

Substantive Change Proposal

Proposal for Mendocino College to Offer 50% or More of a Degree or Certificate at the
College of the Redwoods Mendocino Coast Center



Mendocino Coast Center
1211 Del Mar Drive
Ft. Bragg, CA 95437

Mendocino College
1000 Hensley Creek Road
Ukiah, CA 95482



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A Brief Description of Mendocino College

Mendocino College is a two-year community college committed to an open-door admission policy and a comprehensive curriculum offering two-year Associate of Arts and Associate of Science degrees, career-technical Certificates of Achievement, Associate Degrees for transfer, contract education and community education.

The Mendocino-Lake Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the college occurred in the spring of 1973, with the first classes offered in July 1973. Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, and Lakeport occurred by vote of the citizens on November 5, 1974. The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

Mendocino College is a rural college that serves communities in a District that encompasses the greater parts of Lake and Mendocino Counties in California. The 127-acre main campus is situated among the oaks on a country hillside that overlooks the Ukiah Valley. The District serves approximately 140,000 people and eight unified school districts over more than 3,200 square miles. To serve this large territory the college operates two centers in addition to the main Ukiah campus: the North County Center in Willits and the Lake Center in Lakeport.

In Fall 2013, the college had 4,200 students enrolled throughout the District. Six hundred of these students were full-time; about 19% were student athletes. Women comprise 47% of the student body; the average age is 30. Mendocino and Lake Counties have been experiencing an increase in unemployment, which is higher than the California state average. As a result, Mendocino College has become a key source of professional and academic advancement.

Demographics have been shifting slowly away from a homogeneous white population to one that is more diverse. In Fall 2013, Mendocino College reached Hispanic Serving Institution eligibility status with a self-identified student population of 27%, which is projected to increase. In Fall 2013, 59% of the college's students identified themselves as white, with 27% Hispanic, 4% Asian/Pacific Islander, 4% African American, and 5% Native American. These percentages mirror the District's ethnic make-up closely, although the college continues to look for ways to attract and support more Native American students.

The college serves as a major education resource for its communities, employing more than 400 classified, faculty and management personnel. The District has an excellent faculty and staff committed to providing quality education and service to the students and the community.

The Ukiah main campus has grown significantly to accommodate the growing needs of the Mendocino and Lake County communities. Originally the main campus consisted of only three buildings: the Lowery Library Building, MacMillan Hall, and the Vocational/Technical Building. In 1985, the college began its building program and has constructed the following: the Horticulture Center, the Child Development Center, the Physical Education/Athletics complex, the Maintenance building, the Center for Visual and Performing Arts, the Science complex, the Nursing complex, the Library/Learning Center and the Lowery Student Center. Many of these projects were completed with the passing of Measure W in 2006.

Measure W also provided the college with \$67.5 million in general obligation bonds to build a permanent center in north Mendocino County, and a permanent center in Lake County. The completion of the permanent center in Lake County in December 2012, created increased opportunities for students to fully pursue their educational goals in Lake County. Additionally, the permanent North County Center was constructed in Willits and opened in Fall 2013. The Lake and North County Centers provide administrative services and classrooms for outlying areas. Additional services offered in these locations include counseling, financial aid, and EOPS. Library and audio-visual services are offered through the main campus and online. Substantive Change Proposals for both Centers have been submitted to and approved by the Commission.

Background for the Current Substantive Change

During the 1972 vote which formed the current Mendocino-Lake Community College District (MLCCD) and in which the service area was defined, the Mendocino Coast was allocated to College of the Redwoods (RCCD). These District boundaries have been adhered to since that vote. However, College of the Redwoods and Mendocino College have held past agreements regarding Mendocino College teaching in the College of the Redwoods service area. In the fall 2010 semester, Mendocino College was approached by College of the Redwoods to offer credit and non-credit English as a Second Language Classes in its service area as College of the Redwoods was unable to do so. Mendocino College offered these courses for one semester in Spring 2011; however, after one semester, College of the Redwoods resumed offering these classes. (Appendix 1) In 2014, Mendocino College was approached by College of the Redwoods to absorb all instructional and operational obligations at the center. Additionally, Fort Bragg community and city council members had a formal meeting with Mendocino College administration about the feasibility of Mendocino College having a permanent presence on the coast. Following this meeting, College of the Redwoods and Mendocino College drafted a Memorandum of Understanding for a temporary transition of class offerings from College of the Redwoods to Mendocino College until the site could be permanently acquired by Mendocino College. This MOU was updated to include Spring 2015 and Summer 2015 in October 2014. (Appendix 2)

In Fall 2014, Mendocino College began offering classes at the College of the Redwoods Mendocino Coast Center under the MOU, which is, in essence, a facilities use agreement. Mendocino college has also offered classes during the Spring 2015 semester; however, the selection of course offerings has been limited since, without an approved Substantive Change proposal, Mendocino College cannot offer more than 50% of a degree or certificate at the Mendocino Coast Center site. (Appendix 3, Appendix 4)

A. Description of Proposed Change and Reasons

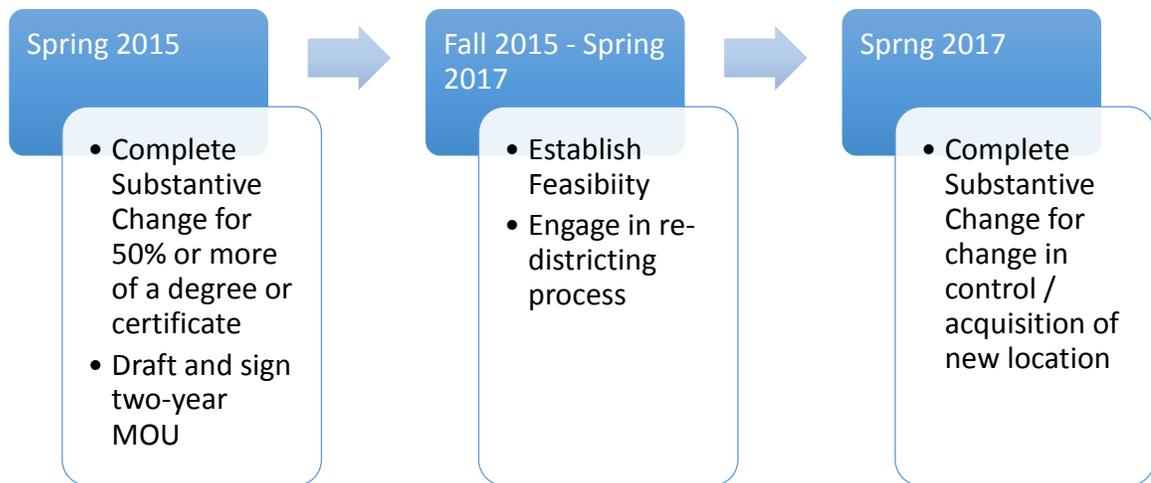
1. A clear and concise description of the change:

MLCCD and the RCCD jointly propose that Mendocino College offer 50% or more of a degree or certificate at the Mendocino Coast Campus located at 1211 Del Mar Drive in Fort Bragg and at other locations within the boundaries of the RCCD Mendocino County service area. These locations include, but are not limited to, the location of the Fine Woodworking Program at 440 Alger Street in Fort Bragg and Fort Bragg High School located at 300 Dana Street in Fort Bragg.

Per section 3.3.1 and 3.3.2 of the ACCJC Substantive Change Manual, with the approval of this proposal, MLCCD would offer 50% or more of a degree or certificate outside the geographic region it currently serves. This proposed change would constitute the first step in a multi-step process after which MLCCD would assume control of the Mendocino Coast Center. This process also includes an MOU between MLCCD and RCCD for the 2015-2016 and the 2016-2017 academic years, a re-districting process which

would also take place during those two years, the acquisition of the Woodworking program which is an 18 month process, an on-going monitoring and insurance of feasibility for MLCCD, and a final Substantive Change Proposal in which MLCCD and RCCD would mutually propose that MLCCD acquire the Mendocino Coast Center from RCCD per the Substantial Change Manual section 3.5 and 5.0.

The following timeline captures this process:



2. Evidence of a clear relationship to the institution’s stated mission:

The MLCCD mission statement is as follows:

“Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the college offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The college demonstrates its commitment to student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.”

As the college’s mission states, MLCCD is committed to serving all students in its region by offering basic skills, transfer preparation and career and technical education courses. The District is also keenly aware of its role as an anchor for intellectual, economic and cultural development. The Mendocino Coast is a significant part of Mendocino County in which the District is located, and MLCCD’s assumption of the Mendocino Coast Center would expand the District’s capacity to provide programs and services to the residents within the county. Mendocino College’s presence on the Mendocino Coast will ensure access to a high quality college education for students in this remote coastal region.

3. Discussion of the rationale for the change including but not limited to labor market analysis:

RCCD's distance from the Mendocino Coast Center has hampered its ability to adequately serve the coastal population. The Mendocino Coast Center is situated 127 miles from RCCD's main campus in Eureka. In contrast, MLCCD's main campus is 55 miles from the coast. Additionally MLCCD's North County Center is 35 miles from the Mendocino Coast Center. MLCCD's closer proximity allows for the college to be more responsive to and connected with the community and its needs.

In Spring 2014, MLCCD received a number of key informational items from RCCD regarding its proposed teach out plan for the coast. This information indicates a on-going student need. For example, the Mendo.xlsx spreadsheet included information for all students enrolled at the RCCD Mendocino Coast Center for the Fall 2013 and Spring 2014 semesters. This document specifically focused on 333 students and provided data on units completed, awards received and declared majors for students. Through this information, MLCCD is able to project future degrees and certificates it could offer if it were to receive approval to offer 50% or more of a degree or certificate at the Mendocino Coast Center. (Appendix 5)

Additionally, MLCCD received a degree audit summary from RCCD. This document provided a "big picture" summary of the number of students with remaining courses in GE areas for Liberal Arts degrees. (Appendix 6) Finally, the "Courses student's" document included the specific courses and the number of students who needed those courses based on program evaluations. This particular report focused on students who had completed 30 units or more of a degree. (Appendix 7)

From this information, MLCCD was able to develop a crosswalk (Appendix 8) as well as the previously mentioned Fall 2014 and a Spring 2015 schedule to serve the coastal community. As a result, during the 2014-2015 academic year, Mendocino College held classes at the College of the Redwoods Mendocino Coast site as well as at the Ft. Bragg High School location. The classes held constituted less than 50% of any degree or certificate.

B. A description of the program to be offered if the substantive change involves a new educational program, or change in delivery mode.

1. The education purposes of the change are clear and appropriate:

MLCCD will not initially offer new educational programs at the Mendocino Coast Center, nor will there be a change in delivery mode for classes offered at the Center. Based on the information received by RCCD, Mendocino College has built initial schedules of courses at the Mendocino Coast Center which respond to student needs according to the following priorities:

- 1) Information gathered from College of the Redwoods about continuing students, their declared educational goals and courses needed to fulfill those goals;
- 2) Courses relevant to students as they begin their college education (e.g. math, English, general education requirements);
- 3) Basic skills/ESL courses to help students become college ready and/or improve their employment prospects;
- 4) CTE offerings relevant to Coastal labor market (e.g. Child Development, Culinary Arts, Business, Sustainable Technologies);
- 5) Course offerings developed as a result of a partnership with the k-12 districts, including adult education, on the Coast.

As enrollment builds on the Coast, and students participate in our matriculation process, data from student education plans will be used to further develop a schedule of courses. Pending the approval of this substantive change proposal, MLCCD will offer 50% or more of existing degrees and programs, including Associate Degrees for Transfer and CTE degrees and certificates. Specific offerings are yet to be determined but an initial analysis indicates a need for the following degrees / certificates:

- 1) Certificate of Achievement: Culinary Arts Management
- 2) Associate Degrees for Transfer: Studio Arts, Communications, Business, Sociology, English
- 3) Certificate of Achievement / Associate of Arts: Child Development

The District will develop a district-wide schedule which will consider cohorts of students from the Coast defined by their educational goals and available time for classes. It will also leverage existing MLCCD resources at the North County Center, which is an approximately one hour drive from the Mendocino Coast Center and the main campus in Ukiah is a one and a half hour drive. For this reason, students will be able to build a reasonable course schedule which might include travel to another Mendocino College location. For example, a schedule for coastal students might allow for two days on the Coast for core classes and travel to one of our Centers or the main campus for two other days. This scheduling paradigm has been employed at our North County Center in Willits with great success.

Fine Woodworking Program

Under the current MOU, RCCD continues to offer the highly successful Fine Woodworking program in Ft. Bragg. As MLCCD continues build course offerings as described above, and pending the approval of this substantive change, MLCCD will also develop a Fine Woodworking program which will match the one offered by RCCD. MLCCD has begun to plan the curriculum development necessary to continue to offer this program on the Coast and anticipates an 18 month process, which includes adding courses and the degree through the Mendocino College curriculum committee as well as submitting the program through the CTE processes at the regional and state levels. MLCCD will work closely with RCCD and the Commission through all stages of this development.

C. Description of Planning Process

1. The change's relationship to the institution's planning, evaluation and stated mission:

MLCCD has a long-standing history of serving northern Mendocino County. Soon after the founding of the college in the early 1970s, the North County Center in Willits was established to provide access to California Community College programs and support services in the outlying regions of the college district. The college has continued to confirm its understanding and support of *“our communities”* by establishing its two off-campus education centers in remote parts of its service area and by infusing its commitment to the rural communities which it serves in multiple passages of the college mission, vision and values and in general institutional planning. (Appendix 9) The opportunity to provide 50% or more of a degree or certificate to the coastal students at the Mendocino Coast Center dovetails perfectly with this focus. To illustrate the close linkages between the college mission and the programs and services of the Mendocino Coast Center, excerpts of the applicable segments of the college mission, strategic goals and values are provided below:

Mendocino College Mission:

Mendocino College partners with a dynamic *community* of diverse students to help them achieve their educational goals.

Mendocino College Strategic Goals:

- Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and *community*.
- Develop new and strengthen existing relationships with educators, business, public agencies and other constituents of our *communities* and regionally.

Mendocino College Values:

- Collaboration: We participate in our *communities* to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our *communities*.
- Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and *communities*.

In providing educational opportunities for coastal students, the Mendocino Coast Center would become the primary representative of Mendocino College in the geographic areas of “*our communities*” which include Ft. Bragg, Mendocino and the surrounding areas.

STRATEGIC GOAL LINKS

Of the five current Mendocino College Strategic Goals, providing 50% or more of a degree or certificate at the Mendocino Coast Center is most closely linked to the two listed below:

1. Promote student access to college programs and services.
2. Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources.

A brief explanation of these connections is provided below:

- *Promote student access to college programs and services*

If RCCD withdraws services from the Mendocino Coast area, then students within that area will no longer have access to high quality educational college courses and programs. Upon approval of this Substantive Change, MLCCD will be able to deliver access to courses and programs as well as degrees and certificates to a large group of students who would not otherwise be able to achieve their educational goals.

- *Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources*

Through its experience in operating both the North County Center and the Lake Center, MLCCD has developed a lean yet highly effective model of provided educational and student services to students in remote areas while generating much needed FTES for the college. Because of its remote, coastal location, the need for a relatively small staff, and existing buildings and facilities, providing services at the Mendocino Coast Center will “maximize the...efficient...use of financial, human, physical and technology resources.”

Educational Master Plan Priorities

In the 2014 revision to MLCCD’s Educational Master Plan, the District identified the following as a planning priority: (Appendix 10)

“Continue to grow and expand efforts to deliver instruction in the Fort Bragg / Mendocino Coast area.”

The direction to continue to expand services in this area comes from an acknowledgement that the coastal area students need to have access to educational opportunities as well as an expansion of an earlier, 2012 planning priority which directed the college to address growth in areas beyond the main Ukiah campus.

2. The assessment of needs and resources, which has taken place:

In 2014, the Director of Fiscal Services drafted a four year cost analysis of expanding to the Mendocino Coast. (Appendix 11) Mendocino College has been successful in operating two cost effective centers in Willits and Lakeport. The Director of Fiscal Services presented scenarios to the Planning and Budgeting Committee, which included various enrollment assumptions and staffing levels similar to current centers. (Appendix 12) In addition, staff from maintenance, custodial, grounds and information technology have visited the site multiple times to assess facilities, equipment and technological infrastructure to gauge to overall cost of updating and maintaining the Coast Center. Comprehensive inspections of all facilities will be part of the re-districting process.

3. The anticipated effect of the proposed change on the institution:

This proposed change would increase overall enrollment and provide quality services to an isolated region of the Mendocino Coast. In the cost analysis scenario, it is projected that in order to effectively operate the center, a full-time center supervisor and full-time clerical support would be necessary, mirroring the college’s two current centers. Other positions, including a maintenance worker, a part-time counselor, a library technician, and a technology support person are also included in the four-year cost analysis. Additional positions will be added over time. Mendocino College projects that minimal construction would need to occur because the site is already operational and in place, though some renovations and updates may be necessary for regular maintenance and deterioration.

4. A clear statement of the intended benefits that will result from the change:

The ability to offer 50% or more of a degree or certificate at the Mendocino Coast Center would vastly increase MLCCD’s services to an isolated region of Mendocino County. MLCCD will be able to provide increased and robust services to ESL, K-12, Vocational and Transfer students through new partnerships. Currently, through an MOU with College of the Redwoods, Mendocino College has seen a great increase in K-12 students from coast schools enrolling in college classes. In addition, Mendocino College has been actively working with Fort Bragg High School’s culinary arts instructor to provide college courses in their new state of the art culinary center. MLCCD has also developed a Dual Enrollment program with Fort Bragg High School through which it offers general education courses as well as college and career success courses. This increases both CTE and transfer opportunities for coast students.

5. A description of the preparation and planning process for the change, i.e., when did the change go into effect:

As stated previously, College of the Redwoods and Mendocino College have held past agreements regarding Mendocino College teaching in the College of the Redwoods service area. In the Spring 2011 semester, Mendocino College offered credit and non-credit English as a Second Language Classes in the RCCD service area. In 2014, Mendocino College was approached by College of the Redwoods to absorb all instructional and operational obligations at the center. Additionally, Fort Bragg community and city council members had a formal meeting with Mendocino College administration about the feasibility of Mendocino College having a permanent presence on the coast. Following this meeting, College of the Redwoods and Mendocino College drafted a Memorandum of Understanding for a temporary transition of class offerings from College of the Redwoods to Mendocino College until the site could be permanently acquired by Mendocino College.

The initial Memorandum of Agreement between RCCD and MLCCD was signed by both Superintendent/Presidents in June 2014. Prior to MLCCD's Superintendent / President signing the MOU, it was reviewed by the MLCCD Board of Trustees at their May and June 2014 meetings and was ratified by the MLCCD Board at its July 2014 meeting. (Appendix 13) Prior to reaching the Board of Trustees, the MOU was discussed and reviewed in the Planning and Budgeting Committee (PBC), which is comprised of representatives from all constituent groups including Academic Senate, Classified Senate, and Management / Supervisory/ Confidential leadership.

In Fall 2014, Mendocino College began offering classes at the College of the Redwoods Mendocino Coast Center under the MOU, which is, in essence, a facilities use agreement. Mendocino College has also offered classes during the Spring 2015 semester; however, the selection of course offerings has been limited since, without an approved Substantive Change proposal, Mendocino College cannot offer more than 50% of a degree or certificate at the Mendocino Coast Center site.

D. Evidence of Analysis

1. Evidence that the institution has analyzed and provided for adequate human, physical, technology, and financial resources and processes necessary to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, including:

The Student Programs and Services offered at the Mendocino Coast Center will include Assessment, Orientation, Admissions and Records, Counseling, Disabled Student Programs and Services, Financial Aid, Extended Opportunity Programs and Services, Tutoring Services, and Student Activities. A separate page designed to help Fort Bragg students navigate through some of the services resides here: <http://www.mendocino.edu/fortbragg>. Additionally, the Mendocino Coast Center includes Academic Support Services that include 6,010 physical library materials at the center, with access to another 30,000 physical materials accessible by courier from the Ukiah campus. The center also has access to over 134,000 eBooks and millions of full-text articles that are available 24/7 through a remote access interface. The link to see the library interface is located at: <http://library.mendocino.edu> , but only current students, faculty and staff have access to the databases and eBooks remotely.

2. Sufficient and qualified faculty, management, and support staffing:

The college plans to operate the Mendocino Coast Center in a manner similar to its centers in Willits and Lakeport. The Center will be overseen by a Dean of Instruction who also has responsibility for the North

County Center and will travel between the two. The Dean reports directly to the Vice President of Education and Student Services and meets weekly with the VP and the other deans. The Dean also participates in several shared governance committees such as the Planning and Budgeting Committee and the Educational Action Plan Committee.

The Center will be staffed by a full time Center Operations Supervisor, a member of the college Management/Supervisory/Confidential employee group, who will handle routine operations such as class scheduling, staffing, student complaints, facility issues, etc.

Adjunct counselors will be assigned to the location to cover EOPS, DSPPS, and general counseling. No full-time faculty will assigned to the Center, but several full-time faculty assigned to Ukiah (in health, speech, sociology, history and other disciplines) will regularly teach at the center.

Support staff will include a full-time Center Assistant responsible for student support services such as admissions and records, assistance with financial aid, student disability resources, EOPS; a full-time Maintenance Technician responsible for janitorial, grounds, and maintenance of plant. A Computer Technician will be assigned on a part time basis and will be responsible for instructional and administrative technology support; part-time clerical support staff and student workers will be hired as needed.

3. Professional development for faculty and staff to effect and sustain the change:

While no specific professional development is needed to offer programs at an off-campus center, faculty who teach at the Mendocino Coast Center—both full- and part-time – are included in general professional development at the college. This includes annual teaching institutes that focus on pedagogy for basic skills, CTE and transfer level instruction; periodic distance learning workshops; regular inservice days; and a flex program. Additionally, part-time faculty orientations which are held at each of the other District Centers and the main campus will be held at the Mendocino Coast Center each semester to go over the general Mendocino College priorities and procedures as well as issues which are specific to the Center.

In the two semesters that MLCCD has been scheduling classes at the Mendocino Coast Center, part-time faculty orientations have been offered. Also, faculty teaching on the Coast have attended inservice events and teacher institutes. This semester, a part-time temporary faculty coordinator/liaison position is being developed to offer some leadership for the part-time faculty teaching at the Mendocino Coast Center.

4. Appropriate equipment and facilities, including adequate control over any off-campus site:

The site consists of 20 acres just off of Highway 1 on the south end of the City of Fort Bragg. The property is owned by College of the Redwoods. Under the conditions of the current MOU, CR is responsible for the maintenance of the buildings. The site consists of:

- Three permanent buildings
- Student patios and a central plaza
- Outdoor learning areas
- Natural coastal landscaped grounds
- Parking
- High visibility from Highway 1

The three buildings house 14 classrooms, including a computer lab, two science labs and two art studios; student services, including counseling, admissions and records services, and computers for electronic registration; administrative offices; IT support office and mechanical spaces; independent student learning spaces, library/learning lab, study room; faculty and staff workspaces. (Appendix 14)

The Center also includes a separate Fine Woodworking facility located at 440 Alger Street in Fort Bragg.

5. Sustainable fiscal resources including the initial and long-term amount and sources of funding for the proposed change and an analysis of fiscal impact on the institutions budget:

As indicated in 6, below, MLCCD has engaged in both initial and long-term planning in anticipating the fiscal impact of offering classes at the RCCD Mendocino Coast Center. In the 2014-2015 academic year, and under the restriction of offering less than 50% of a degree or certificate, the fiscal position of MLCCD was improved by \$430,000. MLCCD has also projected forward, based on the approval of this initial substantive change in which the institution could offer more than 50% of a degree or certificate.

6. A comparative analysis of the budget, enrollment, and resources; identify new or reallocated funds:

2014/15

In 2014/15, MLCCD served 75 FTES at the Coast Center which will result in \$350,700 in general apportionment. MLCCD spent \$180,000 in faculty salary and benefits and \$20,000 in travel and staff costs. Revenue exceeded expenditures by \$150,000. The current MOU with RCCD contains the following provisions:

- a. All revenue received by RCCD under the provisions for a “grand parented center” in the Service Area will be transferred to MLCCD after payment of actual costs of operating the educational center for the entire term of this agreement.
- b. The revenue from actual funded FTES and all student fees generated by the Fine Woodworking program will continue to be allocated to RCCD. RCCD will transfer all such revenue to MLCCD after payment of actual expenses incurred by RCCD to operate the Fine Woodworking program.

Based on estimates received from RCCD, MLCCD will receive approximately \$280,000 from RCCD for 2014/15. Therefore, the financial position of MLCCD is improved by \$430,000 (\$150,000 + \$280,000) by serving the Coast Center in 2014/15. (Appendix 11)

2015/16

In 2015/16, MLCCD plans to serve 150 FTES. RCCD will continue to operate the Fine Woodworking program and transfer enrollment revenue, net of expenditures, to MLCCD. RCCD will continue to maintain the facility and transfer center funding, net of expenditures, to MLCCD. MLCCD will begin to staff the center with a full time Center Coordinator and full time Center Operations Assistant. The Dean of Instruction will provide administrative oversight of the Coast Center and North County Center. The Coast Center will also be served by part-time counselors, a part time library assistant, and part time Information Technology support. This level of FTES and staffing is estimated to result in revenue exceeding expenditures by \$314,000. (Appendix 11)

2016/17

In 2016/17, MLCCD plans to serve 250 FTES. RCCD will continue to operate the Fine Woodworking program and transfer enrollment revenue, net of expenditures, to MLCCD. RCCD will continue to maintain the facility and transfer center funding, net of expenditures, to MLCCD. MLCCD will maintain the same staffing level as detailed in 2015/16 above. This level of FTES and staffing is estimated to result in revenue exceeding expenditures by \$567,000. (Appendix 11)

Status of center funding of the grandfathered Mendocino Coast Center

The SB361 funding formula for California Community Colleges provides center funding to college's based on FTES served at each center. One level of funding covers a center with FTES between 250 and 500. In 2013/14 RCCD reported 235.68 FTES at the Coast Center. This FTES level was sufficient to receive the 250 FTES level of center funding due to the fact that FTES criteria had been reduced during the preceding years of budget reductions at the State level. The funding formula includes a three year center funding stability mechanism to address declining enrollments. In 2014/15, both RCCD and MLCCD will be reporting FTES served by each institution in the Service Area, therefore neither college will report sufficient FTES to meet the center funding level of 250. RCCD will receive center funding under the stabilization mechanism for 2014/15, 2015/16, and 2016/17. 250 FTES will need to be reported in 2017/18 to retain center funding.

2017/18

In 2017/18, MLCCD plans to serve over 250 FTES and assume complete control over the Service Area including the Fine Woodworking Program. MLCCD will add a full time Maintenance position to provide maintenance, custodial, and grounds keeping. MLCCD will also assume utilities costs estimated to total \$100,000 annually. This level of FTES and staffing is estimated to result in revenue exceeding expenditures by \$496,000. (Appendix 11)

Major considerations include:

- Redistricting: both districts complete the district reorganization process (transfer of territory)
- Curriculum: MLCCD be approved by the Chancellor's Office for educational programs offered at the center, including the Fine Woodworking program
- General Obligation Bonds issued by RCCD
- Facilities inspections to assure buildings are up to all codes including ADA, DSA
- Board of Trustee representation
- ACCJC substantive change approval for the "acquisition of another institution or any program or location of another institution"

E. Evidence of Internal and External Approvals

As stated previously, an initial Memorandum of Agreement between RCCD and MLCCD was signed by both Superintendent/Presidents in June 2014. (Appendix 2). Prior to MLCCD's Superintendent / President signing the MOU, it was reviewed by the MLCCD Board of Trustees at their May and June 2014 meetings and was ratified by the MLCCD Board at its July 2014 meeting. (Appendix 13) Prior to reaching the Board of Trustees, the MOU was discussed and reviewed in the Planning and Budgeting Committee (PBC), which is comprised of representatives from all constituent groups including Academic Senate, Classified Senate, and Management / Supervisory/ Confidential leadership. (Appendix 15)

All courses and programs offered at the Mendocino Coast Center have approval by the MLCCD Curriculum Committee and the California Community College Chancellor's Office. All faculty teaching courses or providing counseling/advising services at the Mendocino Coast Center meet minimum qualifications for instruction, per the CCCCCO "Minimum Qualifications for Faculty and Administrators in California Community Colleges" disciplines list (2014).

The MLCCD and its activity at the Mendocino Coast Center meet all legal requirements, as indicated above, including: California Community College Chancellor's Office approval for courses and programs; faculty qualifications; Division of State Architects approval; and mutual agreement between the trustees of RCCD and MLCCD. All activities at the Mendocino Coast Center conform to the MLCCD Board Policies and Administrative Procedures.

As mentioned previously, should the re-Districting go forward, MLCCD will engage in building inspections to ensure that facilities are approved by the Division of State Architect and to meet the requirements for the Americans with Disabilities Act, Title II, and Section 504 of the Rehabilitation Act of 1973. Additionally, in the interest of student and staff health and safety, a comprehensive pest report will be obtained as well as a property liability and risk assessment report.

F. Evidence of Eligibility Requirements

A summary of the eligibility requirements and the impact of this Substantive Change Proposal (if any) on the eligibility requirement follows. Documentation is either included in this Substantive Change Proposal or referenced for each requirement.

1. Authority:

Mendocino College is authorized to operate as an educational institution and to award degrees by the California Community College Chancellor's Office, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, and the U.S. Department of Education. Mendocino College was first accredited by WASC in 1973, and accreditation was last affirmed in 2014.

2. Operational Status:

Approximately 4,500 students enroll at Mendocino College each semester, many of whom identify Associate degrees as their educational goal. Others attend for transfer, certificate completion or job advancement.

3. Degrees:

Mendocino College offers 27 Certificates of Achievement and 47 degree programs. A substantial portion of its classes in any given semester will help students advance toward degree completion.

In Fall 2013, 71% of students indicated enrollment in a degree or certificate program. All courses regardless of modality are reviewed and approved by the Curriculum Committee to ensure appropriate content, length, and levels of quality and rigor. Student Learning Outcomes and Assessment are determined by faculty for programs and courses. Each course and program Student Learning Outcome and Assessment is documented.

4. Chief Executive Officer:

The Superintendent/President of Mendocino College is a full-time, dedicated employee appointed by the Board of Trustees and empowered to administer Board policies.

5. Financial Accountability:

Mendocino College is audited annually by an independent audit firm, which notes any audit exceptions in writing. The Board of Trustees reviews the audit report as well as any exceptions and recommendations. Management responds to any exceptions on a timely basis. In all fiscal matters, the college adheres to specific, Board-approved policies and parameters governing the responsible allocation of funds to support its educational programs and support services.

6. Mission:

Mendocino College's Mission Statement clearly defines the institution's commitment to student learning and is appropriate to a degree-granting institution of higher education and its constituency. The Mission Statement is reviewed yearly and adopted by the Board. It is published in the college catalog, in the class schedule, in each classroom and on the college website.

7. Governing Board:

Mendocino College has a seven member Board of Trustees elected from the communities within its District. The Board is an independent policy-making body that reflects constituent and public interests; in doing its work, it adheres to a conflict-of-interest policy. The majority of the Board members have no employment, family, ownership or other personal financial interest in the college. The Board is ultimately responsible for the quality, integrity and financial stability of the college and ensures that its mission is being carried out.

8. Administrative Capacity:

Mendocino College has sufficient administrative staff with appropriate preparation and experience to provide the services to support its mission. As of Fall 2013, the college has one Superintendent/President, two Vice Presidents and 15 managers. For the proposed Coast Center, staffing will include a 1.0 Center Coordinator, 1.0 a Center Support Staff person, 1.0 a Center Maintenance worker, a part-time counselor, a .50 Dean of Instruction, a .50 Librarian Technician and a .25 Technology Support person.

9. Educational Programs:

Mendocino College's degree programs are consistent with its mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered. The college offers Associate in Arts and Associate in Science degrees in a variety of majors, as well as Associate in Arts and Associate in Science for Transfer in a variety of programs. The college catalog contains a listing of degrees offered, specific course requirements, and the number of units of study required to complete each program.

All courses, degrees, and certificates of achievement offered by the Mendocino-Lake Community College District have been approved by the college's Curriculum Committee, the Mendocino-Lake Community College District Board of Trustees, and the California Community Colleges Chancellor's Office.

10. Academic Credit:

Mendocino College awards academic credits based on generally accepted practices in institutions of higher education. The college follows California Education Code standards, Title 5 and the Carnegie unit when determining the appropriate amount of credit to grant.

11. Student Learning and Student Achievement:

Mendocino College has developed Student Learning Outcomes for its programs and courses.

Program-level SLOs are published in the college catalog, and course-level SLOs are published in course syllabi. SLO assessment results are incorporated into Program Review and are used by faculty to make program improvements. Faculty members ensure that students who have completed a program have achieved the program's Student Learning Outcomes.

Mendocino College has set Student Achievement Standards for the student course completion, student retention, degree completion, transfer to a four-year institution, and certificate completion. The college also monitors its licensure pass rate. The Student Achievement Standards are reviewed in the Planning and Budgeting Committee. Student Achievement data is presented regularly to the Board of Trustees.

12. General Education;

All degree programs at Mendocino College contain a General Education component designed to provide a breadth of knowledge to students. General Education programs and courses meet and exceed the requirements of Title 5 regulations. Requirements ensure breadth of knowledge and encourage intellectual inquiry. General Education requirements are listed in the catalog and class schedules, and on the college website.

13. Academic Freedom:

Mendocino College's Academic Freedom Policy (BP 411) creates an environment where faculty and students may express ideas freely. The policy is stated in the college catalog and is available on the college website.

14. Faculty:

Mendocino College has 49 full-time faculty who have met minimum qualifications as determined by the California Community College's Statewide Academic Senate. Faculty duties are outlined in their job descriptions and in their collective bargaining agreements; these duties include development and review of curriculum as well as assessment of student learning.

15. Student Support Services:

To assist students in achieving their educational goals, the college offers a wide variety of services consistent with its mission and identified student and community needs.

These services include:

- Admissions and Records
- Assessment
- Career and Job Placement Center
- Center for Academic Success (Tutoring) and open computer labs
- Counseling
- Disabled Resources Center (DRC)
- Extended Opportunities Programs and Services (EOPS)
- Financial Aid and Veterans Services
- Library
- Student Activities
- Transfer Counseling

16. Admissions:

Mendocino College has admissions procedures consistent with its mission and California Code of Regulations, Title 5, that clearly identify the qualifications needed for admission. These requirements and procedures are printed in the catalog and schedules and are available on the college website.

17. Information and Learning Support Services:

Mendocino College Library services are available to all enrolled students and staff. These services include a physical location on the Ukiah Campus with trained librarians on duty to assist students, as well as extensive online research databases available on and off campus. All Library holdings and services are developed in conjunction with faculty and support the mission of the college and the instructional programs.

The college has increased digital eBook collections to 134,000 eBooks (from the previous 34,000 eBooks six years ago), of which 114,000 are multiple-user, and has added streaming video through Films on Demand, providing better video coverage for off campus centers and for Distance Education courses by providing over 4,000 documentary films that are all closed-captioned.

The current physical collection consists of 34,570 volumes, 2,370 media volumes, 317 reserve texts, 104 audio books, 81 print subscriptions, 71 music CDs, 27 computer software programs, and 49 pieces of equipment for check-out. Additionally, the reserve books and other materials are available at the circulation desk for students to use in the library to support their coursework.

The college also has a student portal, WebAdvisor, providing access for all students to register for classes or access records. This provides 24/7 access to all students regardless of location.

18. Financial Resources:

Mendocino College receives the bulk of its financial resources from state allocations based on enrollments, categorical funds and some federal sources such as Perkins. It has sufficient funding to support its mission and educational programs, and it prudently carries a reserve adequate to address any unforeseen expenses without interrupting services to students.

Additionally, the college has an active, well-funded Foundation.

19. Institutional Planning and Evaluation:

Mendocino College has an Educational Master Plan, a Technology Master Plan and a Facilities Master Plan, which inform the Strategic Action Plan. Additionally, institutional planning is guided by an Integrated Timeline, which is reviewed yearly. Mendocino College continues to refine its well-established Program Review process and its inclusive decision-making structure to better meet student needs and the college Mission. SLO and SAO assessments are fully integrated into the Program Review process. Through its Director of Institutional Research, the college regularly evaluates progress toward its Goals and disseminates information to the college community via all-college In-service sessions, meetings and the website. It also prepares press releases and research reports for the community at large.

20. Integrity in Communication with the Public:

Mendocino College publishes an annual catalog, which is available in printed form and on the website. It includes:

General information

- Official name, address, telephone numbers and website address
- Mission Statement
- Course, program and degree offerings
- Academic Calendar and program length
- Academic Freedom Policy
- Financial Aid information
- Learning and student support resources
- Names and degrees of administrators, faculty and classified staff
- Names of trustees

Requirements

- Admission
- Student fees and other financial obligations
- Degree, certificate, graduation and transfer

Major policies affecting students

- Academic regulations, including academic honesty
- Nondiscrimination
- Grievance and complaint procedures
- Refund of fees

The catalog also identifies other locations where students may access other policies.

21. Integrity in Relations with the Accrediting Commission:

Mendocino College respects and complies with the eligibility requirements and other standards and policies of the Commission. It completes and submits annual, mid-term and other required reports in a timely and professional manner and communicates regularly with the Commission about any changes or concerns that are relevant to accreditation.

Mendocino College, as well as the Mendocino Coast Center, will continue to meet and fulfill all the eligibility requirements, accreditation standards, and commission policies related to student learning programs and services. This change simply adds a new center to Mendocino College, expanding upon the service area and providing an educational experience for students who are being underserved by the departure of College of the Redwoods from this center. All required college services are available at the Mendocino Coast Center, either face-to-face or online.

G. Evidence of Accreditation Standards and Commission Policies

Mendocino College was fully reaccredited in June 2014 and meets all standards of accreditation. Its Midterm Report was accepted without further recommendations in July 2011. The college completed its Self Evaluation and submitted it to the Commission in January 2014. The team visit was held in March, 2014 and accreditation was reaffirmed by the Commission. A Follow Up Report was required for March 2015. The college will hold all courses and all operations at the Mendocino Coast Center to the same standard as those for main campus classes.

Standard I: The Mission Statement, which guides Mendocino College, applies equally to Mendocino College's courses and programs at the College of the Redwoods Mendocino Coast Center. The college will establish programs aligned with this purpose and specific to the needs of the greater student population. As noted earlier in this document, the acquisition of the College of the Redwoods Mendocino Coast Center is essential in helping the college meet its goals of increasing student access and realizing student achievement.

Standard II: The college assures the quality of the courses offered at this site. The college will offer high-quality instructional courses and programs at the Mendocino Coast Center with the primary purpose of leading to transfer or to improve access to occupational courses. Courses will adhere to the established course outlines for use throughout the District, with imbedded student learning outcomes that mirror those in the curriculum taught on the main campus. All courses will be taught with the most appropriate pedagogy for the respective curriculum of each course and with the use of state-of-the-art instructional technology. All sections will adhere to the appropriate depth and rigor of those taught throughout the District and will be scheduled in timeframes appropriate to the subject matter. All courses at the Mendocino Coast Center require express approval by the Curriculum Committee and are assessed for Student Learning Outcomes.

The student support services for Mendocino Coast Center students will be sufficient to provide students access to the college, guidance in the admissions and registration process, financial aid advice and assistance, orientation to the college, and individual academic counseling, including the development of an individual educational plan. Additionally, the students will have access online library resources, counseling services, enrollment support and technical assistance via the Internet.

Standard III: In hiring faculty, the college will maintain the same quality for the Mendocino Coast Center as for faculty at the main campus. All faculty must meet the minimum qualifications in their respective disciplines. The faculty teaching at the Mendocino Coast Center will undergo the same evaluation procedures as their counterparts on campus. Faculty office hours can be on site or online using information technology tools such as real-time chat or webinar tools like CCCConfer.

The college will provide sufficient security to protect student online accounts and personally identifiable information. The technology used is state-of-the-art and the college maintains the hardware and software in support of high quality instruction. The technology infrastructure is sound and will also be maintained through systematic review and upgrades as necessary.

Standard IV: One of the core values published in the Mendocino College Catalog is Continuous Improvement: "We strive to develop adopt and provide the best practices in education. As we evaluate our progress toward achieving our goals, we shift resources as necessary and provide the professional development that makes achieving our goals possible."

The institution is guided by a philosophy and its leadership to encourage all constituents to take the initiative in improving campus-wide services. More specifically, there are structural features and regular activities that illustrate how the institution's processes work to ensure effective participation across constituents in decision making and planning.

The structure of the college's planning process reaches across the campus to organize decision making in a way that includes discussion in many forums. Leadership at the Mendocino Coat Center will be included as members of the Planning and Budget Committee, the Educational Action Plan Committee, and several other shared governance committees.

Appendix 1

4338	ENG	60	Reading and Writing Laboratory	0.5	LAB	MW	12:00- 1:20pm	Gehrman, Jody	MCM	1290
4339	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	10:00-11:50am	Polak, Debra	GRV5	6540
4340	ENG	80	Academic Reading and Writing	4.0	LEC	MW	9:00-10:50am	Cechin, Jaime	LWRY	730
4341	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	9:00-10:50am	Cechin, Jaime	LWRY	730
4342	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	1:30- 3:20pm	Bayer, Lucille	LWRY	730
4343	ENG	80	Academic Reading and Writing	4.0	LEC	T	5:30- 9:20pm	Bayer, Lucille	MCM	1220
4357	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	8:00- 9:50am	Polak, Debra	MCM	1250
4344	ENG	200	Reading and Composition I	3.0	LEC	MW	9:30-10:50am	Landers, Joshua	GRV5	6510
4345	ENG	200	Reading and Composition I	3.0	LEC	MW	11:00-12:20pm	Landers, Joshua	LWRY	730
4346	ENG	200	Reading and Composition I	3.0	LEC	TTh	9:30-10:50am	Rawlinson, Bart	CVPA	5360
4347	ENG	200	Reading and Composition I	3.0	LEC	TTh	11:00-12:20pm	Rawlinson, Bart	SSU	6020
4350	ENG	200	Reading and Composition I	3.0	LEC	Th	6:30- 9:20pm	Bleifus, James	MCM	1220
5363	ENG	200	Reading and Composition I	3.0	LEC	Th	1:30- 4:20pm	Bleifus, James	MCM	1220
3205	ENG	201	Critical Thinking W/ Lit	3.0	LEC	W	1:30- 4:20pm	Rawlinson, Bart	VOTC	3060
4351	ENG	205	Critical Thinking	3.0	LEC	MW	9:30-10:50am	Dwyer, Molly	MCM	1220
4352	ENG	205	Critical Thinking	3.0	LEC	MW	1:30- 2:50pm	Gehrman, Jody	MCM	1220
4353	ENG	205	Critical Thinking	3.0	LEC	TTh	11:00-12:20pm	Gehrman, Jody	LWRY	730
3206	ENG	210	Creative Writing	3.0	LEC	T	1:30- 4:20pm	Gehrman, Jody	MCM	1210

English As a Second Language

5534	ESL	3	ESL: Oral Skills	3.0	LEC	TTh	1:30- 2:50pm	Gilmore, Karen	MCM	1250
5388	ESL	7A	ESL: Beginning A	5.0	LEC	TTh	6:00- 8:25pm	Arago, Marybeth	CRFB	114
(02/01/11 to 05/27/11)										
Course will be held in Room 114 at the College of the Redwoods campus in Fort Bragg, CA.										
5453	ESL	7A	ESL: Beginning A	5.0	LEC	MW	5:00- 7:20pm	Garcia, Luz	GHE5	D1
3213	ESL	7B	ESL: Beginning B	5.0	LEC	TTh	11:00- 1:20pm	Lee, Victoria	GRV5	6510
					LEC1	TTh	11:00- 1:20pm	Walsh, Sarah	GRV5	6510
5447	ESL	7B	ESL: Beginning B	5.0	LEC	TTh	6:00- 8:20pm	Johnson, Cameron	SMS	CLASSRM
3182	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	6:00- 8:20pm	Gilmore, Karen	SMS	CLASSRM

4364	ESL	11B	ESL: Advanced B	5.0	LEC	MW	11:00- 1:20pm	Lee, Victoria	MCM	1210
					LEC1	MW	11:00- 1:20pm	Walsh, Sarah	MCM	1210
5449	ESL	11B	ESL: Advanced B	5.0	LEC	MW	5:30- 7:50pm	Lee, Victoria	CVPA	5360
					LEC1	MW	5:30- 7:50pm	Walsh, Sarah	CVPA	5360
4366	ESL	500	EsL: Prep Level	0.0	LEC	MW	6:00- 6:50pm	Albuquerque, Lilia	GHES	D2
					LAB	MW	7:00- 8:20pm	Albuquerque, Lilia	GHES	D2
5386	ESL	500	EsL: Prep Level	0.0	LEC	TTh	6:00- 6:50pm	Ware, Barbara	PVYC	CLASS
					LAB	TTh	7:00- 8:25pm	Ware, Barbara	PVYC	CLASS

(02/01/11 to 05/27/11)

Course will be held at the Potter Valley Community Center located at 10270 Main Street in Potter Valley, CA.

5387	ESL	500	EsL: Prep Level	0.0	LEC	TTh	6:00- 6:50pm	Post, Ezra	UHS	F12
					LAB	TTh	7:00- 8:20pm	Post, Ezra	UHS	F12
5536	ESL	503	EsL: Oral Communication Skills	0.0	LEC	TTh	1:30- 2:50pm	Gilmore, Karen	MCM	1250
4363	ESL	507	English As a Second Language	0.0	LEC	TTh	6:00- 6:50pm	Johnson, Cameron	SMS	CLASSRM
					LAB	TTh	7:00- 8:20pm	Johnson, Cameron	SMS	CLASSRM
5389	ESL	507	English As a Second Language	0.0	LEC	TTh	6:00- 6:50pm	Arago, Marybeth	CRFB	114
					LAB	TTh	7:00- 8:25pm	Arago, Marybeth	CRFB	114

(02/01/11 to 05/27/11)

Course will be held in Room 114 at the College of the Redwoods campus in Fort Bragg, CA.

5450	ESL	507	English As a Second Language	0.0	LEC	TTh	11:00-11:50am	Lee, Victoria	GRV5	6510
					LEC1	TTh	11:00-11:50am	Walsh, Sarah	GRV5	6510
					LAB	TTh	12:00- 1:20pm	Lee, Victoria	GRV5	6510
					LAB1	TTh	12:00- 1:20pm	Walsh, Sarah	GRV5	6510
5452	ESL	507	English As a Second Language	0.0	LEC	MW	5:00- 5:50pm	Garcia, Luz	GHES	D1
					LAB	MW	6:00- 7:20pm	Garcia, Luz	GHES	D1
5454	ESL	509	ESL: Intermediate	0.0	LEC	MW	6:00- 6:50pm	Gilmore, Karen	SMS	CLASSRM
					LAB	MW	7:00- 8:20pm	Gilmore, Karen	SMS	CLASSRM
4365	ESL	511	English As a Second Language	0.0	LEC	MW	5:30- 6:20pm	Lee, Victoria	CVPA	5360
					LEC1	MW	5:30- 6:20pm	Walsh, Sarah	CVPA	5360
					LAB	MW	6:30- 7:50pm	Lee, Victoria	CVPA	5360
					LAB1	MW	6:30- 7:50pm	Walsh, Sarah	CVPA	5360
5448	ESL	511	English As a Second Language	0.0	LEC	MW	11:00-11:50am	Lee, Victoria	MCM	1210
					LEC1	MW	11:00-11:50am	Walsh, Sarah	MCM	1210
					LAB	MW	12:00- 1:20pm	Lee, Victoria	MCM	1210
					LAB1	MW	12:00- 1:20pm	Walsh, Sarah	MCM	1210

**AGREEMENT BETWEEN
THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into by and between the Redwoods Community College District (RCCD), and the Mendocino-Lake Community College District (MLCCD) (the Parties).

The intent of this Agreement is for the Parties to mutually agree to programs and services that may be offered to students at the RCCD's Mendocino Coast Education Center in Fort Bragg and at other locations within the boundaries of RCCD in Mendocino County (the Service Area).

The RCCD and MLCCD Governing Boards, by ratification of this temporary agreement, authorize the Parties to enter into an agreement to provide programs and services to the Mendocino Coast students for the Fall 2014 semester.

This agreement will become effective upon signature of both parties and will terminate on December 31, 2014.

All classes and services provided by the MLCCD in the Service Area will adhere to all applicable mandates, laws and policies pertaining to California community colleges, including the California Education Code and Title 5.

During the term of this Agreement, RCCD and MLCCD agree to the following:

1. MLCCD shall provide all instructional programs and student services that support student access, equity and success at the Mendocino Coast Education Center and at other potential locations within the Service Area, including courses necessary to complete RCCD's "teach-out" to students who have substantially completed RCCD's programs. Programs and services may include but are not limited to: for-credit instruction, non-credit instruction, not-for-credit instruction, dual enrollment programs, distance education, adult education, GED and other testing services, and college research and public service activities.
2. MLCCD will have exclusive access and rights to advertising, recruiting, fundraising, and other related activities within the Service Area during the term of this agreement.
3. MLCCD shall have full use of facilities as needed to provide programs and services, and RCCD shall not charge MLCCD facility rental fees during the term of this Agreement. RCCD shall provide basic facility support services, including utilities, internet and telephone services, and will provide a half-time custodial/maintenance worker.

4. All revenue received by RCCD under the provisions for a "grandparented center" in the Service Area will be transferred to MLCCD after payment of actual costs of operating the educational center for the entire term of this agreement.
5. The revenue from actual funded FTES and all student fees generated by the Fine Woodworking program will continue to be allocated to RCCD. RCCD will transfer all such revenue to MLCCD after payment of actual expenses incurred by RCCD to operate the Fine Woodworking program.
6. Both Parties will work collegially to ensure that this Agreement does not negatively impact either party's accreditation status or apportionment funding.
7. This Agreement may be extended by MLCCD for an additional semester in the event that the long term Memorandum of Understanding or the Substantive Change Proposals are not approved prior to December 31, 2014.

Furthermore, it is mutually agreed by both Parties that:

To the fullest extent permitted by law, the Parties agree to save, indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged, or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this agreement.

Neither party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct.

RCCD and MLCCD agree to resolve conflict issues relative to the terms of the agreement collegially and collaboratively.

SIGNATURES

June 26, 2014
Date
Kathryn G. Smith
Kathryn G. Smith
President/Superintendent
Redwoods Community College District

June 26, 2014
Date
Arturo Reyes
Arturo Reyes
Superintendent/President
Mendocino-Lake Community College District

**AGREEMENT BETWEEN
THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into by and between the Redwoods Community College District (RCCD), and the Mendocino-Lake Community College District (MLCCD) (the Parties).

The intent of this Agreement is for the Parties to mutually agree to programs and services that may be offered to students at the RCCD's Mendocino Coast Education Center in Fort Bragg and at other locations within the boundaries of RCCD in Mendocino County (the Service Area).

The RCCD and MLCCD Governing Boards, by ratification of this temporary agreement, authorize the Parties to enter into an agreement to provide programs and services to the Mendocino Coast students for the 2014-15 Academic Year (Fall 2014, Spring 2015 and Summer 2015).

This agreement will become effective upon signature of both parties and will terminate on August 28, 2015.

All classes and services provided by the MLCCD in the Service Area will adhere to all applicable mandates, laws and policies pertaining to California community colleges, including the California Education Code and Title 5.

During the term of this Agreement, RCCD and MLCCD agree to the following:

1. MLCCD shall provide all instructional programs and student services that support student access, equity and success at the Mendocino Coast Education Center and at other potential locations within the Service Area, including courses necessary to complete RCCD's "teach-out" to students who have substantially completed RCCD's programs. Programs and services may include but are not limited to: for-credit instruction, non-credit instruction, not-for-credit instruction, dual enrollment programs, distance education, adult education, GED and other testing services, and college research and public service activities.
2. MLCCD will have exclusive access and rights to advertising, recruiting, fundraising, and other related activities within the Service Area during the term of this Agreement.
3. MLCCD shall have full use of facilities as needed to provide programs and services, and RCCD shall not charge MLCCD facility rental fees during the term of this Agreement. RCCD shall provide basic facility support services, including utilities, internet and telephone services, and will provide a half-time custodial/maintenance worker.

4. MLCCD shall have full use of existing materials and equipment and RCCD will not charge MLCCD for use of those materials and equipment.
5. All revenue received by RCCD under the provisions for a "grandparented center" in the Service Area will be transferred to MLCCD after payment of actual costs of operating the educational center for the entire term of this agreement.
6. The revenue from actual funded FTES and all student fees generated by the Fine Woodworking program will continue to be allocated to RCCD. RCCD will transfer all such revenue to MLCCD after payment of actual expenses incurred by RCCD to operate the Fine Woodworking program.
7. Both Parties will work collegially to ensure that this Agreement does not negatively impact either party's accreditation status or apportionment funding.
8. This Agreement may be extended by MLCCD for an additional semester in the event that the long term Memorandum of Understanding or the Substantive Change Proposals are not approved prior to May 30, 2015.

Furthermore, it is mutually agreed by both Parties that:

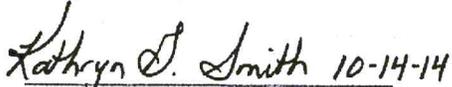
To the fullest extent permitted by law, the Parties agree to save, indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged, or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this agreement.

Neither party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct.

RCCD and MLCCD agree to resolve conflict issues relative to the terms of the agreement collegially and collaboratively.

SIGNATURES

Date


Kathryn G. Smith
President/Superintendent
Redwoods Community College District


Arturo Reyes
Superintendent/President
Mendocino-Lake Community College District

Art

9014	ART	210A	Drawing	3.0	LEC	WF	9:30-10:20am	Palmer, Jonathan	FBMC	206	
					LAB	WF	10:30- 1:05pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9026	ART	218A	Painting-Oils I	3.0	LEC	WF	2:00- 2:50pm	Palmer, Jonathan	FBMC	206	
					LAB	WF	3:00- 5:35pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9029	ART	226A	Painting-Acrylics I	3.0	LEC	WF	2:00- 2:50pm	Palmer, Jonathan	FBMC	206	
					LAB	WF	3:00- 5:35pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9031	ART	240A	Ceramics I	3.0	LEC	MW	5:30- 6:20pm	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	6:30- 9:05pm	Hobart, Evan	FBMC	207	
(09/08/14 to 12/12/14)											
9037	ART	240A	Ceramics I	3.0	LEC	F	9:00-10:50am	Hobart, Evan	FBMC	207	\$25.00
					LAB	F	11:00-12:30pm	Hobart, Evan	FBMC	207	
					LAB	F	1:30- 5:20pm	Hobart, Evan	FBMC	207	
(09/08/14 to 12/12/14)											

Child Development

9049	CDV	202	Multi-Cultural Perspective	3.0	LEC	W	5:30- 8:50pm	Leach, Carla	FBMC	114	
(09/08/14 to 12/12/14)											

Cooperative Work Experience

9053	CED	50	Intro to Work Experience	0.5-3.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
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(09/08/14 to 12/12/14)

*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE. To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.

9060	CED	195	General Work Experience	1.0-6.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
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(09/08/14 to 12/12/14)

*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE. To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.

English

9129	ENG	60	Reading and Writing Laboratory	1.0	LAB	TTh	12:00- 1:40pm	Brown, Katherine	FBMC	LRC	
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(09/08/14 to 12/12/14)

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: Noon to 1:40 PM. Location: Library/Learning Center.

9104	ENG	200	Reading and Composition	3.0	LEC	TTh	2:00- 3:45pm	Brown, Katherine	FBMC	111	
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(09/08/14 to 12/12/14)

9137	ENG	210	Creative Writing	3.0	LEC	T	9:00- 1:20pm	Watkins, Norma	FBMC	111	
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(09/08/14 to 11/18/14)

9142	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC	
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(09/08/14 to 12/12/14)

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: Noon to 1:40 PM. Location: Library/Learning Center.

English As a Second Language

0951 ESL 9A ESL: Intermediate A 5.0 LEC MW 5:30- 8:20pm Arago, Marybeth FBMC 111
(09/08/14 to 12/12/14)

0950 ESL 509 ESL: Intermediate 0.0 LEC MW 5:30- 6:35pm Arago, Marybeth FBMC 111
LAB MW 6:45- 8:20pm Arago, Marybeth FBMC 111

(09/08/14 to 12/12/14)

Mathematics

9123 MTH 56 Intermediate Algebra 5.0 LEC FS 9:00-12:15pm Dominguez, Diana FBMC 111
(09/08/14 to 12/12/14)

9139 MTH 540 Basic Mathematics 0.0 LAB MW 4:30- 6:10pm DuVivier, Joseph FBMC LRC
Lab

(09/08/14 to 12/12/14)

Math lab setting. This open lab is available Monday and Wednesday: 4:30 - 6:10 PM. Location: Library/Learning Center.

Music

9143 MUS 207 Intro to Music 3.0 LEC Th 5:30- 9:10pm Windsor, Jenni FBMC 111
Appreciation

(09/08/14 to 12/12/14)

9150 MUS 280 Masterworks Chorale 1.0 LAB T 6:00- 9:20pm Windsor, Jenni MPC CLASSRO
O

(09/08/14 to 12/12/14)

Section 9150 will be held at the Mendocino Presbyterian Church in Mendocino. For more information, contact the instructor.

Psychology

9157 PSY 216 Social Psychology 3.0 LEC W 9:00-12:20pm Siler, Steven FBMC 111

(09/08/14 to 12/12/14)

Speech

9208 SPE 200 Intro to Public 3.0 LEC MW 5:30- 7:15pm Hee-Chorley, Lorraine FBMC 112
Speaking

(09/08/14 to 12/12/14)

Sustainable Technologies

9219 SST 164 Understanding 3.0 LEC W 5:30- 8:50pm Webb, Jonathan FBMC 120
Blueprints

(09/08/14 to 12/12/14)

Agriculture

9001	AGR	75	Introduction to Pruning	1.0	LEC	S	8:00-11:50am	Xerogeanes, James	FBMC	120
					LEC	S	12:30- 4:50pm	Xerogeanes, James	FBMC	120

(02/21/15 to 02/28/15)

Section 9001 meets on two Saturdays.

9002	AGR	181	Sustain Spring Vegetable Grow	2.0	LEC	Th	12:00- 1:05pm	Sholars, Teresa	FBMC	120
					LAB	Th	1:15- 4:35pm	Sholars, Teresa	FBMC	120

(02/12/15 to 05/21/15)

Art

9004	ART	218B	Painting-Oils II	3.0	LEC	MW	1:30- 2:20pm	Palmer, Jonathan	FBMC	206	\$22.00
					LAB	MW	2:30- 5:00pm	Palmer, Jonathan	FBMC	206	

(02/09/15 to 05/20/15)

9010	ART	226B	Painting-Acrylics II	3.0	LEC	MW	1:30- 2:20pm	Palmer, Jonathan	FBMC	206	\$18.00
					LAB	MW	2:30- 5:00pm	Palmer, Jonathan	FBMC	206	

(02/09/15 to 05/20/15)

9003	ART	232	Introduction to Printmaking	3.0	LEC	MW	9:30-10:15am	Palmer, Jonathan	FBMC	206	\$36.00
					LAB	MW	10:25- 1:05pm	Palmer, Jonathan	FBMC	206	

(02/09/15 to 05/20/15)

9017	ART	240A	Ceramics I	3.0	LEC	MW	9:30-10:15am	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	10:25- 1:00pm	Hobart, Evan	FBMC	207	

(02/09/15 to 05/20/15)

9023	ART	240A	Ceramics I	3.0	LEC	MW	5:30- 6:15pm	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	6:25- 9:00pm	Hobart, Evan	FBMC	207	

(02/09/15 to 05/20/15)

9018	ART	240B	Ceramics II	3.0	LEC	MW	9:30-10:15am	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	10:25- 1:00pm	Hobart, Evan	FBMC	207	

(02/09/15 to 05/20/15)

9024	ART	240B	Ceramics II	3.0	LEC	MW	5:30- 6:15pm	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	6:25- 9:00pm	Hobart, Evan	FBMC	207	

(02/09/15 to 05/20/15)

Business

9006	BUS	196	BUS-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201
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(02/09/15 to 05/22/15)

*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE. To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.

Child Development

9015 CDV 125 Creative Activities 3.0 LEC T 5:30- 8:50pm Leach, Carla FBMC 112
(02/10/15 to 05/19/15)

9016 CDV 196 CDV-Occupational Work Exp 1.0-8.0 WE TBA TBA Jenkins, Daniel MCM 1201

(02/09/15 to 05/22/15)

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9019 CDV 200 Psychology of Development 3.0 LEC Th 5:30- 8:50pm Leach, Carla FBMC 114

(02/12/15 to 05/21/15)

College and Career Success

9036 CCS 100 Career Planning Success 3.0 LEC MTWTh 1:30- 2:35pm Decker, Kristine NOYO ROOM 1

(03/09/15 to 05/21/15)

Section 9036 is a LATE START class.

9044 CCS 100 Career Planning Success 1.5 LEC F 8:15- 9:05am Decker, Kristine FBHS F110
LEC1 Th 8:15- 9:05am Boele, Marc FBHS F110

(02/26/15 to 05/22/15)

9045 CCS 100 Career Planning Success 1.5 LEC F 9:40-10:30am Decker, Kristine FBHS F110
LEC1 Th 9:40-10:30am Boele, Marc FBHS F110

(02/26/15 to 05/22/15)

9046 CCS 100 Career Planning Success 1.5 LEC F 10:45-11:35am Decker, Kristine FBHS F110
LEC1 Th 10:45-11:35am Boele, Marc FBHS F110

(02/26/15 to 05/22/15)

9047 CCS 100 Career Planning Success 1.5 LEC F 11:45-12:35pm Decker, Kristine FBHS F110
LEC1 Th 11:45-12:35pm Boele, Marc FBHS F110

(02/26/15 to 05/22/15)

9048 CCS 100 Career Planning Success 1.5 LEC F 2:20- 3:10pm Decker, Kristine FBHS F110
LEC1 Th 2:20- 3:10pm Boele, Marc FBHS F110

(02/26/15 to 05/22/15)

Cooperative Work Experience

9020 CED 195 General Work Experience 1.0-6.0 WE TBA TBA Jenkins, Daniel MCM 1201

(02/09/15 to 05/22/15)

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Culinary Arts Management

9005	CAM	51A	Culinary Skills I	3.0	LEC	WTh	5:00- 5:25pm	Valla, Amy	FBHS	G101	\$60.00
					LAB	WTh	5:35- 8:50pm	Valla, Amy	FBHS	G101	

(02/11/15 to 05/21/15)

9008	CAM	54	Food and Beverage Cost Control	1.5	LEC	M	9:00-10:50am	Petti, Nicholas	FBMC	111	
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(02/09/15 to 05/18/15)

9014	CAM	196	CAM-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
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(02/09/15 to 05/22/15)

*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE. To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.

English

9025	ENG	60	Reading and Writing Laboratory	1.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC	
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(02/09/15 to 05/22/15)

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:10pm. Location: Library/Learning Center.

9030	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	5:30- 7:45pm	Kirkley, Kyle	FBMC	111	
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(02/10/15 to 05/21/15)

9026	ENG	160	Transfer Level Read/Write Lab	0.5-1.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC	
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(02/09/15 to 05/22/15)

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:10pm. Location: Library/Learning Center.

9033	ENG	200	Reading and Composition	3.0	LEC	TTh	2:00- 3:35pm	Brown, Katherine	FBMC	112	
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(02/10/15 to 05/21/15)

9035	ENG	201	Critical Thinking W/ Lit	4.0	LEC	TTh	9:00-11:15am	Brown, Katherine	FBMC	112	
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(02/10/15 to 05/21/15)

9038	ENG	210	Creative Writing	3.0	LEC	S	9:00-12:50pm	Brown, Katherine	FBMC	112	
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(02/21/15 to 05/16/15)

9027	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC	
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(02/09/15 to 05/22/15)

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:10pm. Location: Library/Learning Center.

English As a Second Language

9041	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	6:00- 8:50pm	Arago, Marybeth	FBMC	111	
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(02/09/15 to 05/20/15)

9042	ESL	509	ESL: Intermediate	0.0	LEC	MW	6:00- 6:50pm	Arago, Marybeth	FBMC	111	
					LAB	MW	7:00- 8:50pm	Arago, Marybeth	FBMC	111	

(02/09/15 to 05/20/15)

Health

9043	HLH	196	HLH-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
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(02/09/15 to 05/22/15)

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History

9057 HST 203 The United States Since 1865 3.0 LEC W 1:30- 4:50pm Green, Tobias FBMC 112

(02/11/15 to 05/20/15)

Human Services

9058 HUS 196 HUS-Occupational Work Exp 1.0-8.0 WE TBA TBA Jenkins, Daniel MCM 1201

(02/09/15 to 05/22/15)

*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE. To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.

Mathematics

9070 MTH 540 Basic Mathematics Lab 0.0 LAB TBA TBA DuVivier, Joseph FBMC LRC

(02/09/15 to 05/22/15)

Math lab setting. This open lab is available Monday and Wednesday: 4:30 - 6:10 PM. Location: Library/Learning Center.

Music

9073 MUS 200 Fundamentals of Music 3.0 LEC W 5:30- 8:50pm Windsor, Jenni FBMC 114

(02/11/15 to 05/20/15)

9081 MUS 280 Masterworks Chorale 1.0 LAB T 6:00- 9:20pm Windsor, Jenni MPC CLASSROOM

(02/10/15 to 05/19/15)

Section 9081 will be held at the Mendocino Presbyterian Church in Mendocino. For more information, contact the instructor.

Psychology

9096 PSY 215 Psychology of Personal Growth 3.0 LEC W 9:00-12:20pm Siler, Steven FBMC 111

(02/11/15 to 05/20/15)

Sociology

9083 SOC 201 Social Problems 3.0 LEC F 9:00-12:50pm Cannon, Taylor FBMC 111

(02/20/15 to 05/22/15)

Speech

9099 SPE 200 Intro to Public Speaking 3.0 LEC MW 5:30- 7:15pm Hee-Chorley, Lorraine FBMC 112

(02/09/15 to 05/20/15)

Appendix 5

C_PERSON	Credits Completed	Awards Received	Term Award Received	Declared program I	Declared program II
0025596	144.5	SCIEX.LA.A.AA	2013S	NH.CR	
0064963	109.5	GENED.AA	2007S	HUM.LA.A.AA.	
0048522	107			UDCL	
0148689	105	BEHAV.LA.A.AA	2011S	ECE.CA	
0101919	101.7			ECE.AS	
0147490	101.5			ECE.AS	
0045297	95			UDCL	
0110729	91.5			DM.AS	
0092126	90.7			UDCL	
0036559	89.4			FIN.ARTS.LA.A.AA	
0153952	87	FIN.ARTS.LA.B.AA	2013F	FIN.ARTS.LA.A.AA	
0133458	86	MS.AS	2012S	NH.CR	
0212362	85.5			BUS.LA.B.AA	BUS.CA
0061559	84	AJ.CA.BASIC	2013X	BEHAV.LA.A.AA	
0006703	81.3			AAT.PSYCH	
0039002	81			NH.CR	
0205570	81			BEHAV.LA.B.AA	
0052864	80			BEHAV.LA.A.AA	
0102019	79			UDCL	
0228938	79			BEHAV.LA.B.AA	
0178630	78.5	MS.AS	2013X	MS.AS	
0207708	78.5			BEHAV.LA.B.AA	
0210451	77.5			SCIEX.LA.A.AA	
0281757	77.5	BUS.LA.B.AA	2013F	BUS.LA.A.AA	
0217108	77			MS.AS	
0050717	75.5			ECE.AS	
0107746	74			ART	
0190442	72	BEHAV.LA.A.AA	2012S	HUM.LA.A.AA.	
0015414	70			BEHAV.LA.B.AA	
0036251	70			HUM.LA.A.AA.	
0274741	68.5			HUM.LA.A.AA.	
0279823	68			BEHAV.LA.B.AA	
0103868	67	BEHAV.LA.A.AA	2013F	HUM.LA.A.AA.	
0148678	66	MS.AS	2013S	HUM.LA.B.AA	
0178957	63.5	BEHAV.LA.A.AA	2012S	UDCL	
0191027	63.5			BEHAV.LA.A.AA	
0039355	62.5			NURS.AS.RN	
0073789	62			MS.CA	
0212884	61.5			HUM.LA.A.AA.	
0228961	60.5	BEHAV.LA.A.AA	2013S	UDCL	
0136131	60			UDCL	
0196371	60	BUS.LA.A.AA	2013F	BUS.LA.B.AA	
0210450	60			AG.CA.PLANT	
0227084	60			HUM.LA.A.AA.	
0105805	59.5			UDCL	
0018848	59			MS.CA	
0209629	58			HUM.LA.A.AA.	
0229679	57			BEHAV.LA.B.AA	BUS.AS
0231709	56.5			SCIEX.LA.A.AA	
0229511	55.5			BEHAV.LA.A.AA	
0221087	55			SCI.LA.A.AA.	
0229138	55	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.I	
0145061	54.5	BUS.CA.ADMIN.ASST	2006S	BEHAV.LA.A.AA	BUS.LA.A.AA
0031891	53.5			BEHAV.LA.B.AA	
0283059	53			MS.AS	
0153324	52.5	HUM.LA.B.AA	2009F	HUM.LA.A.AA.	
0231846	52	SCIEX.LA.A.AA	2013S	NH.CR	
0267683	52	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.I	
0288701	52	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.I	

0288880	52	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.I	
0289292	52	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.II	
0289949	52	CT.CA.FINE.WDWRK.I	2013S	CT.CA.FINE.WDWRK.II	
0044192	50.5			ECE.AS	
0212803	50.5			MS.AS	
0291201	50			MT.AS.CADD	
0055694	49			ART	
0110763	48.5	BEHAV.LA.A.AA	2013S	HUM.LA.A.AA.	
0228183	48			BEHAV.LA.B.AA	BEHAV.LA.D.AA
0073952	47.5			AAT.PSYCH	
0049882	47.3			UDCL	
0024580	47			BUS.AS	
0068180	45.5	MEDA.CA	2006S	BEHAV.LA.A.AA	
0150634	45.5			BEHAV.LA.A.AA	FIN.ARTS.LA.A.AA
0229389	45			MS.AS	
0284405	45			SCIEX.LA.C.AA	
0084004	44			BEHAV.LA.B.AA	
0245557	44			MEDA.AS	
0163957	43			ECE.AS	
0273391	43			SCIEX.LA.B.AA	
0231825	42.5			HRC.AS.REST.MGMT	
0091740	42			AAT.ART	
0289026	42			BEHAV.LA.A.AA	
0020785	41			BUS.LA.A.AA	
0049660	41			NURS.AS.RN	
0145408	41			BT.AS.COMP.SUP.SPEC	
0129374	40.5			FNR.AS	
0022844	39.5	ECE.CA	2011S	BUS.AS	
0037953	39.5			ECE.AS	
0054416	39.5			NURS.AS.LVN.RN	
0278936	39.5			SCIEX.LA.B.AA	
0285352	39.5			AJ.AS	SCIEX.LA.A.AA
0148776	39	GENED.AA	2007S	ECE.AS	
0189023	39			FIN.ARTS.LA.A.AA	
0289195	38			BEHAV.LA.C.AA	DM.AS
0277809	37.5			BUS.AS	
0017718	37			HUM.LA.A.AA.	
0289308	36.5			AJ.AS.CORRECTION	
0174764	36			ART	
0229678	36			ECE.AS	
0284485	36	SCIEX.LA.A.AA	2013F	SCIEX.LA.A.AA	
0287255	36			HUM.LA.B.AA	
0287647	36	CT.CA.FINE.WDWRK.I	2013S	CE	
0188118	35.5	ECE.CA	2012F	BUS.LA.B.AA	
0257175	35			HUM.LA.A.AA.	
0285782	34			CT.CA.CABINET	
0055014	33.8			UDCL	
0177842	33.5			HUM.LA.A.AA.	
0205400	33			FIN.ARTS.LA.A.AA	
0260462	33			BEHAV.LA.B.AA	
0206229	32.5			BT.AS.OFFICE.PROF	
0106189	32.3			FIN.ARTS.LA.A.AA	
0159632	32			BEHAV.LA.B.AA	
0228787	31.5			HUM.LA.A.AA.	
0229620	31.5			MS.AS	SCIEX.LA.A.AA
0030936	30.5			UDCL	
0228071	30.5			BT.AS.COMP.SUP.SPEC	
0024509	30			BEHAV.LA.A.AA	
0096439	30			UDCL	
0281091	30			BEHAV.LA.A.AA	

0282253	30			HUM.LA.A.AA.	
0050266	28.8			UDCL	
0289025	28.5			BUS.CA	BUS.LA.A.AA
0145259	28	BEHAV.LA.B.AA	2013S	BEHAV.LA.A.AA	
0285124	28			BEHAV.LA.A.AA	
0076875	27.5			UDCL	
0289309	27.5			BEHAV.LA.B.AA	
0292515	27.5			BEHAV.LA.A.AA	BEHAV.LA.B.AA
0023938	27			BEHAV.LA.B.AA	
0203515	27			UDCL	
0273562	27			SCI.LA.A.AA.	
0153732	26.5			MATH.LA.A.AA	
0178639	26.5			NURS.AS.RN	
0057422	26			UDCL	
0104115	25.5			SCIE.X.LA.A.AA	
0275183	25.5			DA.AS	
0060271	25			UDCL	
0138363	25			HUM.LA.B.AA	
0201792	25			UDCL	
0223927	25			MS.AS	
0228244	25			DRAFT.AS.ARCH	
0289861	25			BEHAV.LA.B.AA	
0099858	24			SCI.LA.A.AA.	
0112313	24			NURS.CA.UPGRADE	
0198078	24			UDCL	
0284662	24			FIN.ARTS.LA.A.AA	
0291118	24			FIN.ARTS.LA.A.AA	
0276540	23.5			MS.AS	
0278895	23.5			BEHAV.LA.A.AA	
0285400	23.5			SCIE.X.LA.B.AA	
0255827	23			MS.CA	
0114809	22.5			ECE.CA	
0029702	22			UDCL	
0136223	22			MS.CA	
0154888	22			BUS.LA.B.AA	
0281790	22			FIN.ARTS.LA.A.AA	
0279422	21.5			BUS.AS	
0018943	21			UNIV.AA	
0205234	21			HUM.LA.B.AA	
0021908	20.3			HUM.LA.A.AA.	
0156396	19.5			ECE.AS	
0235093	19.5			ECE.AS	
0133934	19			UDCL	
0053302	18.5			AAT.ART	
0278885	18.5			NURS.AS.RN	
0288824	18.5			UDCL	
0293111	18.5			BUS.LA.B.AA	
0213047	18			CT.CA.FINE.WDWRK.I	
0222206	18			UDCL	
0287942	18			CT.CA.FINE.WDWRK.I	
0288572	18			UDCL	
0296399	18			CT.CA.FINE.WDWRK.I	
0298369	18			CT.CA.FINE.WDWRK.I	
0298575	18			CT.CA.FINE.WDWRK.I	
0298670	18			CT.CA.FINE.WDWRK.I	
0298671	18			CT.CA.FINE.WDWRK.I	
0298955	18			CT.CA.FINE.WDWRK.I	
0299013	18			CT.CA.FINE.WDWRK.I	
0299072	18			CT.CA.FINE.WDWRK.I	
0299080	18			CT.CA.FINE.WDWRK.I	

0299413	18		CT.CA.FINE.WDWRK.I	
0299415	18		CT.CA.FINE.WDWRK.I	
0299713	18		CT.CA.FINE.WDWRK.I	
0299795	18		CT.CA.FINE.WDWRK.I	
0202731	17.5		HUM.LA.A.AA.	
0237650	17.5		ADCT.CA	
0208807	17		NURS.AS.RN	
0241742	17		MS.AS	
0020032	16.5		BUS.AS	
0210686	16.5		BEHAV.LA.A.AA	NURS.AS.RN
0290665	16.5		ECE.AS	
0208507	16		BT.AS.OFFICE.PROF	
0287858	16		BEHAV.LA.B.AA	CT.CA.RES.I
0016492	15.5		SCI.LA.A.AA.	
0298395	15.5		BUS.CR.PAYROLL.CLERK	
0062089	15		PMED.CA	
0180695	15		SCI.LA.A.AA.	
0242268	15		ECE.CA	
0288637	15		AG.AS	BEHAV.LA.A.AA
0289158	15		BEHAV.LA.A.AA	BUS.AS
0298096	15		HUM.LA.B.AA	
0014071	14		BUS.CR.PAYROLL.CLERK	
0114932	14		UDCL	
0154472	14		MS.AS	
0287187	14		BEHAV.LA.B.AA	
0290175	14		BEHAV.LA.A.AA	
0291799	14		MS.AS	NURS.AS.RN
0077167	13		UDCL	
0111854	13		NURS.AS.RN	
0143705	13		NURS.AS.RN	
0209373	13		NH.CR	
0239640	13		NURS.AS.RN	
0271996	13		BT.AS.OFFICE.PROF	
0288727	13		HRC.CA.CULN.SPVSN	
0300690	13		SCIE.X.LA.A.AA	
0190328	12.5		BEHAV.LA.A.AA	
0295049	12.5		HUM.LA.A.AA.	
0299945	12.5		UDCL	
0098902	12		AAT.ART	
0125816	12		AAT.ART	
0154810	12		SCI.LA.A.AA.	
0214582	12		BEHAV.LA.A.AA	
0232620	12		UDCL	
0278925	12		UDCL	
0282161	12		DA.AS	
0283085	12		NH.CR	
0299038	12		DA.CA	
0299375	12		CE	
0299049	11.5		BT.AS.COMP.SUP.SPEC	
0048560	11		SCI.LA.A.AA.	
0223002	11		FNR.AS	
0284728	11		UDCL	
0299232	11		BEHAV.LA.A.AA	
0297297	10.5		AJ.AS	
0065749	10		UDCL	
0111102	10		MEDA.CA	
0125685	10		BEHAV.LA.A.AA	
0189163	10		HUM.LA.B.AA	
0213103	10		NH.CR	
0239796	10		UDCL	

0301196	10	UDCL
0023478	9.5	HUM.LA.B.AA
0044127	9	FIN.ARTS.LA.A.AA
0104005	9	FIN.ARTS.LA.A.AA
0194346	9	UDCL
0197142	9	BUS.LA.A.AA
0279198	9	BEHAV.LA.B.AA
0282122	9	ECE.AS
0288000	9	BEHAV.LA.B.AA
0289233	9	UDCL
0290203	9	UDCL
0291994	9	UDCL
0294377	9	BEHAV.LA.A.AA
0298497	9	SCI.LA.B.AA
0300715	9	BEHAV.LA.A.AA
0300723	9	BEHAV.LA.A.AA
0111579	8	AG.CR.PRODUCTION
0277586	8	HUM.LA.A.AA.
0290239	8	UDCL
0094354	7.7	UDCL
0056910	7.5	UDCL
0300369	7.5	BT.AS.COMP.SUP.SPEC
0090965	7.2	UND
0167818	7	BEHAV.LA.A.AA
0190741	7	HUM.LA.A.AA.
0216345	7	BEHAV.LA.A.AA
0281454	7	SCI.LA.A.AA.
0291209	7	DA.CA
0293694	7	BEHAV.LA.A.AA
0295181	7	UDCL
0181399	6.5	UDCL
0296898	6.5	BUS.AS
0174328	6	AG.AS
0184723	6	FNR.CR.GEOMATICS
0188033	6	BEHAV.LA.A.AA
0282487	6	HUM.LA.A.AA.
0290079	6	BEHAV.LA.A.AA
0293144	6	ECE.AS
0294500	6	UDCL
0295191	6	BT.CR.WORD
0297149	6	ECE.AS
0300587	6	SCI.LA.A.AA.
0301255	6	AG.AS
0301278	6	BEHAV.LA.B.AA
0112024	5	UDCL
0298097	5	BEHAV.LA.B.AA
0077189	4.7	UDCL
0298862	4.5	AJ.AS
0078700	4.3	AAT.ART
0078302	4	UDCL
0231723	4	FNR.CR.GEOMATICS
0282552	4	SCI.LA.A.AA.
0283240	4	BEHAV.LA.A.AA
0298006	4	NURS.CA.LVN
0299458	4	MS.CA
0300143	4	UDCL
0300285	4	DRAFT.AS.ARCH
0300474	4	UDCL
0300839	4	FNR.AS
0300940	4	FNR.AS

0300943	4	FNR.AS
0301262	4	DM.AS
0301335	4	NURS.AS.LVN
0113113	3.5	FNR.AS
0204266	3.5	SCI.LA.B.AA
0215348	3.5	BEHAV.LA.A.AA
0301243	3.5	NURS.AS.RN
0046144	3	NURS.AS.RN
0089781	3	BEHAV.LA.B.AA
0145018	3	NURS.AS.LVN.RN
0181447	3	NH.CR
0190585	3	UDCL
0218066	3	NH.CR
0218186	3	NH.CR
0221820	3	AG.LA.A.AA
0290723	3	UDCL
0293133	3	BT.AS.COMP.SUP.SPEC
0294560	3	ECE.AS
0300511	3	BEHAV.LA.A.AA
0300649	3	SCI.LA.A.AA.
0301003	3	UDCL
0301110	3	UDCL
0301112	3	UDCL
0301124	3	FIN.ARTS.LA.A.AA
0301259	3	AST.ECE
0047625	2	AG.AS
0131829	2	BEHAV.LA.A.AA
0139447	2	AG
0103943	1.5	NURS.AS.LVN.RN
0102105	1	AG.AS
0167676	1	ART
0295293	1	UDCL
0228251	0.5	MATH.LA.A.AA

Summary: Needed Areas of Study for Specific Students

After analyzing program requirements for students with 30 or more completed units, the below areas are in high demand in order for students to complete their academic programs:

Liberal Arts: (CRGE)

A: Natural Science – **24** students need this area

B: Social Science – **12** students need this area

C. Humanities – **17** students need this area

D. Writing – **27** students need Engl 1A

E. Oral Communications – **20** students need Spch 1 or 7

F. Analytical Thinking – **33** students need Math 120

G. Core/Specific Courses – **11** students need courses within this category

English 1A – 41	OCEAN 11 -1	ECON 1 - 3
Math 120 – 39	OCEAN 12 – 1	ECON 10 - 3
ECE 10 – 5	NURS 10A – 2	
ECE 6 – 6	NURS 10B - 2	
ECE 12 – 6	NURS 21 - 2	
ECE 9 – 3	NURS 22 - 2	
ECE 1 – 1	NURS 23 - 2	
ECE 2 – 1	NURS 24 - 2	
ECE 5 – 1	ENGL 9 - 1	
ECE 7 – 1	ENGL 1B - 2	
ECE 18 – 1	BUS 1A - 4	
DM 20 – 2	BUS 10 - 8	
DM 63 – 2	BUS 35 - 4	
DT 80 – 1	BIOL 1 - 2	
POLSC 10 – 14	BIOL 15 - 1	
HIST 8 – 13	BIOL 40 - 1	
AG 17 – 11	BIOL 25 - 3	
AG 18 – 1	BIOL 2 - 1	
AG 21 – 1	BIOL 20 - 1	
AG 23 – 1	BIOL 24 - 1	
AG 46 – 1	GEOL 1 - 1	
SPCH 1 – 8	MATH 15 - 1	
CHEM 1A – 1	PSYCH 1 - 2	
OCEAN 10 – 4	PSYCH 2 - 1	

Appendix 8

Courses for Ft. Bragg

<i>COR Course</i>	<i>Title</i>	<i>Mendo Course</i>	<i>Title</i>	<i>MC FT Faculty</i>	<i>Current COR Instructor</i>	<i>FT/PT</i>
AG 17	Introduction to Soil Science	AGR 108	Soils and Fertility Management	Jim X	looks like Scholars is the Ag instructor BUS courses are all online and taught by "Staff"	FT
BUS 10	Introduction to Business	BUS 136?	Introduction to Management	Steve Hix	"Staff"	??
ECE 6	Child Health, Safety and Nutrition	CDV 109	Child Health, Nutrition and Safety	Conan	online - Hancock	PT
ECE 10	Field Experience	CDV 111?	Observation and Participation	Conan	?? Leach??	PT
ECE 12	Administration of Programs 1	CDV 130	Administration of Preschools/Child Care Centers	Conan	online-Larson	PT
ENG 1A	Analytical Reading and Writing	ENG 200	Reading and Composition	Jalme	Brown	PT
HST 8	U.S. History through the Reconstruction	HST 202	U.S. History to 1877	Rebecca	Green	FT
Math 120	Intermediate Algebra	MTH 56	Intermediate Algebra	Aeron	combined with other labs?? Green	FT
POLSC 10	U.S. Government and Politics	POL 200	American Government and Politics	PW	Green	FT
SPCH 1	Public Speaking	SPE 200	Introduction to Public Speaking	Bob A / Jody	Hee-Chorley	PT

Notes:

FT instructors are COR instructors and will stay with them

PT instructors may stay with COR or may come to us. Can we review their MQs and their evaluations?

Need to make informational handout for students regarding our equivalent courses

Our Mission

Appendix 9

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.

(revised April 10, 2013)

Our Vision

Mendocino College faculty, staff and students inspire each other to engage in quality educational experiences to achieve student success.

Within this partnership, all members share a mutual accountability for student success. Faculty and staff serve as the catalyst for students actively engaged in the learning process; students accept their responsibility to define their goals and to work actively toward them.

Our Core Values

Student Success: We are committed to helping students achieve their educational goals.

Collaboration: We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

Respect: We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

Diversity: We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

Continuous Improvement: We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

Sustainability: We embrace sustainable practices and recognize our responsibility as global citizens.

Our Strategic Goals

Within our learner-centered partnership:

1. Foster student success and learning as measured by outcomes and with consideration for diversity, equity and the individual needs of each student.
2. Promote student access to college programs and services.
3. Support and enhance a diverse student experience while addressing the needs of under-represented and culturally diverse student population through a vibrant, inclusive, equitable student-centered experience in the classroom, campus and community.
4. Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources.
5. Through effective partnerships, increase our involvement in community economic development activities that include workforce development, small business development, and business incubation.

Planning Priorities

Based on the Educational Master Plan and Program Review, EAP initially identified the following institutional planning priorities in 2012. For the 2014 revision of the Educational Master Plan, EAP has set the following specific planning priorities:

2012 Planning Priorities	2014 Additions to ongoing Planning Priorities
Addressing professional development needs	Addressing professional development needs as related to Student Equity and the implementation of the SSSP
Building K-12 alliances	Develop a Middle College program
Developing effective technology	Maximize Distance Education classroom technology to broadcast classes throughout the District
Improving retention and student services	Meet the needs of Veterans, Foster Youth and other special populations as determined.
Addressing growth in areas beyond the main Ukiah campus (including North County and Lake County)	Continue to grow and expand efforts to deliver instruction in the Fort Bragg/Mendocino Coast area.
Addressing growth in Latino population district-wide	Maintain HSI Status
Addressing aging of community and faculty	Address the changing demographics of our District
Meeting state mandates	Implement the 3SP and Student Equity Plan mandates
Linking facilities planning to educational needs	Maximize completed Measure W projects
Scheduling maintenance/sustainability	Utilize four –semester sequence and student education plan data to inform scheduling

Mendocino Coast Center

Appendix 11

REVENUE

	Breakeven	<u>Estimated Actuals</u> 2014/15	<u>Projection</u> 2015/16	<u>Projection</u> 2016/17	<u>Projection</u> 2017/18
Center Funding	\$281,141	\$281,141	\$281,141	\$281,141	\$281,141
2014/15 Advance Principal Apportionment Rate					
FTES	95	75	150	250	250
Credit FTES	\$4,676	\$350,700	\$701,400	\$1,169,000	\$1,169,000
Non-Credit FTES	\$2,812				
Non-Credit CDCP FTES	\$3,311				
	\$444,220	\$350,700	\$701,400	\$1,169,000	\$1,169,000
Woodworking Revenue		\$307,768	\$307,768	\$307,768	\$307,768
Lease revenue	\$0	\$60,000	\$60,000	\$60,000	\$60,000
	\$725,361	\$999,609	\$1,350,309	\$1,817,909	\$1,817,909

EXPENDITURES

College of the Redwoods Costs		\$367,268	\$367,268	\$367,268	\$0
Cost of Instruction (at 230 WSCH/FTEF)	\$205,000	\$180,000	\$325,000	\$540,000	\$540,000
Cost of Woodworking Program					\$225,000
1.0 Center Coordinator	\$82,000		\$82,000	\$82,000	\$82,000
1.0 Center Maintenance	\$70,000				\$70,000
1.0 Center Support	\$66,000		\$66,000	\$66,000	\$66,000
0.50 PT Counselor	\$42,000		\$42,000	\$42,000	\$42,000
0.50 Dean of Instruction	\$72,000		\$72,000	\$72,000	\$72,000
0.50 Library Technician	\$34,000		\$34,000	\$34,000	\$34,000
0.25 Technology Support	\$13,000		\$13,000	\$13,000	\$13,000
Travel	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Supplies	\$15,000		\$15,000	\$15,000	\$15,000
Utilities	\$100,000				\$100,000
	\$719,000	\$567,268	\$1,036,268	\$1,251,268	\$1,279,000
	\$6,361	\$432,341	\$314,041	\$566,641	\$538,909

Planning and Budgeting Committee Minutes

October 21, 2014

Core Members

Arturo Reyes, Chair present
 Eileen Cichocki present
 Virginia Guleff absent
 Reid Edelman present
 Jason Edington present
 Erik Alfin present
 David Bushway present

Resource Members

Karen Christopherson present
 Ketmani Kouanchao present
 Minerva Flores present
 Jessica Silva present
 Steve Hixenbaugh absent
 John Pegan absent
 Steve Oliveria present
 Debra Polak absent

Minutes: Mary Lamb

Others: Phil Warf, Faculty Union - present

<u>SUBJECT</u>	<u>DISCUSSION</u>	<u>ACTION/REFERRED TO/ TIMELINE/NEXT STEPS</u>
<u>Multi-Year Budget Projections</u>	<p>The multi-year budget projection distributed today was presented to the Board at their recent workshop. The multi-year budget projection reflects significant budget solutions needed beginning with the 2015-16 year which reflects a \$1,125,000 shortfall increasing each year to \$3,580,000 by the 2020-21 year.</p> <p>Vice President Cichocki reviewed where we are in the current fiscal year versus the adopted budget which reflects the one-time transfer of \$550,000 from the Health Fund in order to maintain the required 8% reserve.</p> <p>Also reviewed were various income sources such as local tax revenue and lottery revenue as well as the stipend for each center.</p> <p>The out-year projections are reflecting no additional transfers in from other funds, no COLA, no growth funding and a 0.5% deficit factor. The out-year projections are also built using a 2,900 FTES number. Potential variables include the state economy, state budget, enrollments, the Affordable Care Act, and the Health Benefit claims. Any ongoing solutions will reduce the out-year deficit rolling forward.</p> <p>Also reflected is the \$1.861 million dollar increase over the next six years to the health and PERS/STRS contribution rates. Vice President Cichocki also called attention to the fact that 83% of our expenditures are tied to salaries and benefits.</p> <p>Potential Solutions include restoration of our enrollments as each single increase of 1 FTES equates to</p>	<p>Budget forum to be presented to the public sometime next month.</p>

	<p>another \$4,676 to the college. We also need to control our health benefit costs as well as review our operational efficiencies (WSCH/FTEF).</p> <p>S/P Reyes added that the college Presidents in the North-Far-North group recently discussed the issue during a conference call where several participants stated they are facing the same issues we are which include looking for new enrollments. If we can find a way to increase our enrollments in other ways such as from foreign students, we won't have to depend on the FTES generated in the standard way but all things take time. We should be discussing these potential areas sooner rather than later.</p>	
<u>Accreditation Update</u>	<p>Follow Up Report Vice President Guleff informed the committee that the accreditation steering committee has met and have established a timeline which will be followed to complete the Follow-Up report. The committee is looking to present the final draft to the Board at their March meeting with PBC reviewing the report at their February meeting.</p> <p>Update from Committee on Institutional Effectiveness Director Flores informed the committee that the group met on October 20th where they were able to break down the 2013/14 process on to review how it worked and what improvements could be made. They are also reviewing the Strategic Planning Retreat information and what changes are occurring in 2014-15 to address the areas of concern. The committee is also working on items for the follow up report.</p> <p>S/P Reyes reminded the committee of the two recommendations of which covers participatory government and our allocation process. The current idea is to combine these areas for the purpose of the recommendation with the plan to be including these areas in our assessments as we move forward. PBC will be instrumental in helping to determine that this is how we move forward. Work will eventually be completed by PBC to ensure these assessments are completed throughout the college.</p>	<p>PBC to review the follow-up report at their February 2015 meeting.</p> <p>Director Flores will forward a copy of the assessment process chart via email to all PBC members.</p>
<u>Program Review Update</u>	Director Flores and Curriculum technician Nelson will be holding another Program Review workshop on Oct 24 th from 10-12. The goal is to have reports out to the committee chairs by first week of November.	Program Review workshop will be held on October 24, 2014 from 10-12.
<u>Strategic Planning Process</u>	<p>Goal Objectives and Activities The revised Strategic Planning Activity sheet was reviewed which lists the goal and objective and describes the activity working on to address the specific area. Also reflected on the sheet is a link to which Accreditation standard the goal and activity are tied to as well.</p>	S/P Reyes to send a letter and a copy of the goals and form to members of all the constituent groups.
<u>Fort Bragg</u>	<p>Agreement The Board of Trustees approved the agreement with College of the Redwoods through the Summer 2015 semester at their last Board meeting. We are currently moving forward with developing the Spring schedule for that area and are looking to make it a little broader this semester.</p>	Developing the spring schedule for the Fort Bragg area.

	<p>Substantive Change Report Vice President Guleff presented a copy of the Fort Bragg/Mendocino Coast substantive change timeline and planning matrix was presented to the committee for review. The question was asked if the sub change will lock us into the plan proposed to which S/P responded by stating it does not commit us to take over the territory. There are still many details which will need to be worked out.</p> <p>Revenue & Expenditures - First Draft Vice President Cichocki presented a copy of the possible revenue and expenditures for the Fort Bragg facility for review. She stated she used the numbers provided to us last May to develop this information and would like to receive feedback over next few months regarding this information.</p> <p>The expenditures were modeled after our centers currently in Lake & Willits. The information will also be vetted through the various groups as part of the substantive change report. While this information is very preliminary, we are aware of several differences which will need to be considered. We are aware of the tech support needs, maintenance expense, and the fact it is twice as expensive to advertise in the Fort Bragg area as it is locally. We will also need to review the need for personnel in that area.</p>	<p>Feedback on the first draft of the revenue and expenditures for the Fort Bragg area should be sent to Vice President Cichocki.</p>
<p><u>Point Arena Field Station</u></p>	<p>Recommendation from the Ad-Hoc Committee Academic Senate President Edelman informed the committee that the recommendation from Board of Trustees Ad-Hoc committee was a compromise agreement which includes moving ahead with the sale of the land but keeping the buildings with a Memorandum of Understanding allowing us to continue using the site for educational purposes. There are many things yet to be worked out with this agreement.</p> <p>S/P Reyes added that it is the goal of the college to continue to do what we are currently doing and we don't want to get bogged down with issues such as the size of signage or the height of a fence.</p> <p>From a planning and budgeting perspective, this is a long term commitment. If partnerships do not materialize or if the Friends of the Point Arena Field Station do not come forward with funding, we will be forced to look at removing the buildings.</p> <p>This has been a great process which has been very inclusive. The Board is scheduled to make a decision regarding this property at their November meeting.</p>	<p>Board of Trustees to make a decision regarding the Point Arena Field Station at their November meeting.</p>
<p><u>Other/Future Agenda Items</u></p>		

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

Wednesday, May 7, 2014 - 5:00 PM

Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482

Board Room, Room 1060, MacMillan Hall

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

1 APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes for the regular meeting held on April 2, 2014 and the Board Workshop held on April 2, 2014

RECOGNITION

The following retirees will be recognized by the Board: Bob Alto, Pat Thygesen, Larry Perryman, Jacque Bradley, Cary Templeton, and Gwen Chapman

2 PRESIDENT'S REPORT

- 2.1 A report from Superintendent/President Reyes is presented as information

3 & 4 CONSENT AGENDA

3. Personnel

- 3.1 Employment – Short-Term Employees
Recommendation to ratify employment of short-term employees
- 3.2 Employment – Summer Session Faculty
Recommendation to approve employment of summer session faculty
- 3.3 Volunteers
Recommendation to approve volunteers
- 3.4 Retirement – Full-Time Faculty
Recommendation to accept the retirement of Professor Robert Alto
- 3.5 Resignation – Head Women's Volleyball Coach
Recommendation to accept the resignation of Beth Howson
- 3.6 Employment – Classified
Recommendation to approve the employment of Nichole M. Haydon, Human Resources Technician and Xavier Ortiz, Lab Technician – Automotive Technology
- 3.7 Employment – Acting Vice President of Administrative Services
Recommendation to approve the employment of Eileen Cichocki as the Acting Vice President of Administrative Services
- 3.8 Employment – Management/Supervisory/Confidential
Recommendation to be made at the meeting
- 3.9 Employment – Interim Student Discipline Officers, Interim Student Life Coordinator, and Interim Athletic Director
Recommendation to approve the employment of Guillermo Garcia, Rodney Mitchell and Lucy Kyne as the Interim Student Discipline Officers; Jody Steliga as Interim Student Life Coordinator; and Matt Gordon as Interim Athletic Director
- 3.10 Postponement of Retirement – Patricia Thygesen, Director of Child Development Center
Recommendation to approve the postponement of retirement of Patricia Thygesen

- 3.11 Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU)
Recommendation to ratify the side letter as presented

4. Other Items

- 4.1 Fiscal Report as of March 31, 2014
Recommendation to accept the report as presented
- 4.2 Quarterly Fiscal Status Report – AB 2910
Recommendation to accept the report as presented
- 4.3 Donation of Automobiles
Recommendation to accept automobile donations from Leigh Halvorsen and Ashley Tate
- 4.4 Student Trustee Privileges
Recommendation to maintain the Student Trustee Privileges as presented
- 4.5 Sale and/or Disposal of Surplus Property
Recommendation to authorize the sale and/or disposal of surplus property as presented
- 4.6 Awarding of Contract(s) – Parking Lot and Hensley Creek Road Repairs Project
Recommendation to be made at the meeting

5 ACTION ITEM

- 5.1 Board Priorities for 2014-2015
Adoption of the 2014-15 Board Priorities

6 INFORMATIONAL ITEM

- 6.1 Draft Memorandum of Understanding, Redwoods Community College District
Review of MOU with RCCD

7 INFORMATIONAL REPORTS

- 7.1 Education and Student Services Report
Education and Student Services informational report
- 7.2 Administrative Services Report
Administrative Services informational report
- 7.3 Mendocino College Foundation, Inc.
Mendocino College Foundation informational report
- 7.4 Constituent Groups Reports
Reports from constituent groups are presented as information

8 BIG PICTURE

- 8.1 College Assistance Migrant Program Grant
Presentation by Alicia Mendoza

9 TRUSTEE COMMUNICATIONS

- 9.1 Trustee Reports
Written and oral reports from Trustees are presented as information

10 CLOSED SESSION

- 10.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 10.2 Public Employee Discipline/Dismissal/Release – GC 54957
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 10.3 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Reyes, Guleff, Perryman, Pegan
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

10.4 Public Employee Performance Evaluation – GC 54957
Superintendent/President

11 **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 or on the College's website at www.mendocino.edu.

Future Board Meetings: Regular Meeting – June 4, 2014, 5:00 PM, Lake Center, 2565 Parallel Drive, Lakeport, CA

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

Wednesday, June 4, 2014 - 5:00 PM

Mendocino College - Lake Center – 2565 Parallel Drive – Lakeport, CA 95453

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

PRESENTATION: TIME CERTAIN ITEM – 5:15 PM

Presentation by representatives from the Trust for Public Lands and Bureau of Land Management regarding their interest in the Mendocino College Point Arena property.

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes for the regular meeting held on May 7, 2014 and the special meeting held on May 7, 2014.

2. PRESIDENT’S REPORT

- 2.1 A report from Superintendent/President Reyes is presented as information

3 & 4 CONSENT AGENDA

3. Personnel

- 3.1 Employment – Short-Term Employees
Recommendation to approve the employment of the short-term employees as presented
- 3.2 Employment – Part-Time Faculty
Recommendation to approve employment of faculty for the summer 2014 session as presented
- 3.3 Volunteers
Recommendation to approve the list of volunteers as presented
- 3.4 Employment – Football Coach and Women’s Golf Coach
Recommendation to approve employment of the football and women’s golf coaches as presented
- 3.5 Employment – Tenure-Track Faculty
Recommendation to approve the employment of tenure-track faculty as presented
- 3.6 Faculty Contract – Categorically-Funded
Recommendation to approve a non-tenure-track, categorically-funded contract as presented
- 3.7 Employment – Management/Supervisory/Confidential
Recommendation to approve the employment of the Management/Supervisory/Confidential positions as presented
- 3.8 Promotion – Educational Administrator
Recommendation to approve an Educational Administrator contract as presented
- 3.9 Resignations
Recommendation to accept the resignations as presented
- 3.10 Retirements
Recommendation to accept the retirements as presented

4. Other Items

- 4.1 Fiscal Report as of April 30, 2014
Recommendation to accept the report as presented
- 4.2 District Order of Priorities for Five-Year Capital Outlay Plan, 2015-2019
Recommendation to adopt the 2015-2019 Plan

5. ACTION ITEMS

- 5.1 2014-15 Tentative Budgets
Recommendation to adopt the tentative budgets
- 5.2 Designation of District Representative and Alternate for NCCCSIA - Resolution 06-14-01
Recommendation to adopt a resolution 06-14-01 – Designation of District Representative and Alternate
- 5.3 California Community Colleges Baccalaureate - Resolution 06-14-02
Recommendation to adopt a resolution in support of the California Community Colleges Baccalaureate
- 5.4 Signature Authorization for Vice President of Administrative Services - Resolution 06-14-03
Recommendation to adopt Resolution 06-14-03 signature authorization for Eileen Cichocki

6. INFORMATIONAL ITEM

- 6.1 Draft Memorandum of Understanding, Redwoods Community College District
Update on status of MOU with RCCD

7. INFORMATIONAL REPORTS

- 7.1 Education and Student Services Report
Education and Student Services Department informational report
- 7.2 Administrative Services Report
Administrative Services Department informational report
- 7.3 Mendocino College Foundation, Inc.
Mendocino College Foundation informational report
- 7.4 Constituent Groups Reports
Reports from constituent groups are presented as information

8. BIG PICTURE

- 8.1 Student Achievement Standards & Scorecard
Presentation by Minerva Flores, Director of Institutional Effectiveness, Research and Grants

9. TRUSTEE COMMUNICATIONS

- 9.1 Trustee Reports
Written and oral reports from Trustees are presented as information

10. CLOSED SESSION

- 10.1 Conference with real property negotiator – GC 54956.8
Price and term of payment
- 10.2 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 10.3 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Reyes, Guleff, Cichocki, Pegan
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 10.4 Public Employee Performance Evaluation – GC 54957
Superintendent/President

11. ADJOURNMENT

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Future Board Meetings: Regular Meeting – July 9, 2014, 5:00 PM, Ukiah Campus, Room 1060

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, May 7, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:02 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Student Trustee	Kevin Leal	present

Secretary Arturo Reyes, Superintendent/President

Support Staff Mary Lamb, Interim Executive Assistant II to Superintendent/President

Staff Representatives Virginia Guleff, Vice President of Education & Student Services
Eileen Cichocki, Director of Fiscal Services
Sue Goff, Dean of Career Technical Education
Debra Polak, Dean of Instruction

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President (absent)
	Management/Supervisory/Confidential	Karen Christopherson, President (absent)

Agenda Approval M/S/C (Tomkins/Chaniot) to approve the amended agenda. Item 4.6 Awarding of Contract(s) – Parking Lot and Hensley Creek Road Repairs Project was removed from the consent agenda.

Minutes/Approval M/S/C (Tomkins/Chaniot) To approve the minutes of the regular meeting held on April 2, 2014 & the Board workshop held on April 2, 2014 as submitted.

Recognition of Retirees Bob Alto, Pat Thygesen, Jacque Bradley, Cary Templeton, Larry Perryman, and Gwen Chapman were recognized on their retirement from Mendocino College with a plaque and a personal note from the Board. A short biography of each retiree was read by Board President Clark followed by the retirees addressing the Board briefly.

Board President Clark also presented a certificate of appreciation to Student Trustee Kevin Leal in recognition of his strong representation and wonderful advocacy this past year. Trustee Leal thanked the Board for the opportunity to serve with them.

Public Comments

Jennifer Owen is a Fort Bragg School District board member. She thanked the Board for working on the MOU with College of the Redwoods and is looking forward to having Mendocino College on the coast. She also invited the Board members to become involved with the Mendocino Education Coast Coordinating Association (MECCA).

Barbara Rice introduced herself as a coast resident and is a member of the Board of Trustees for the Redwoods Community College District. She thanked the Mendocino College administration for working on the MOU and stated the coastal community is very supportive of education.

Cathy Hollenbock read a letter in support of the MOU with College of the Redwoods. She was fortunate enough to tour both the North County Center and Ukiah campuses and was very impressed with what we have to offer.

Emily Scott introduced herself as a student representative for the College of the Redwoods Coast campus. She thanked the Board for exploring the MOU and possibility of Mendocino College assuming the educational role in the community.

Millicent Harmon is a student at the College of the Redwoods campus who stated she is very concerned about will happen if there is no agreement between College of the Redwoods and Mendocino College. She feels the current faculty and staff is very dedicated to student success and there is a desperate need for services to continue at the site.

PRESIDENT'S REPORT

A written report was submitted by Superintendent/President Reyes. The following was offered in addition:

- Commencement will be on May 23rd at 6:00pm.
- “Gun on Campus” incident on campus was thankfully a non-incident. It was a great opportunity to get real-life experience. S/P Reyes met with VP Cichocki and Director Oliveria in an effort to recognize what is working and identify areas which need improvement. Unfortunately, the newspaper did not reflect the actual scenario. The word chaotic was used which really didn't reflect how things were handled. Student Trustee Leal added he witnessed very quick response and actions by both faculty and staff.
- Commencement for Ukiah High School and Pomolita Junior High School June 6th & June 4th respectively. These events will be great opportunity to get students on our campus, many of whom have never been here. We are continuing to work through logistics and the school district will be

responsible to any costs incurred.

- FIELD is an organization created by Cesar Chavez in the '70s. Farmworkers are provided with instructional opportunities as part of program. The information about the program has been shared with the constituent group leaders and we are looking at the possibility of offering courses through this program beginning in January.
- We are hoping to hold a campus wide forum about Point Arena hoping on 5/15 from 12:30 – 1:30pm in Room 4210 in the Library Building. We will keep you updated as the date and time are confirmed.

CONSENT AGENDA

M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended. The matter passed 8-0.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Personnel

*Employment –
Short-Term
Employees*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted and presented at the meeting.

*Employment –
Summer Session
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Part-time faculty as submitted and presented at the meeting.

Volunteers

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of Volunteers as submitted and presented at the meeting.

Retirement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of Professor Robert Alto as submitted and presented at the meeting.

Resignation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Beth Howson, Head Women's Volleyball Coach as submitted and presented at the meeting.

*Employment -
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Nichole Haydon, Human Resources Technician, and Xavier Ortiz, Automotive Lab Technician as submitted and presented at the meeting.

*Employment –
Acting Vice
President of
Administrative*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Eileen Cichocki as the Acting Vice President of Administrative Services as submitted and presented at the meeting.

<i>Services</i>	
<i>Employment – Management/Supervisory/Confidential</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Mary Lamb as the Executive Assistant II, Superintendent/President as submitted and presented at the meeting.
<i>Employment – Interim Student Discipline Officers, Interim Student Life Coordinator, and Interim Athletic Director</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Guillermo Garcia, Rodney Mitchell, and Lucy Kyne as Interim Student Discipline Officers; Jody Steliga as Interim Student Life Coordinator; and Matt Gordon as Interim Athletic Director as the as submitted and presented at the meeting.
<i>Postponement of Retirement</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the postponement of retirement of Patricia Thygesen as submitted and presented at the meeting.
<i>Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) Side letter</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of April 30, 2014 as submitted and presented at the meeting.
	<u>Other Items</u>
<i>Fiscal Report as of March 31, 2014</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
<i>Quarterly Fiscal Status Report – AB 2910</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as submitted.
<i>Donation of Automobiles</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donations of a 1997 Ford F-250 from Leigh Halvorsen and a 1995 Ford Mustang from Ashley Tate. A letter of thanks will be sent to both of the donors.
<i>Student Trustee Privileges</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve maintaining the Student Trustee Privileges as submitted and presented at the meeting.
<i>Sale and/or Disposal of Surplus Property</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale and/or disposal of surplus property as submitted and presented at the meeting.
<i>Award of Contract – Parking Lot and Hensley Creek</i>	Trustee Haynes requested this item be removed from the Consent Agenda to allow the Board to have an opportunity to review and discuss the information provided about the overall scope of the project.

Road Repair

Acting Vice President Cichocki provided additional information in answer to several questions including detailing the actual area where the project will begin and end.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Parking Lot and Hensley Creek Road Repair Project to Granite Construction in the amount of \$543,390. The matter passed 8-0.

Board Priorities for 2014-2015

ACTION ITEMS

After discussing the possibility modifying Priority #6 to include shared or participatory governance, it was determined this statement is already covered in the language presented.

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-2015 Board Priorities as submitted and presented at the meeting. The matter passed 8-0.

Draft Memorandum of Understanding – Redwood Community College District

INFORMATIONAL ITEM

This informational item has not yet passed through the participatory governance process. Trustee Chaniot thanked the S/P for keeping all the Board members apprised of the updates and changes to the MOU.

S/P Reyes stated this recent version changed again as of last night in light of the recent Redwoods Board of Trustees meeting. Trustee Ubelhart asked if we should be going to Fort Bragg to hear from them. He would volunteer to do so if necessary. S/P Reyes stated until the Redwoods District took action yesterday, we really had nothing we could act upon. We have helped to shape the most recent version of the MOU which now reflects our interests. We can now begin our process of vetting the MOU through our constituency groups, reviewing the fiscal implications, etc. Trustee Haynes stated he thinks building and roof inspections are necessary if we are assuming responsibility for those facilities even if we only use this information as a baseline for the overall condition of the building.

S/P Reyes stated it is still unclear whether we would get the FTES for the Fine Woodworking program as stated on page 4 paragraph 1. We need clarity in this area as our base must stay strong and could potentially become a big issue. Page 3 paragraph 5 regarding center funding, the Chancellor’s Office designates the monies for the Center which we would want. Due to Redwoods’ current enrollments, they may be no longer receiving the amount of monies for the center as they did previously. We would require some sort of guarantee from Redwoods for the \$276,000 as the Chancellor’s Office may not guarantee these funds. In order for us to offer services in Fort Bragg, we would also need to submit a substantive change report to ACCJC. Since this is the case, a more

realistic start date for an approved MOU might possibly be Spring 2015. We have asked Redwoods for an agreement to teach some classes in Fort Bragg during the summer which will fall outside this MOU. We are looking to see what students' needs are and the enrollments we may achieve. We will check with Redwoods about the possibility of Mendocino College offering courses outside the MOU agreement for the Fall 2014 semester as well.

INFORMATIONAL REPORTS

Education and Student Services Report

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

- Accreditation update – we received notification today about providing clarification on the inaccuracies included in the draft report which is due to ACCJC by May 20th. S/P Reyes can address the ACCJC at their meeting June 4-6th regarding our evaluation.

Administrative Services Report

A written report was submitted by Eileen Cichocki, Acting Vice President of Administrative Services.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. The following was offered in addition:

- American Ag Credit has now committed to the largest sponsorship at \$4,000
- Only 118 tickets for the Gala remain. The Foundation will create a waitlist once all the tickets are sold.
- We are in escrow on Parcel 15 which was part of the original gift in 1998. Once completed, we will determine how it will reside on the books.
- Property purchased last summer has now been designated as another access to and from campus.
- Alumni survey is now being developed

Constituents Group Reports

No written reports were submitted. The following oral report was given:

ACADEMIC SENATE

John Koetzner, Academic Senate President stated as of last Thursday, the Academic Senate has approved the draft of the Minimum Qualifications policy which has been a 10 month long process. It will now go to PPAC for review by the various constituency groups.

Big Picture- College Assistance Migrant Program

A presentation was made by Alicia Mendoza about the College Assistance Migrant Program. The current grant funding is ending shortly. We have applied for another 5-year grant, but it could be July before we know if we will be refunded for another 5 years.

Currently, the program serves 50 students which must be from a seasonal farm worker background. This is only a 1-year program for students and includes:

- Academic- English Summer Bridge
- MESA Summer Math Institute
- Educational Plans
- Progress checks
- Study groups

Students must complete progress checks at various times during semester and are awarded stipends upon completion. The financial assistance to these students is approximately an additional \$1,400/year above what they receive in Financial Aid. The students learn about the various degrees and certificates offered at Mendocino College as well as transfer information. Included in their preparation are goal setting techniques and learning style assessments. As part of the program, each participant in the program is required to take our Career Planning course in their 2nd semester which includes a scholarship essay as part of course. Many of the program students have been awarded scholarships. We have found the number one thing which leads to student success is the ability to connect with one person on campus.

The students in the program love hearing from guest speakers with similar backgrounds and/or challenges and often take field trips to various colleges and universities they are considering transferring to. They also participate in a Statewide Leadership Conference which is a very exciting experience for them.

As part of the grant, we are required to report to Washington DC the number of students who complete 24+ units and how many return to college for the second year. Our program success is reflected in our inspiring return rate of 100% which is very difficult to achieve. We have one of the highest performing programs in the United States.

Vice President Guleff added the College reviewed the CAMP model when developing our programs for Foundation Skills students using what we have identified as CAMP's best practices in order to build on our Foundation Skills successes.

S/P Reyes added that Ms. Mendoza has shared her expertise with other faculty at in-service, etc.

Trustee Eriksen shared her experience about a young man who approached her at an end-of-year function and told her how appreciative he was regarding the good the institution has done for their children.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

Trustee Tomkins reviewed the Administrative Policy 212.1 procedure which must be followed to complete the evaluation of the Superintendent/President.

This process will take place over the next several months.

He also attended the Alumni of the Adopt a Fifth Grader program which was very nice with lots of parents and grandparents present.

Oral report by Trustee Chaniot:

At April 18th CCLC meeting, Brice Harris and Scott Lay were speaking about how to best present the Student Success information and referred to it as a three-legged stool: Access – Success – Equity. Our community colleges are the most respected in the state with minorities being the target population for students.

Handouts from the CCLC conference in Newport Beach were included in packet. As outlined in this information, the conference focused on the Student Success Initiative. Items also covered included:

- Best practices in Board self evaluation
 - South Orange is developing Goals and Tasks to evaluate themselves.
 - Make sure Board priorities and tasks are in line with the College priorities.
- Hiring Initiatives
 - Many things S/P Reyes has been sharing with us over the past few months were covered during this session.
 - Nearly 40% of the California Community College faculty & staff will retire sometime in the next 5 years.
 - 40% of the minority staff are retiring as well
 - Keynote speaker addressed California's changing demographic and how it impacts the California Community Colleges
- Trustee Chaniot was elected as 1st Vice President of the CCCT for the incoming term with Louise Jaffe elected to serve as the new president.

Board President Clark added we may want to consider adding a quarterly assignment of time to our Board agendas to discuss CCCT items.

Oral report by Trustee Eriksen:

Attended the retirement party Professor Alto, the Ukiah High School Alumni Assn., and met with the Vice Chair of AAUW scholarship committee. This Friday will be the District Awards night. She also attended the Spring plant sale where she was very impressed with staff and their willingness to help.

Oral report by Trustee Ubelhart:

Attended the award ceremony for the EOPS/CARE programs. He tries to attend a new awards ceremony every year and this was the first time he attend the EOPS/CARE recognition.

Oral report by Trustee Clark:

Is hoping for a quick meeting in June as most of meeting will be in closed

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

Wednesday, July 9, 2014 - 5:00 PM

Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482

Board Room, Room 1060, MacMillan Hall

CALL TO ORDER /PLEDGE OF ALLEGIANCE

RECOGNITION - TIME CERTAIN ITEM 5:05PM

The retirement of Larry Perryman, Vice President of Administrative Services will be recognized by the Board.

PUBLIC COMMENTS

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

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes for the regular meeting held on June 4, 2014.

2. PRESIDENT'S REPORT

- 2.1 A report from Superintendent/President Reyes is presented as information

CONSENT AGENDA

3. Personnel

- 3.1 Employment – Interim Dean
Recommendation to be presented at the meeting
- 3.2 Faculty Contract – Categorically-Funded
Recommendation to approve a non-tenure-track, categorically-funded contract as presented
- 3.3 Promotion – Educational Administrator - Correction
Recommendation to approve the corrected Educational Administrator contract as presented
- 3.4 Resignation
Recommendation to accept the resignation of Sue Goff
- 3.5 Employment – Classified/Approval of Reclassification
Recommendation to approve the reclassification of Barbara Nobles to Admissions and Records Technician and Leticia Trejo to Admissions and Records Specialist
- 3.6 Mendocino Part-Time Faculty Association (MPFA) Tentative Agreement 2013-14
Recommendation to ratify the tentative agreement as presented
- 3.7 Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) 2014-15 Reopeners
Recommendation to receive the initial 2014-15 collective bargaining proposal
- 3.8 Mendocino-Lake Community College District 2014-15 Reopeners to Mendocino-Lake Community College Classified Bargaining Unit
Presentation of the District's initial 2014-15 collective bargaining proposal

4. Other Items

- 4.1 Fiscal Report as of May 31, 2014
Recommendation to accept the report as presented
- 4.2 Citizens' Bond Oversight Committee (CBOC) Membership
Recommendation to be presented at the meeting

5. ACTION ITEMS

- 5.1 Rescind Original Signature Authorization – Resolution 05-12-02

- Recommendation to rescind resolution 05-12-02 signature authorization for Roe Darnell
 - 5.2 Rescind Original Signature Authorization – Resolution 09-07-01
 - Recommendation to rescind resolution 09-07-01 signature authorization for Larry Perryman
 - 5.3 Agreement Between Redwoods Community College District and Mendocino-Lake Community College District for the Fall 2014 Semester
 - Recommendation to ratify the agreement as presented
 - 5.4 Contracts and Agreements – Quarterly Ratification
 - Recommendation to ratify contracts and agreements as presented
 - 5.5 Child Development Center Contracts – Resolution 07-14-01
 - Recommendation to approve contracts in the amount of \$124,031 and \$168,787
- 6. **INFORMATIONAL ITEM**
 - 6.1 Point Arena Field Station
- 7. **INFORMATIONAL REPORTS**
 - 7.1 Education and Student Services Report
 - Education and Student Services Department informational report
 - 7.2 CTE Program Advisory Committee Summary 2013-14
 - Career Technical Education Advisory Committee Summary annual informational report
 - 7.3 Administrative Services Report
 - Administrative Services Department informational report
 - 7.4 Mendocino College Foundation, Inc.
 - Mendocino College Foundation informational report
 - 7.5 Constituent Groups Reports
 - Reports from constituent groups are presented as information
 - 7.6 Health Benefits Report
 - Health Benefits report is presented as information
- 8. **TRUSTEE COMMUNICATIONS**
 - 8.1 Trustee Reports
 - Written and oral reports from Trustees are presented as information
 - 8.2 Board Annual Report 2013-2014
 - Annual Informational report on Board Activities and Significant Events
- 9. **CLOSED SESSION**
 - 9.1 Conference with real property negotiator – GC 54956.8
 - Price and term of payment
 - 9.2 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(d) 1 case
 - Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
 - 9.3 Collective Bargaining/Meet and Confer - GC 54957.6
 - Designated Representatives: Reyes, Guleff, Cichocki, Pegan
 - Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
 - 9.4 Consideration of Student Discipline – Expulsion – pursuant to Education Code 72122 – 1 case
 - Case names unspecified: Disclosure could violate student privacy rights
- 11. **ADJOURNMENT**

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Future Board Meetings: Regular Meeting – August 6, 2014, 5:00 PM, Ukiah Campus, Room 1060

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, June 4, 2014, Mendocino College Lake Center, 2565 Parallel Drive, Lakeport, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:00 PM.

Board Members

President	Joel Clark	
Vice President	John Tomkins	
Clerk	Edward Haynes	
Trustee	Paul Ubelhart	
Trustee	Joan M. Eriksen	
Trustee	Janet Chaniot	
Trustee	Dave Geck	absent
Student Trustee	none	

Secretary Arturo Reyes, Superintendent/President

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

Staff Virginia Guleff, Vice President of Education & Student Services
Representatives Eileen Cichocki, Director of Fiscal Services
 Debra Polak, Dean of Instruction
 Steve Hixenbaugh, Center Coordinator

Constituent Academic Senate Reid Edelman, President
Representatives Classified Senate Larry Lang, President (absent)
 Management/Supervisory/Confidential Minerva Flores, President

Public Comments Julie Bawcom spoke about her concern over the potential sale of the Point Arena Field Station.

Steve Cardimona, a full-time Earth Science Instructor at Mendocino College introduced himself as the chairperson of the Point Arena Field Station committee and voiced his concern about the existing Point Arena facility and its potential sale. He also invited anyone to make the trip to the site to observe what is there and the kind of work done.

Emily Scott, a transitional student from College of the Redwoods stated she has now enrolled in Mendocino College courses and thanked the Board for all the work that has been done on the Memorandum of Understanding between the Redwoods Community College District and the Mendocino-Lake Community College District.

Presentation:
Time Certain Item

Trust for Public Land and the Bureau of Land Management representatives Markley Bavinger and Rich Burns presented an overview of the proposed purchase of the Point Arena Field Station property. The presentation covered their interest in the college property and the various costs involved with the purchase including the funding which would be necessary to remove the buildings currently located on the property. It was also mentioned that fair market value would be paid for the property, which includes the value of the buildings, and would be determined at the time of purchase. The College would be required to remove what buildings the National Monument would not be able to manage, and would receive the funds to do that work within the purchase price. While the property would be closed to public vehicle traffic if it became part of the National Monument, Mendocino College could continue to have access through an easement as part of a Memorandum of Understanding between the Bureau of Land Management and Mendocino College. When asked, the representatives stated they are currently working with several different groups regarding the cultural history of the area. TPL/BLM stated their timeline is to enter into an option agreement as soon as possible with completion of the acquisition in the winter of 2014/15.

Agenda Approval

Trustee Tompkins requested item 4.2 – District Order of Priorities for Five-Year Capital Outlay Plan, 2015-2019 to be moved to the regular agenda.

M/S/C (Haynes/Tompkins) to approve the amended agenda. The matter was approved 6-0 with the absence of Trustee Geck.

Minutes/Approval

M/S/C (Tomkins/Chanot) To approve the minutes of the regular meeting held on May 7, 2014 as amended & the Special meeting held on May 7, 2014 as submitted. The amendment to the regular meeting minutes being a correction to the second line item in the Board Priorities 2014-15. It should read "...and assessment **using shared governance** and maintain..."

PRESIDENT'S REPORT

A written report was submitted by Superintendent/President Reyes. The following was offered in addition:

- Commencement – thank you to the Board for their participation in the ceremony.
- Thanks to Dean Sue Goff and Director Minerva Flores for their work on the various grant applications.
- Marketing efforts to aid in garnering additional enrollments seem to be working. Thank you to Center Coordinator Hixenbaugh for all of his help in this area.
- Enrollments for the summer and fall semesters are looking very strong. Our efficiency numbers are greatly improved over last summer.

CONSENT AGENDA

M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community

College District Board of Trustees does hereby approve the Consent Agenda as amended. The matter was approved 6-0 with the absence of Trustee Geck.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Personnel

- Employment – Short-Term Employees* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the Short-Term Employees as submitted and presented at the meeting.
- Employment – Part-Time Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-time faculty as submitted and presented at the meeting.
- Volunteers* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of Volunteers as submitted and presented at the meeting.
- Employment – Football Coach & Women’s Golf Coach* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment the Football coach and Women’s Golf coach as submitted and presented at the meeting.
- Employment – Tenure-Track Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Tenure-track faculty as submitted and presented at the meeting.
- Faculty Contract – Categorically-Funded* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a non-tenure-track, categorically-funded contract as submitted and presented at the meeting.
- Employment – Management/Supervisory/Confidential* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Management/Supervisory/Confidential positions as submitted and presented at the meeting.
- Promotion – Educational Administrator* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Educational Administrator contract as submitted and presented at the meeting.
- Resignations* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Mary (Tola) Levison, Karen Wilson, and Guillermo Garcia as submitted and presented at the meeting.
- Retirements* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of Larry Perryman and Jacqueline K.

Bradley as submitted and presented at the meeting.

Other Items

*Fiscal Report as of
April 30, 2014*

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

ACTION ITEMS

*District Order of
Priorities for Five-
Year Capital
Outlay Plan, 2015-
2019*

Trustee Tomkins requested this item to be pulled from the consent agenda. He asked for additional information on how these priorities were determined. Discussion included the process by which we have to inform the State Board of Governors where we would like to spend the funds but ultimately, it is the State Board who dictates on what the funds can actually be spent.

M/S/C (Tomkins/Hayes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the District Order of Priorities for Five-Year Capital Outlay Plan, 2015-2019 as presented. The matter passed 6-0 with the absence of Trustee Geck.

*2014-15 Tentative
Budgets*

Discussion centered on enrollment targets and efficiency rates as well as several items on the bulleted list which may or may not materialize depending on the outcome of the final State budget. Professional Development became part of the budget last year but could become drastically increased based on requests, etc.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-2015 Tentative Budgets as submitted and presented at the meeting. The matter passed 6-0 with the absence of Trustee Geck.

*Designation of
District
Representative and
Alternate for
NCCCSIA –
Resolution 06-14-
01*

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-01 as submitted and presented at the meeting. The roll call vote reflected Trustees Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

*California
Community
Colleges
Baccalaureate –
Resolution 06-14-
02*

M/S/C (Eriksen/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-02 as submitted and presented at the meeting. The roll call vote reflected Trustees Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

*Signature
Authorization for
Vice President of*

M/S/C (Eriksen/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-03 as submitted and presented at the meeting. The roll call vote reflected Trustees

Administrative Services – Resolution 06-14-03

Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

Draft Memorandum of Understanding – Redwoods Community College District

INFORMATIONAL ITEM

This informational item is an update on the status of the Memorandum of Understanding with Redwoods Community College District.

Discussion surrounded where we are in the process and what are our next steps. We continue to work with the representatives from College of the Redwoods on the wording of the Memorandum of Understanding. There is still work to be done in this area. We are also working to secure an agreement with the Redwoods Community College District where we would have their permission to offer courses in various locations within their district during the interim period prior to the finalization of the Memorandum of Understanding.

Education and Student Services Report

INFORMATIONAL REPORTS

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

- Enrollment management – The Deans and Center Coordinator are looking very closely at the cost of the schedule.
- Any costs incurred in Fort Bragg are not included in this budget.
- Thank you to the Board for recognizing the various initiatives we are currently working on. SSSP is another huge implementation we are working very hard to complete.

Administrative Services Report

A written report was submitted by Eileen Cichocki, Acting Vice President of Administrative Services. The following was offered in addition:

- Thank-you to the Board for approving her employment as the new Vice President of Administrative Services. She was also very excited to be able to participate in the commencement ceremony.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. The following was offered in addition:

- We are still in escrow on Parcel 15. She is working with the Vice President to determine how we are going to book the payments.
- There were 4 campus tours offered over the spring semester.
- The Adopt a Fifth Grader program is going very well.
- The Chamber of Commerce is holding an event on campus on June 6th.
- The Gala will be held on September 20th and there are only 70 tickets still available.
- She is hoping to gain approval to begin a North Coast Friends of Mendocino College group in the fall 2014.

Constituents

A written report was submitted by the Academic Senate President Reid

Group Reports

Edelman. The following was offered in addition:

- This is his first time at the Lake Center and is very impressed. It is also his first time attending a Board meeting in his new role as the Academic Senate President.

The following oral reports were presented at the meeting:

Management/Supervisory/Confidential:

Minerva Flores informed the Board she is the new Management/Supervisory/Confidential President and will be representing the group this year.

*Big Picture-
Student
Achievement
Standards and
Scorecard*

A presentation was made by Minerva Flores, Director of Institutional Effectiveness, Research, and Grants which covered the Student Achievement Standards and Scorecard. The Scorecard data currently represents historical cohorts beginning with 2003-04 and runs through 2007-08. It reflects a four-tiered accountability framework which measures five different metrics and shows how we are doing as an institution. The five metrics include persistence rate; 30 unit rate; remedial progress rate; completion; and CTE rate.

This information will be used to help with planning and defining what we want to accomplish in the future. It is also used in decision-making for Basic Skills and the new SSSP initiatives as well. This is the same information which was shared with faculty during the in-service presentation in the hope of identifying potential best practices to improve student success measurements.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

Trustee Tomkins stated he attended the Mendocino College commencement ceremonies.

Oral report by Trustee Chaniot:

- Spoke with Suzanne Norgard from the Community Foundation who wanted to be sure and thank everyone for all their work on the MOU with Redwoods Community College District.
- Very happy to learn we are part of the group award for the Career Pathways grant.
- Next CCCT meeting will be held on June 21, 2014.

Oral report by Trustee Eriksen:

- Attended the pinning ceremony for the Nursing Department and would like to see a Big Picture presentation from them at a future meeting.
- Attended the Adopt-A-Fifth-Grader presentation at Yokayo School which was very inspiring.
- Attended and presented at the awards ceremony as well as attended

commencement for our students.

Oral report by Trustee Ubelhart:

- Attended a retired teacher's association meeting in Fort Bragg. While there he visited the Fort Bragg campus of College of the Redwoods which is a beautiful site. Also dropped by the fine woodworking site downtown where he learned many of the students will be participating in a show at the Grace Hudson Museum.

Oral report by Trustee Clark:

Trustee Clark stated he had nothing to add.

Oral report by Trustee Haynes:

- Participated in the Pomolita job fair where over 40 different people were present to discuss their wide and varied careers with the students.

CLOSED SESSION

The Board Adjourned to Closed Session at 7:53 PM. Board President Clark announced that items 10.1 Conference with real property negotiator, 10.2 Conference with Legal Counsel, 10.3 Collective Bargaining/Meet and Confer, and 10.4 Public Employee Performance Evaluation will be discussed.

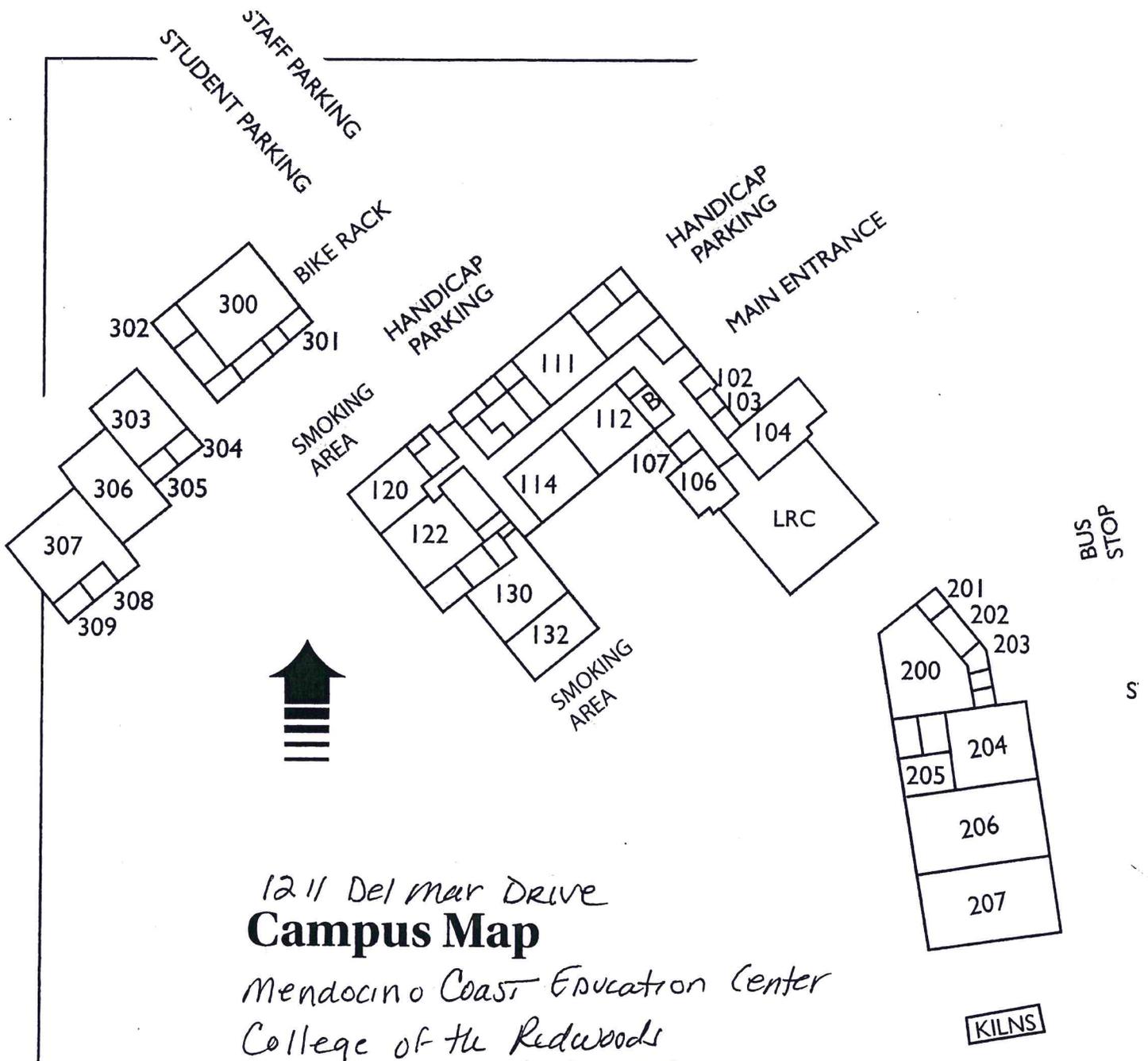
ADJOURNMENT

The Board returned to open session at 9:21 PM and reported no action taken on the items discussed in closed session. This statement was followed by the following motion:

M/S/C (Clark/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:22 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees



1211 Del Mar Drive
Campus Map
Mendocino Coast Education Center
College of the Redwoods
Fort Bragg CA 95437

Planning and Budgeting Committee Minutes
May 28, 2014

Core Members

Arturo Reyes, Chair
Larry Perryman (absent)
Virginia Guleff
Reid Edelman
Jason Edington
Erik Alfkin
Larry Lang

Resource Members

Karen Christopherson
Eileen Cichocki
Minerva Flores
Sue Goff
Steve Hixenbaugh
John Pegan
Steve Oliveria (absent)
Debra Polak (absent)
Dan Jenkins (absent)

Minutes: Mary Lamb
Others: Phil Warf, Faculty Union

<u>SUBJECT</u>	<u>DISCUSSION</u>	<u>ACTION/REFERRED TO/ TIMELINE/NEXT STEPS</u>
<u>Revised June Tentative Budget Assumptions</u>	<p>Acting VP Cichocki presented the revised June Tentative Budget which now reflects a shortfall of \$975,000. Shortfall is reduced from the previous \$1.7M which was discussed at the May 13, 2014 meeting. As a result of the May 13th meeting, 3 main things have occurred. The counselor position has been converted to an EOPS counselor which will be covered with categorical funds; the technician positions for audio visual and the language lab have been placed on hold; and the current interim Athletic Director position has been extended through the next fiscal year. These changes result in a savings of \$210,000. The health benefit rate was reviewed and is now entered at \$1,650 per person per month which equates to a \$90,000 savings. The budget for part-time faculty has also been reduced. In the 2013-2014 April revise, there had been \$250,000 added to cover the increase in PT salaries for the additional sections offered. This has now been removed from 2014-2015 along with an additional \$200,000. Revenue transfers from Health & Special reserves will be made to offset the shortfall.</p> <p>Items included in narrative include several changes which may occur between now and the adoption of the budget in the fall. The current budget is based on 2,900 FTES which may improve with additional enrollments. VP Cichocki added that whatever number we garner in enrollments this year will become our new base for the following year as well. The deficit factor from the state is yet to be determined. The state budget is developed based on an estimate of property tax and enrollment fees. Since all colleges assume a portion of the deficit number, we do not yet know what that number may be. Additionally, the growth allocation has not yet been determined.</p>	<p>Revised June Tentative budgets will be presented to the Board of Trustees at their June 4th meeting.</p>

With regard to expenditures, there are several changes which may occur in the following areas as well. Currently, the proposed state budget includes restoration of some categorical funds in the area of DSPS and Matriculation. There is also a proposal to increase the STRS rate to 9.5% which would be partially offset by a COLA increase. Increases in our efficiency would help to decrease our deficit. In reviewing the budgets of 2009-10 through 2013-14, the 2014-15 proposed budget presented is reduced but includes a higher target. Acting VP Cichocki noted the 362 FTES garnered in the Summer 2013 session were pulled into 2012-13 reporting year.

VP Guleff stated while we are still spending quite a bit on Summer she is asking the Deans to review enrollments under 5 students as of this date. If a section only has 1-2 students enrolled as of now, we should be reviewing those sections for cancellation now instead of waiting which will help students to get into another section if possible. The Deans are reviewing full classes as well. The trade-off of full sections vs. under-enrolled sections will help our efficiency numbers as well.

Acting VP Cichocki stated in reviewing our historical numbers, we have not budgeted summer in a discrete line item. Those numbers were always included under the total budget. She is looking to change this process going forward beginning with the 2014-2015 year. She also stated it was through comprehensive budget discussions with the Vice Presidents, Human Resources, and the Deans the number for the April revise was determined. The actuals for 2013-14 will come in very close to the \$3.7 reflected as budgeted in the documentation provided. Historically, Fall and Spring salaries have run in the \$1.3M range for each semester.

The Debt Service Fund (which is our energy savings loan) was reviewed. The payments from PG&E will end in November, but our Solar field payments will not decline until February. Budgeting in this area has been challenging due to the amount of energy generated which depends on the amount of sunshine.

The Health Fund will continue with a balance of \$732,000 available after transferring \$825,000 to the General Fund.

We belong to the CCLC JPA for our OPEB liability, but have not deposited any funds into an irrevocable trust. We have always been on the pay-as-you-go plan which was a decision determined at the local level.

S/P Reyes stated the bottom line for this budget is we need to achieve our enrollment goal of 3,043 FTES. He also stated Steve Hixenbaugh has been helping quite a bit in the area of Marketing adding more emphasis in this area which should help reach our target. Our new Public Information Officer will begin in July which should bring additional focus to our marketing efforts as well.

Center Coordinator Hixenbaugh recanted some of the marketing and outreach activities currently underway. A Financial Aid specialist is meeting with students in at the high schools in the district. We are looking at using embedded counselors at the various high school locations as well. We are currently shooting a video

Under-enrolled sections are being reviewed for cancellation and full sections are being reviewed for additional offerings.

Additional marketing is

	<p>on campus which will be used in TV ads and also in various social media and California Community College consortium projects as identified. Our marketing focus remains where we will garner the most attention from students.</p> <p>He also stated faculty should focus on some internal marketing within their own disciplines in an attempt to garner additional enrollments and retain existing enrollments. Although marketing is incurring additional expense, it really is an investment which is sure to generate additional enrollments which in turn will offset the additional costs.</p> <p>S/P Reyes asked Director Flores to supply a link to PBC members to TABLEAN. He added the best advertisement we can get is the articles which are written about the great things we are doing at the college. Social Media is very low cost and hopes faculty take a look at using it for advertising their individual areas.</p>	<p>ongoing for summer and fall 2014 sessions.</p> <p>Director Flores to send a link to PBC members for TABLEAN.</p>
<u>Staffing Update</u>	<p>All positions included in the current hiring cycle have now been offered and accepted. Recommendations were usually the candidate ranked as #1 by the hiring committee with the new hires to include Nursing - Lisa Woods; Art - Lisa Rosenstreich; English – Virginia Buccelli; Computer Science – Dr. David Pai; Vice President of Administrative Services - Eileen Cichocki; Child Development Center Director – Janice Wood; Director of Community Relations and Communication – Jessica Silva. Interviews are being held today for the coaches for football and women’s golf, with the Dean of Student Services interviews being held on June 2nd.</p> <p>Retirements and/or resignations occurring soon include Sue Goff, Dean of CTE who has accepted a position in Oregon; Guillermo Garcia who has accepted a full-time position at Santa Rosa Junior College; Karen Wilson is leaving the full-time Nursing program staff to move to Florida; and Tola Levinson Cal-Works specialist. The current plan is to backfill the counselor position with adjunct faculty, with the others to be filled as appropriate or discussed at a future meeting.</p>	<p>Discussion of filling vacated positions to occur at the next meeting.</p>
<u>Integrated Planning and Assessment</u>	<p>An ad-hoc committee comprised of Minerva Flores, Chair; John Pegan, Reid Edelman, Erik Alfkim, Phil Warf, and Vice President Virginia Guleff will begin to review the how we can assess our processes and report back to PBC with their findings.</p>	<p>Ad-hoc committee will meet to begin the process of how we can assess our processes.</p>
<u>Fort Bragg and Point Arena Update</u>	<p>Per ACCJC expectations, Redwoods Community College District is required to submit a substantive change report prior to closing the Fort Bragg Center. Since this report was not filed and approved in April, it will make it very difficult for us to offer a full offering of classes and services before Spring 2015. We are still working to determine what will happen with regard to the Center funding and FTES from Woodworking program if we sign the MOU with a date of Spring 2015. We are continuing our discussions with representatives from the RCCD and will follow up with the Board at their July meeting. We will need to</p>	

submit a substantive change report but we do not feel we have to submit this report before we actually take over the center, etc. We are continuing to look at how all of this will pencil out. We may need to sign a 3-year MOU in order to garner the center funding. The FTES for the woodworking program would most likely go to RCCD and will not help our base FTES issue.

Academic Senate President Edelman stated if we move forward and sign the MOU without the completion of a feasibility study requested by the faculty, they will be very upset. Center Coordinator Hixenbaugh asked about what steps we can complete to keep faculty informed. We may be able to update them with a report regarding line items from various departments impacted. By presenting this information to the faculty in this way, we are committed to keeping them in the loop.

S/P Reyes informed the committee that Acting Vice President Cichocki has completed running tentative numbers which could be firmed up and shared with the constituencies. These would include expenditures and revenues. We have asked for and received permission to offer classes in Fort Bragg this summer. These courses will most likely not be held at the center due to the expense involved but will be held at the high school and other facilities. He also pointed out the current MOU does not dictate where and how we offer courses and only states we are going to offer courses in this specific area. He also reiterated it is the assumption of the coast community we would be offering courses moving forward.

Academic Senate President Edelman reiterated that an explanation needs to go out to faculty with further discussion occurring when faculty return in the fall. The perception from faculty is there would be more discussion on this topic and faculty needs to have a voice in the final decision.

Center Coordinator Hixenbaugh added the MOU does not lock us into anything. Essentially, all the options in our court as it does not require us to offer a portfolio of classes, etc.

S/P Reyes will be speaking with representatives from the Chancellor's Office regarding the grandfathering of the Center funding. We cannot agree to an MOU that does not include the Center funding nor can the Center funding be conditionally tied to meeting unreasonable FTES targets.

Academic Senate President Edelman stated again something from S/P Reyes must be sent out to faculty outlining the various checkpoints and why we are deviating from the previously stated process. Statement should include something about the concern of not meeting our target enrollment numbers and include a clause if our FTES generation is not realized.

S/P Reyes stated what seems to be the best case scenario which would be the MOU is not signed until January. Things would be decidedly different if we were in a different fiscal position. S/P Reyes also committed to issuing a statement about where we are in the process which will be sent out to the constituent groups.

S/P Reyes to speak with Chancellor's Office about grandfathering Center funding.

S/P Reyes will craft a statement regarding where we are in the process and will send it out to the constituent groups.

	<p><u>POINT ARENA:</u> S/P Reyes informed the committee the same presentation as was used at the campus-wide forum will be presented to the Board at their meeting on June 4th.</p> <p>Academic Senate Vice President Edington asked how faculty concerns can be presented at the Board Meeting. In response, S/P Reyes stated this presentation will be informational only.</p> <p>Academic Senate President Edelman stated the Board needs to know about Academic Senate committee which has been formed so he will include the information as part of his Academic Senate report in the Board packet.</p>	<p>Academic Senate President will include committee information as part of his report for the Board packet.</p>
<u>Accreditation Update</u>	We are continuing to have conversations with the ACCJC while we await the outcome of the report on our visit which was completed in March 2014.	
<u>2014-2015 Planning Retreat</u>	The 2014-2015 Planning Retreat will be held on Friday, September 19, 2014 from 8:30 AM to 3:00 PM. An appointment reminder will be sent out via Outlook to committee members.	Planning retreat will be held on Friday, September 19, 2014. Location tbd.
<u>Other/Future Agenda Items</u>		