access Public

Type Action (Consent)

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2023/24 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the December Board meeting.

SYNOPSIS:

https://go.boarddocs.com/ca/mendocino/Board.nsf/Private?open&login# 10/21
Initial 2023/24 Mendocino-Lake Community College District collective bargaining reopener contract proposal to the Mendocino-Lake Community College Classified Bargaining Unit (SEIU Local 1021).

**RECOMMENDATION:**

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

**ANALYSIS:**

In response to the Mendocino-Lake Community College Classified Bargaining Unit (SEIU Local 1021); reopener letter approved on October 12, 2022, the District reopens as follows:

In addition to the automatically reopened articles of: Article 6 (Salary); 7 (Health and Welfare Benefits); The Mendocino-Lake Community College District proposes to reopen the following articles:

Article 13 (Vacation) & Article 14 (Transfer, Promotion, Reassignment)

Article 8, Section 3547, of the Public Employees Relations Act, requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the December Board meeting.

### 7. CONSENT: OTHER ITEMS

**Subject**  
7.1 Fiscal Report as of September 30, 2022

**Meeting**  
Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
7. CONSENT: OTHER ITEMS

**Access**  
Public

**Type**  
Action (Consent)

**Recommended Action**  
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as presented.

**SYNOPSIS:**

A report on District fiscal data as of September 30, 2022

**RECOMMENDATION:**

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

**ANALYSIS:**

The Fiscal report as of September 30, 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 Nov Board.pdf (63 KB)

**Subject**  
7.2 Quarterly Fiscal Status report - AB 2910
**SYNOPSIS:**
A report on District fiscal data as of September 30, 2022.

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

**ANALYSIS:**
The quarterly fiscal report for the first quarter of the 2022/23 fiscal year reflecting data as of September 30, 2022, is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

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**Subject**  
7.3 2023/24 Academic Calendar

**SYNOPSIS:**
Board of Trustees ratification of the 2023/24 Academic Calendar.

**RECOMMENDATION:**
The Superintendent/President recommends ratification of the 2023/24 Academic Calendar.

**ANALYSIS:**
The 2023/24 calendar approximates the previous calendars. Holidays and the 175-day instruction schedule are directed by the Chancellor’s Office.
The 2023/24 Academic Calendar was shared with members of the President's Policy Advisory Committee for distribution to all constituent group members to gather input and comments. Those comments were received and shared by the committee members. After discussion, the President's Policy Advisory Committee members recommended to the Superintendent/President the attached calendar be ratified as the academic calendar for the 2023/2024 year.

Reference Board Policy 4010, Academic Calendar

File Attachments
Academic Calendar - draft 4.pdf (218 KB)

Subject 7.4 Mendocino College 2022-2023 Catalog

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 7. CONSENT: OTHER ITEMS

Access Public

Type Action (Consent)

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2022/2023 Mendocino College catalog.

SYNOPSIS:
Board of Trustees approval is requested for the 2022/2023 Mendocino College catalog.

RECOMMENDATION:
The Superintendent/President recommends approval of the 2022/2023 Mendocino College catalog as presented.

ANALYSIS:
The catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee. Each year the catalog is revised and updated to reflect these changes.

Reference Board Policy 2200, Board Duties and Responsibilities

File Attachments
Catalog to Trustees 10.31.22.reduced.pdf (7,006 KB)

Subject 7.5 Sale of Surplus Property

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 7. CONSENT: OTHER ITEMS

Access Public

Type Action (Consent)

Fiscal Impact No
SYNOPSIS:

Board of Trustees authorization is requested for the sale of surplus property.

RECOMMENDATION:

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

ANALYSIS:

The District recommends disposition by sale of the surplus property listed on Attachment A. None of the items listed on Attachment A exceeds the value of One Thousand Dollars ($1,000).

This is a comprehensive list of what is now in surplus. The District reserves the right to remove from surplus all items that are subsequently found to be needed elsewhere in the District.

Reference Board Policy 6550, Disposal of Property

File Attachments
Surplus Property for 11.9.2022 meeting.pdf (76 KB)

Subject  7.6 Authorization For Remote Teleconference Meetings - Resolution #11-22-01

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 7. CONSENT: OTHER ITEMS

Access Public

Type Action (Consent)

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #11-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.

SYNOPSIS:

Adoption of Resolution #11-22-01, 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
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.

8. ACTION ITEMS

Subject 8.1 Native American Land Acknowledgement

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category 8. ACTION ITEMS

Access Public

Type Action

Preferred Date Nov 09, 2022

Absolute Date Nov 09, 2022

Fiscal Impact No

Budgeted Yes

Recommended Action RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts the Native American Land Acknowledgement as presented.

SYNOPSIS:

Adoption of the MLCCD Native American Land Acknowledgment Statement developed by the Board of Trustees Sub-Committee

RECOMMENDATION:

The Superintendent/President recommends the adoption of the Native American Land Acknowledgement Statement drafted by the Board of Trustees Sub-Committee

ANALYSIS:

In June 2022 the Board of Trustees formed a sub-committee of three members (Trustees Anderson, Martinez, and Myers) to create a draft Native American Land Acknowledgement Statement for consideration by the Board of Trustees. The sub-committee met to review sample statements and toolkits developed by other California Community College Districts and Colleges, four-year universities, and other governmental agencies. The draft statement was presented to the college Planning and Budget Committee (PBC) for feedback. Constituency groups were provided an opportunity to share input and feedback.
**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 August 26, 2022; were shared with the constituent groups for comments or suggestions and finalized by the committee at their meeting on September 30, 2022.

Board Policy 3100 - Organizational Structure - This legally required Board policy was last updated in December 2014 and has been revised using the League's template as a guide.

Board Policy 3250 - Institutional Planning - This legally required Board policy was last updated in June 2013 and has been now revised to reflect the legally required changes.

Board Policy 3300 - Public Records - This legally required Board policy was last updated in January 2015 and has now been revised to reflect the legally required changes.

Board Policy 3310 - Records Retention and Destruction - This legally required Board policy was last updated in January 2015 and has now been revised to reflect the legally required changes.

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**File Attachments**

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<th>Size</th>
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<td>BP 3100 - Organizational Structure.pdf</td>
<td>121 KB</td>
</tr>
<tr>
<td>BP 3250 - Institutional Planning.pdf</td>
<td>318 KB</td>
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<tr>
<td>BP 3300 - Public Records.pdf</td>
<td>123 KB</td>
</tr>
<tr>
<td>BP 3310 - Records Retention and Destruction.pdf</td>
<td>138 KB</td>
</tr>
</tbody>
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**Subject** 8.3 Board Policy Deletion - Second Reading

**Meeting** Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category** 8. ACTION ITEMS

**Access** Public
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 August 26, 2022; was shared with the constituent groups for comments or suggestions and finalized by the committee at their meeting on September 30, 2022.

Board Policy 302 - District Code of Ethics - This board policy is duplicated in Administrative Procedure 3050.1 and has been deemed as unnecessary. It is not legally required and therefore it is recommended for deletion.

File Attachments
BP 302 - District Code of Ethics.pdf (156 KB)
AP 3050.1-Institutional Code of Ethics.pdf (358 KB)

9. INFORMATIONAL ITEMS AND REPORTS

9.1 Mendocino College Foundation Report

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 9. INFORMATIONAL ITEMS AND REPORTS
Access Public
Type Information, Reports

SYNOPSIS:

This is an informational report from the Mendocino College Foundation Executive Director, Julie McGovern.

File Attachments
FD.Report_11-9-22.pdf (149 KB)

9.2 Constituent Group Reports

Meeting Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Category 9. 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:

The Academic Senate had our 2nd read of the Student Equity Plan and will approve pending some revisions suggested by senators. The Senate wants to acknowledge the work done by the team that developed the plan and also see it as a starting point for a broader examination of equity at Mendocino College. Items that were brought forward for discussion that were outside the scope of the plan required by the Chancellor’s Office included student housing and developing better metrics for outreach.

After compiling the responses to drafts of the Academic Calendar for 2023-24 we brought to PBC the draft which starts the Fall semester August 21st, ending December 15th and Spring starting January 22nd, ending May 24th. Faculty indicated that a 5 week winter break is often the only time they take a real break as many teach in the summer session and much of the winter break time is spent preparing classes.

We were visited by Wendy Brill-Wynkoop from the Faculty Association of California Community Colleges (FACCC) which is an association that lobbies the state legislature and helps craft legislation that affects community college faculty. Ms. Brill-Wynkoop offered to schedule a full faculty training on developing relationships with legislators and effective communication.

We discussed a resolution concerning Academic Freedom, noting that we have BP 4030, which addresses this, but it is an issue that we would like to see further defined and put into our CBA. As that makes it a MCFT issue we are considering a joint resolution. It should be noted that we do not see any issues regarding academic freedom currently, but the time to clarify is when there are no pressing issues.

We discussed ideas for one-time spending to bring down the rather high reserves that we have. We are compiling ideas from faculty and will continue this conversation.

November 3-5 is ASCCC Fall Plenary. Vice President Allen will attend in person and I will attend virtually.

**Classified Senate:**

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

On October 28th, student facing staff attended the second session of the Career Ladders Project. This session consisted of three activities. Activity #1 was focused on defining equity/equity-mindedness to then use our definition to analyze case studies. Activity #2 was evaluating programs for equity and activity #3 focused on identifying equity efforts at Mendocino College. The next session will be in the Spring of 2023.

On November 1st, MendoCares will be hosting its first Virtual Departmental Open House for the Fall 2022 semester. The Library and Marketing department will be the first to present in this next round of open houses. We plan to have the open houses monthly so that we can continue to learn from each department to better serve our students. MendoCares is also focusing on reinstating the quarterly newsletters. The next newsletter should be released before the Christmas break.

**Management Team:**

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

The Management Team welcomed new members Bonnie Lockhart and Kelly Keyes. Late October and early November events were reviewed including the Halloween Child Development student parade, Day of the Dead, and Native American Heritage Day. The team reviewed and approved a Management Team Succession Plan. The November and December meetings were condensed into one early December meeting. Reports from various committees and departments were reviewed. Foundation shared about their KZYX interviews, MESA about local field trips to Factory Pipe in Ukiah and MetalFX in Willits, and the Centers shared about the success of College Day at the Coast Center.
Oral reports by other constituent group leaders may be presented at the meeting.

**Subject**

9.3 Board Policy Additions and Revisions - First Reading

**Meeting**

Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**

9. 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 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.

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.

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 December 2022 Board meeting.

**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)
**SYNOPSIS:**

A Board policy proposed for deletion is 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 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.

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.

Board members will review the policy and may offer suggestions as deemed necessary. Discussion and/or deletion of the policy will take place at the December 2022 Board meeting.

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**10. TRUSTEE COMMUNICATIONS**

**Subject**  
10.1 Health Benefits Sub-Committee

Meeting  
Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
10. TRUSTEE COMMUNICATIONS

Access  
Public

Type  
Procedural

The Board of Trustees Health Benefits Sub-Committee, comprised of Trustees Martinez and Meyers, with support from Superintendent/President Karas met to discuss a possible change the current practice of not offering Board of Trustees medical benefits as outlined in Board Policy 2730. After consideration of multiple factors, the sub-committees recommendation is to remain with the current practice and Board Policy 2730 with no changes.

**Subject**  
10.2 Trustee Reports

Meeting  
Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

Category  
10. 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**  
**10.3 Future Agenda Items**

**Meeting**  
Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
10. 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.

**11. ADJOURNMENT**

**Subject**  
**11.1 Adjourn**

**Meeting**  
Nov 9, 2022 - BOARD OF TRUSTEES AGENDA - REGULAR MEETING

**Category**  
11. ADJOURNMENT

**Access**  
Public

**Type**  
Procedural