

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

**April 15, 2020 – 4:00 PM**

**Via Zoom meeting:** <https://cccconfer.zoom.us/j/255289756>

Or by telephone phone dial: +1 301 715 8592 (US Toll)

Meeting ID: 255 289 756

**CALL TO ORDER**

**1. APPROVAL OF AGENDA AND MINUTES**

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on March 11, 2020

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

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

**2. CLOSED SESSION**

- 2.1 Collective Bargaining/Meet and Confer – Pursuant to Government Code section 54957.6  
Designated Representatives: Cichocki, Polak, Velasco and Marin  
Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d)  
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.4 Public Employment – Pursuant to Government Code section 54957  
Title: Superintendent/President

**RETURN TO OPEN SESSION**

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**PUBLIC COMMENT**

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

3. **PRESIDENT AND ADMINISTRATION REPORT**

- 3.1 A report from Interim Superintendent/President Cichocki is presented as information

**CONSENT AGENDA**

4. **Personnel**

- 4.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees  
Recommendation to ratify the short-term non-continuing personnel list as presented
- 4.2 Consideration to Ratify Resignation/Retirement - Faculty  
Recommendation to ratify the resignation/retirement as presented
- 4.3 Consideration to Rescind Resignation/Retirement - Faculty  
Recommendation to ratify the rescinding the resignation/retirement as presented
- 4.4 Consideration to Approve Four 10-Hour Day Work Week  
Recommendation to approve the four ten-hour day work week
- 4.5 Consideration to receive the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2021/22 Contract Reopener  
Recommendation to receive the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2021/22 reopener as presented
- 4.6 Consideration to present the Mendocino-Lake Community College District Contract Reopeners to the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2021/22  
Recommendation to present the initial 2021/22 Mendocino-Lake Community College District reopeners to the Mendocino College Federation of Teachers (AFT/CFT Local 6322) as presented

5. **Other Items**

- 5.1 Fiscal Report as of February 29, 2020  
Recommendation to accept the report as presented

6. **INFORMATION/ACTION ITEM**

- 6.1 Superintendent/President Search  
To be determined at the meeting

7. **ACTION ITEMS**

- 7.1 2019/2020 April Revised Budget  
Recommendation to adopt the proposed 2019/2020 April Revised Budget as presented
- 7.2 Contracts and Agreements – Quarterly Ratification  
Recommendation to ratify the contracts and agreements as presented
- 7.3 Awarding of Audit Contract for Fiscal Year Ending June 30, 2020  
Recommendation to award the audit contract for the fiscal year ending June 30, 2020
- 7.4 Emergency Conditions (COVID-19) – Resolution #04-20-01  
Recommendation to approve Resolution #04-20-01 as presented
- 7.5 Specifications of Election Order and Request for Consolidation – Resolution #04-20-02  
Recommendation to approve Resolution #04-20-02 as presented
- 7.6 Board Policy Additions and Revisions – Second Reading  
Recommendation to approve Board policies as presented
- 7.7 Board Policy Deletions – Second Reading  
Recommendation to delete Board policies as presented

8. **BIG PICTURE**

The efforts to move instruction and student services to remote methods in response to COVID-19 virus  
A presentation by Vice Presidents Polak and Velasco

**9. INFORMATIONAL ITEMS AND REPORTS**

- 9.1 Health Benefits Report as of February 29, 2020  
An update of the Health Benefits account is presented as information
- 9.2 Mendocino College Foundation, Inc.  
Mendocino College Foundation informational report
- 9.3 Constituent Group Reports  
Reports from constituent groups are presented as information
- 9.4 Board Policy Additions and Revisions – First Reading  
Revisions and additions to Board policies are presented for information and review

**10. TRUSTEE COMMUNICATIONS**

- 10.1 Trustee Reports  
Written and oral reports from Trustees are presented as information
- 10.2 Future Agenda Items  
Board discussion about topics to be included on future agendas

**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.**

**Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be found on the college website at : <https://www.mendocino.edu/college/board-trustees/board-trustees-agendas-and-minutes>**

***Future Board Meetings:***

- *Regular Meeting – Wednesday, May 13, 2020, 4:00 PM, Via Zoom Meeting*



*Public Comments on  
Closed Session Items*

- Stuart Campbell introduced himself to the board as the Part-Time Faculty Union President.
- Steve Hellman addressed the board as an adjunct faculty member since 2003.
- Taylor Cannon also addressed the board as an adjunct faculty member.

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:11 PM with Board President Pinoli stating items 2.1, 2.3 and 2.4 would be discussed in closed session.

**OPEN SESSION**

*Report of Action  
Taken in Closed  
Session*

The Board returned to open session at 5:01 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments*

- There were no comments from members of the public at this time.

**PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Interim Superintendent/President Cichocki who added the following information:

The college received a \$17,500 grant from the county for college resiliency.

She shared the draft version of the agenda for the board budget study session and asked for any specific topics the trustees would like to cover. After review, the board added the topic of health insurance to list of presentation items.

We received a copy of the draft report from the accreditation peer team which we are in the process of reviewing for any statement of fact corrections we deem necessary. The final report will be issued from ACCJC in June 2020.

She also updated the board regarding the ongoing COVID-19 corona virus situation where she informed the board members we are receiving regular information from the California Community Colleges Chancellor's Office as well as from county officials.

In light of the ever-changing situation and our attempt to do everything we can to contain its spread, we are taking the necessary steps to move as many classes as possible to an online learning environment. Interim Superintendent/President Cichocki, Vice President Polak and Director of Human Resources Marin will be meeting with the Academic Senate tomorrow to see what steps we can take to move forward with this cautionary plan.

**CONSENT AGENDA**

M/S (Tomkins/O'Neill) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Tomkins, Pinoli, Nickerman, O'Neill, Anderson and Myers
Noes	None
Abstentions	None
Absent	Martinez

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

**Personnel**

*Consideration to approve the personnel list – Short-Term Non Continuing (STNC) Employees*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to approve the personnel list – Part Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to approve the list of Volunteers*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented.

*Consideration to approve the Transfer – Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Cathleen Kucz, Administrative Assistant I, effective July 1, 2020.

*Consideration to approve the Promotional Transfer - Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the promotional transfer of David Bushway, Programmer/Analyst Sr., effective March 12, 2020.

*Consideration to approve the Transfer – Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Maria Avina, CAMP Counselor, effective July 1, 2020.

*Consideration to ratify Resignation - Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Karen Todd, Library Assistant effective February 7, 2020.

*Consideration to ratify Resignation/Retirement - Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Roger Hock – Instructor of Psychology, effective June 30, 2020 and Doug Boswell – Instructor of Automotive Technology, effective June 30, 2020.

*Consideration to Approve Educational*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Educational Administrator contract as presented.

*Administrator*

*Contract*

*Consideration to  
Approve Classified  
Administrator*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Classified Administrator contract as presented.

*Contract*

*Consideration to  
Approve Tenure-  
Track Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Tenure-Track faculty contracts as presented.

*Contracts*

*Consideration to  
Approve  
Categorically  
Funded Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the one-year categorically-funded faculty contracts as presented.

*Contracts*

*Mendocino-Lake  
Community College  
District Classified  
Bargaining  
Unit/SEIU*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019/20 and 2020/21 Tentative Agreement between the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021 as presented.

*(MLCCCBU) Local  
1021, 2019-2020  
and 2020/2021*

*Tentative Agreement*

*Consideration to  
Approve  
Professional  
Development Leave*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies a Spring 2021 professional development leave for Rhea Hollis as presented.

*Fiscal Report as of  
January 31, 2020*

**Other Items**

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of January 31, 2020 as presented.

*Donations*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Bill Churchill and Arthur Simmonds as presented.

*Superintendent/Presi  
dent Search*

**INFORMATION/ACTION ITEM**

Board President Pinoli stated he appreciates the help and support he has received with this task. We are continuing to pursue the very aggressive timeline and are heading in a positive direction.

The ad-hoc committee met with our consultant Dr. Joan Smith from CCSS on March 9<sup>th</sup> where she stated there is good interest in the position.

Trustee Pinoli also stated that due to scheduling conflicts, he has made a change to the ad-hoc committee which is to replace Trustee Martinez with Trustee Myers moving forward.

The current timeline for the Superintendent/President search is as follows:

March 20, 2020	Application period closes
March 23, 2020	EEO training and review paper screening process
March 23 – 31, 2020	Committee reviews applications
April 1, 2020	Committee meets to discuss applications
April 21 & 22 <sup>nd</sup> , 2020	First level interviews conducted
Week of May 11, 2020	Second level forums and board interviews

The expanded search committee will consist of three Trustees (Pinoli, Myers and Tomkins), the Vice President of Academic Affairs and the Vice President of Student Services, two members from the Academic Senate, two members from the Classified Senate, two members from the Management Team, a student, a member of the Foundation, a community member and the Director of Human Resources.

To identify a member of the community, Trustee Pinoli asked each trustee to submit the name of someone from their trustee area to him no later than March 16<sup>th</sup>. The person would need to be someone that would be available to attend all of the above meetings. After the potential community members have been identified, the name of the committee participant will be chosen from those submitted and notified.

**ACTION ITEMS**

*2020 California  
Community College  
Trustees (CCCT)  
Ballot for Board of  
Directors*

After reviewing the information presented and discussion, the board took the following action:

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby cast their votes for Adrienne Grey, Andra Hoffman, Pam Haynes, Barbara Dunsheath, Suzanne Lee Chan, Thomas J. Prendergast, III, Larry Kennedy, Barry Snell and Loren Steck with the following vote:

Ayes	Tomkins, Myers, Pinoli, Anderson, O’Neill and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Benefit Contracts*

After reviewing the information presented and discussion, the board took the following action:

M/S (Tomkins/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the contract change as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Anderson, O’Neill and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Benefit Contracts Termination*

After reviewing the information presented and discussion, the board took the following action:

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the benefit contract termination as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Anderson, O’Neill and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Notification of Classified Layoff – Resolution 03-20-01*

After reviewing and discussing the information presented, the board took the following action:

M/S (Myers/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 03-20-01 and directs the Interim Superintendent/President to send the lay-off notice to the individual currently employed in the HEP categorically-funded position.

Ayes	Tomkins, Myers, Pinoli, Anderson, O’Neill and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Board Policy Revisions*

After reviewing the information presented and subsequent discussion, the board took the following action:

M/S (Nickerman/O’Neill) that the Mendocino-Lake Community College District Board of Trustees hereby adopt the additions and/or revisions to Board Policy 2725, Board Policy 2730 and Board Policy 2735 as presented.

Ayes	Tomkins, Myers, Pinoli, Anderson, O’Neill and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Board Policies and Revisions – Second Reading*

After reviewing the information presented and discussion, the board took the following action:

M/S (Tomkins/Anderson) that the Mendocino-Lake Community College District Board of Trustees hereby adopts the additions and/or revisions to Board Policy 6200, Board Policy 6330, Board Policy 6340, Board Policy 6400, and Board Policy 6500 as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, O’Neill, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	Martinez

*Extended*

The Director of Financial Aid and EOPS, Yuliana Sandoval, presented

*Opportunity  
Programs and  
Services (EOPS)*

information on the Extended Opportunity Programs and Services (EOPS) available to Mendocino College students. She also introduced Nancy Heth who is the EOPS specialist in her office.

EOPS is a program that assists financially and educationally disadvantaged students by providing services “over and above and in addition to” the services already offered at a community college.

In order to receive assistance, students must:

1. be a California resident or AB540
2. be enrolled in 12 or more units at Mendocino College (or qualify for a waiver),
3. be eligible for California College Promise Grant (fee waiver)
4. not have completed more than 60 degree-applicable units
5. have an educational need
  - not have graduated from high school
  - graduated high school with a GPA below 2.5
  - do not qualify for college level math or English
  - first generation college student

Some of the services the program provides are:

- Counseling (academic and personal)
- \$225 book voucher or EOPS grant
- A required tools voucher
- Use of the Lending Library
- Phi Theta Kappa membership fee covered
- One-on-One tutoring
- University application fee waiver
- University transfer fee assistance

The Cooperative Agencies Resources for Education (CARE) program is integrated in the EOPS program and offers additional support services to EOPS who are single parents receiving public assistance. Eligibility for the program must be verified every semester.

Growth in the EOPS program has been significant from approximately 190 students served in 2012/14 to 536 students served in 2018/19 which equates to a 182% increase. Growth from fall 2018 to fall 2019 shows an increase of 86 students from 405 in 2018 to 491 in fall 2019.

This spring (2020) is currently showing a total of 476 students being served with a preliminary count looking more like 580 students utilizing the program.

The CARE program for the fall 2019 served a total of 16 students with 20 currently being served this spring.

These programs work very closely with the staff in Financial Aid, each of the Centers, referrals and outreach to the various communities. Collaboration is key to the success of these programs. In addition, as part of the program, they are required to have an advisory committee.

Director Sandoval also extended an invitation to the Board members to attend the EOPS/CARE awards ceremony which is currently scheduled to be held on April 24, 2020.

### **INFORMATIONAL REPORTS**

*Mendocino College  
Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who stated she had nothing to add.

*Constituents Group  
Reports*

#### **Academic Senate**

A written report was submitted by Academic Senate President Catherine Indermill who stated she had nothing to add.

#### **Classified Senate**

A written report was submitted by Classified Senate President Jeana Thompson who stated she had nothing to add.

#### **Management Team**

A written report was submitted by Management Team President Janelle Bird who stated she had nothing to add.

*Board Policy  
Additions and  
Revisions - First  
Reading*

Board policy 3350 – Public Information and Board policy 3720 – Computer and Network Use were presented as information for review. Discussion and/or adoption of these policies will take place at the April 2020 board meeting.

*Board Policy  
Deletions – First  
Reading*

Board policy 510 – Catalog Rights and Board Policy 4108 – Community Advisory Committees were presented as information for review. Discussion and/or deletion of these policies will take place at the April 2020 board meeting.

### **TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he attended an Academic Senate meeting. He also asked about what kind of summer program we have with our K-12 schools.

Trustee Nickerman stated he attended the reception for the accreditation peer review team. He asked about more information on the construction grant and where we are with contract education.

Trustee Myers attended reception for Accreditation team as well as a breakout session and the exit interview.

Trustee Tomkins requested a presentation on advisory committees.

Student Trustee Lagorio stated the ASMC representatives met with the

Accreditation team during their visit. He also informed the other board members that during their last meeting they had a representative from a local group speak about making Mendocino College a smoke free campus.

Trustee O'Neill attended an Academic Senate meeting and also paid a visit to Coyote Valley and the Pomo Pathway program. Attended Accreditation group reception as well as the exit interview by the group.

Trustee Pinoli recognized Reid Edelman and Jody Gehrman for their recent performance of *Wildfire* in Colorado which he attended. He added it was an amazing production. He also recognized the entire accreditation team for all their hard work. He also added he would like to receive an update on the Paramedic program.

Trustee Pinoli reminded the board members about the board study session that will take place on Monday, March 16<sup>th</sup> beginning at 1:00 PM. This study session will be an overview of the college budget as a whole.

*Future Agenda Items* The current list of future agenda items includes:

A presentation on the Disabled Student Programs and Services (DSPS)  
Essential needs for Trustee onboarding  
Outreach to the community and the various tribes  
What are the plans for the Fire Recovery and Construction Program grant?  
General information about advisory committees.

*Adjournment* With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:15 PM.

Submitted by:  
Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

To say much has changed since our last Board meeting on March 11 would be a major understatement. It was on that day, in response to the COVID-19 virus, that the Chancellor of the California Community Colleges directed all colleges to begin moving as much instruction and service to remote methods as possible. By March 20, in just 10 days, Mendocino College had done just that. Much of the focus of everyone at the college over the past few weeks has been COVID-19 related. Initially, we had hoped we may be able to return to normal prior to the end of the Spring semester. It is now apparent that that our remote instruction and services will continue through the end of the semester. Unfortunately, we are also looking at alternatives to our traditional commencement ceremony.

Instruction mobilized quickly to facilitate the move to online and other remote formats. District administrators met with Academic Senate to launch the process and then faculty and the administration worked swiftly and collaboratively to reimagine our courses. Immediately, training was scheduled and implemented at all locations in using our online learning system, Canvas and Zoom. A cadre of faculty Canvas experts was identified and are working to mentor their colleagues in teaching with online tools. Dean of Instruction, Rebecca Montes, led the development of these faculty resources.

A previously scheduled Canvas training which was already full ended up with 50 faculty enrolled. Faculty that couldn't attend that training will be enrolled in another four-week training which will immediately follow and is already almost full. All faculty successfully completing these four-week trainings taught by Mendocino College Distance Education Instructor, Vivian Varela, will be "certified" to teach classes taught fully online.

Professors David Pai of Computer Science, Steve Decker of Technical Theater, and Kirk Fuller, of Digital Arts Media formed a team to assist faculty across disciplines to create video content for their move to online instruction. This was especially important for lab sciences and the Physical Therapy Assistant program. Without embedding video, the laboratory content would not have been deliverable. Also, this team put together general resources for online instruction.

The Information Technology Department has been at the center of the College's move to remote learning and telecommuting. The IT Team has been working hard to make laptops and Chromebooks available for staff and students, creating remote access accounts, maintaining systems under an increased level of remote access, supporting expanded use of technologies such as Zoom, and providing phone and email support to students and staff who are transitioning to new technologies to continue their work. They've updated their Virtual Private Network (VPN) account creation processes in order to respond to the dramatically increased demand for remote access. The IT Team has taken their responsibilities seriously and stepped up to support the College community in this rapid and unexpected transition to remote learning.

The other departments within administrative services of Human Resources, Fiscal Services, and Facilities are also working extremely hard to find innovative ways to work remotely in order to continue to pay employees, pay vendors, and keep campus facilities safe.

Many classes have moved to a standard online teaching format, using the online learning system Canvas. Some faculty have had to be very creative in order to teach content not easily managed online. For example, Chemistry faculty are creating videos of their labs so that students can observe, take notes, and write their lab reports as if they were conducting the experiments. Faculty in our new Physical Therapy Assistant (PTA) program are also creating video content, approved by our accreditation agency (CAPTE), for students to observe clinical techniques and exercises to practice at home.

In Nursing, skills labs and clinical time have been maintained through the use of virtual patient simulations, patient case studies, virtual skills modules, faculty demonstrations (Zoom or prerecorded), and textbook and testing resources.

Students in Culinary Arts classes have been supplied with a list of groceries and gift cards funded by a Mendocino College Foundation Affiliate to complete projects at home. They are attending Zoom video meetings with their instructor to learn techniques and documenting their own cooking projects with notes and photos.

Music faculty are also using Zoom and other video conferencing platforms to have students sing and play music together.

An English as a Second Language class is using a Facebook group to continue practice their English skills. The instructor engages them with a prompt and students respond.

Learning support, such as Math Lab, the Writing Center, MESA workshops and tutoring have also moved to Canvas, Zoom and other online formats. Also, faculty across disciplines are maintaining office hours through Zoom, telephone and email.

By the time the stay at home orders were enacted, all instruction had been moved to remote learning, a little over a week after our first meeting with Academic Senate when we were first directed to move “as much instruction as possible” online.

In compliance with the stay at home order, it has remained allowable to provide face to face services for students and faculty when it is essential to the support of delivering distance education for students. For that reason, the library and Centers have remained available to students for distribution of Chromebooks and access to technology, internet and/or library materials. Some faculty still need access to campus in order to use technology or equipment essential to creating online content for their classes (e.g. creating laboratory videos). Hours and access are limited and as nearly 75 Chromebooks have been distributed and Wifi is boosted to outdoor spaces, there are fewer and fewer students needing access.

Very few classes were cancelled due to COVID-19; however, there were a few classes that hadn’t started yet and/or couldn’t be completed using an online or remote learning platform. Our Lifeguarding and EMS classes will cover as much as possible online but will need to be “suspended” until they can meet in person to complete the certification requirements associated with the curriculum.

The college is engaging with the greater community in multiple ways. The Nursing Department donated masks and face shields to Adventist Health Ukiah Valley. The college also donated N95 masks that we had on hand from the poor air quality caused by smoke in recent years. The DAM and Technical Theatre Departments are working on using our technology to

3-D print face shields and masks. The college has been in communication with the County of Mendocino to discuss how college facilities can be used in the emergency response.

All departments within Student Services have made a transition to provide remote support for our students. While the college was already engaged in utilizing Cranium Café in all student services areas prior to the impact of COVID-19 on our campus, this situation necessitated a swift and broad adoption of this platform. Within a few days, training and support was provided to faculty and staff on utilizing it. Many departments, including Counseling, Admissions & Records, Financial Aid, IT, among others, participated in this process to ensure that all areas could make remote support of our students a reality. Of course, this transition came with some issues, such as acquiring the laptops/Chromebooks needed by staff as well as the proper remote access they need to be able to log in to our student information systems. Nevertheless, the transition has happened rapidly. The flexibility shown by our staff, faculty and managers by facilitating this transition has been remarkable.

Since working remotely, departments have continued to work collaboratively in the delivery of student services. Here are some highlights of their work:

Admissions and Records staff have transitioned to telecommuting fairly seamlessly. All staff are working remotely and supporting students through Cranium Café, email, and telephone. Support can include assistance in accessing online accounts (MyMendo, Canvas, and student email), guidance using MyMendo for enrollment, grade review, and more, and facilitating the paperwork to change grading options or to request a withdrawal and/or refund due to emergency allowances approved through the Chancellor's Office. In addition to supporting students, staff are processing transcript requests, graduation evaluations, transfer work evaluations, and completing imaging projects.

Veteran support continues through Cranium Café, email, and telephone. Staff are connecting with students via telephone to ensure they have successfully transitioned to online courses. Staff is ensuring that students have the support needed to successfully complete the semester and to connect them with services as needed.

Due to COVID-19, the College Assistance Migrant Program (CAMP) has moved all CCS 100 classes online. Contact has been made with all students in the cohort and information has been made available regarding availability of services. However, all field trips for the rest of Spring 2020 have been cancelled. CAMP staff have been in contact with scholars via text, email and Cranium Cafe. All CAMP and FYI peer mentors are also on Cranium Cafe and Zoom providing tutoring to students. All CAMP scholars that have requested a Chromebook or calculator have been provided one. Some scholars are having issues with getting wireless internet at their home, CAMP staff is working with them to find a good option for them.

Since moving to online coursework and services, FYI staff have been working remotely providing counseling, outreach and follow up services to students via Cranium Cafe and phone. FYI tutors have been set up with Cranium Cafe accounts and a page online through which students can connect with tutors and receive support services. All students in the current cohort of FYI students have been contacted via phone, text and email. The majority have been spoken to via phone but we continue to reach out to students who we have not had direct contact with since the move to online services.

The Financial Aid office is assisting students virtually during COVID-19 shelter in place orders. Financial Aid staff have transitioned to telecommuting and continue to assist students. Staff were already utilizing the Cranium Café platform prior to the current situation; therefore, their transition was a seamless one. At the moment, the Financial Aid office is reviewing the information contained within the CARES Act and is expecting guidance from the Department of Education. The relief provided by the CARES Act will greatly assist our students through this difficult time.

The EOPS program is also assisting students virtually during COVID-19 shelter in place orders. The program is expecting guidance by the Chancellor's Office that would temporarily lift program guidelines to accommodate our students to meet program state-mandated guidelines.

The counseling office has transitioned all counselors to Cranium Café. Many students already had counseling appointments set prior to our remote learning environment, therefore we have shifted those appointments to a remote format. Depending on the student need and access to technology, their appointments will be kept via Cranium Café, Zoom or phone. The counseling office continues to reach out to students and provide them with the support they need.

The High School Equivalency Program (HEP) has developed a tutoring schedule that is utilizing multiple formats, such as WhatsApp, Facebook, FaceTime or Zoom, depending on the needs of the students. Additionally, staff is holding remote office hours for students through phone calls, WhatsApp, and Facebook from 10 am to 5 pm. However, due to the COVID-19 situation, HiSET testing has been suspended nationwide, which has negatively impacted students. At this time, current students will continue to receive support but recruiting new students has been halted.

On Thursday, March 26<sup>th</sup>, Mendocino College students were able to enjoy a free meal at Subway restaurants in Ukiah, Willits, Fort Bragg and Lakeport. In total, almost 70 students participated in this opportunity. Mendocino College had previously organized free meal events on campus for students utilizing the Hunger Free Campus funding provided by the Chancellor's Office. Due to the recent shelter in place order, we wanted to still provide students with a meal, so we partnered with Subway to make this available to students.

Mendocino College developed a short survey for students to complete in the aftermath of the decision to transition all instruction and services remotely. Here is the information we have gathered from the survey:

- A total of 585 students completed the survey.
- 56 students indicated they did not have internet at home.
- 38 students said they did not have access to a computer at home.
- 17 students would be interested in borrowing a computer/Chromebook from Mendocino College.
- 51 students need access to the food pantry on campus.
- 12 students said they did not have all textbooks they needed for their classes.

Multiple departments within the college are utilizing this information to link students with the service they need. For example, we are in the process of sending students a \$100 eGift Card to Safeway for students who indicated they needed access to the Food Pantry. We are also reaching out to students and lending Chromebooks for the semester who do not have a computer at home.

Prior to the COVID-19 situation, Mendocino College implemented Parchment, an online service providing a secure site for students to request their official transcripts, which can then be delivered electronically or printed and mailed to the party the student identifies. Use of this service has steadily increased since the implementation and has provided students a simple means to request transcripts from a distance while maintaining timely processing and delivery. While still providing students with the option of processing their transcript requests on-site, this additional service allows students 24/7 access to a platform that they can utilize to request transcripts.

On March 10, Monica Flores & Minerva Flores presented a workshop highlighting best practices & results of the FYI program at the Alliance of Hispanic Service Institution Educators (AHSIE) virtual conference. The conference was originally scheduled to take place in Florida but was moved to a virtual platform due to the COVID-19 situation.

The CDV Center celebrated Dr. Suess' birthday by participating in Read Across America for our second year. During the first week of March we invited staff from the College to read to the children in each classroom during circle time. We had 16 College staff join in reading to children. In addition, each child was given a new book that they got to choose with their parents. These books were obtained through points earned from parents purchasing Scholastic books throughout the year. Each classroom created a large paper reading tree that reached the ceiling. When parents read to their children in the classroom, a leaf or apple was added with the name of the book and name of the child.

Interim Superintendent/President Cichocki and Vice President Polak received the final report of the accreditation peer review team resulting from the recent comprehensive review. The Accrediting Commission for Community and Junior Colleges (ACCJC) will consider the report submitted by the visiting team at its meeting being held June 10-12, 2020. Following that meeting, the actions of ACCJC and the peer review report will be shared with the constituent groups, trustees, and the public.

The economic impacts of the COVID-19 are going to be immense. Jobless claims are at unprecedented levels. We are beginning to get some details on what the \$2.2 trillion federal stimulus, CARES Act, will mean to Mendocino College and our students. \$500 million will be allocated to California Community Colleges. The allocation to individual colleges will be based 75% on our number of PELL grant students and 25% on Full Time Equivalent Students (FTES). 50% of the allocation must be distributed to students in the form of emergency direct aid. The remaining 50% may be used on college expenses that are a result of the COVID-19 pandemic. As of this writing, we have not received an estimated allocation by college.

The State of California is developing a "workload budget" for 2020/21. According to the Department of Finance, a workload budget "is intended to provide a general framework for evaluating both new and existing proposals and adjustments. Resource constraints may ultimately force a prioritization even within this definition. As a result, agencies and departments should have no expectation of full funding for either new or existing proposals and adjustments. The only exception to this new evaluation criteria will be proposals or adjustments necessary to support the emergency response to COVID-19. New requests which fall outside these parameters will not be reviewed." The State of California has extended the filing date for personal income tax from April 15 to July 15. Personal income tax is a major source of revenue for the State. If the state enacts a budget in June, as they have in recent years, it will be developed without the benefit of knowing what personal income tax receipts will be for the year.

Therefore, it is highly likely the budget will be revised later in the fall, October/November, after personal income taxes are filed July 15.

The college continues to monitor all aspects, both health and economic, of COVID-19 through updates from the Public Health Officers of Mendocino and Lake Counties, the Chancellor's Office, the Community College League of California, the State of California, and other official sources.

Because we are unsure when the shelter in place orders will be lifted, we have only posted online Summer 2020 courses at this time. If we hear from our public health officials it is deemed safe in time for the June 8 semester start date, we are prepared to add on ground classes to the schedule. Many colleges in California have already made the decision to have an online only summer schedule. Registration for the summer semester begins April 20. We are also getting ready to publish the fall semester schedule which poses a challenge when so much is up in the air regarding the COVID-19 shelter in place and social distancing regulations. I am very proud of our team who continues to conduct business as usual in a time of great uncertainty. These challenges have made us even more resilient and are providing us with new opportunities to grow and adapt.

SUBJECT: EMPLOYMENT – SHORT-TERM NON-CONTINUING (STNC)  
EMPLOYEES

SYNOPSIS:

Approval/ratification of employment of short-term non-continuing (STNC) employees is requested.

RECOMMENDATION:

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

ANALYSIS:

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

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This District has adopted such a rule in Policy No. 703.

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

*Reference Board Policy 703, Employment of Short-Term, Substitute Employees*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves/ratifies the employment of the short-term non-continuing (STNC) employees as presented pending receipt of all necessary employment eligibility requirements.

### **Short Term Non Continuing (STNC) Employees**

(Individual assignments may not exceed 180 days within the start and end date)

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
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### **Student Employees**

(Individual assignments may not exceed 180 days within the start and end date)

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Altamirano	Ricardo	Tutor	MESA	1/21/2020	5/22/2020
Bray	Leland	ASMC Lake Representative	Student Services	1/13/2020	5/22/2020
Cisneros	Christopher	Tutor	Learning Center	2/26/2020	5/13/2020
Ortega	Jack	ASMC Coast Representative	Student Services	1/13/2020	5/22/2020

### **Non-Student Tutors**

(Individual assignments may not exceed 180 days within the start and end date)

Hernandez	Fatima	Tutor	Instruction Office	3/12/2020	6/30/2020
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SUBJECT: RETIREMENT/RESIGNATION– FACULTY

SYNOPSIS:

Retirement – Faculty

RECOMMENDATION:

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

ANALYSIS:

Deborah White  
Instructor, Mathematics  
Effective: June 30, 2020

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Deborah White (Instructor of Mathematics) effective June 30, 2020.

SUBJECT: RESCINDED RETIREMENT/RESIGNATION– FACULTY

SYNOPSIS:

Rescinded acceptance of a Faculty retirement.

RECOMMENDATION:

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

ANALYSIS:

On March 11, 2020; the Board of Trustees accepted the retirement of Doug Boswell, Instructor, Automotive Technology. Upon review of programmatic needs and the current state of emergency, Doug Boswell requested to rescind his retirement date of June 30, 2020.

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a one-time, non-precedential suspension of Board Policy 7350; and ratifies the acceptance of retirement of Doug Boswell (Instructor of Automotive Technology) as rescinded.

SUBJECT: FOUR 10-HOUR DAY WORK WEEK

SYNOPSIS:

Agreement with Classified Unit to work four 10-hour days and modify normal college offices from May 25, 2020 through July 31, 2020 to Monday through Thursday 8:00 – 5:00, returning to Monday through Friday 8:00 – 5:00 on August 3, 2020.

RECOMMENDATION:

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

ANALYSIS:

From 5/25/20 through 7/31/20, Mendocino College offices will be open for normal services Monday through Thursday, 8:00-5:00. Beginning 8/3/20, all College offices will resume regular office hours, Monday through Friday, 8:00-5:00.

It is hereby agreed that Classified employees will work four ten-hour days from 5/25/20-7/31/20. From 5/25/20 through 7/31/20, overtime hours for Classified employees working four ten-hours days per week will be defined as any time in excess of 40 hours in any calendar week.

The Memorial Day holiday will be observed on 5/25/20 (10 hours) and the Fourth of July holiday will be observed on 7/2/20 (10 hours). Part-time Classified staff will be entitled to pro-rated holiday leave per section 12.6.1 of the contract.

Employees that want an alternate schedule may apply per Article 11.3.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Classified employee unit, MLCCCBU, regarding working four ten-hour days from 5/25/20 through 7/31/20.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

**One-Time Agreement  
Between SEIU Local 1021 and Mendocino-Lake Community College District  
Re: Alternative Summer Schedule 2020**

From: Nicole Marin, Director of Human Resources  
Date: March 31, 2020  
Subject: Summer Alternative Work Schedule

Upon mutual agreement between the Mendocino-Lake Community College District (MLCCD) and the MLCCD Classified Bargaining Unit (SEIU Local 1021); the alternate work schedule of 4-10 hour work days during the defined summer period will be brought to the board for final approval on April 15, 2020.

The temporary alternative work scheduled is defined as follows:

From 5/25/20 through 7/31/20; Mendocino College offices will be open for normal services; Monday through *Thursday*, 8:00 am to 5:00 pm.

Beginning 8/3/20, all College offices will resume regular office hours, Monday through *Friday*, 8:00 am to 5:00 pm.

It is hereby agreed that all Classified employees will work four ten-hour days from 5/25/20 through 7/31/20.

From 5/25/20 through 7/31/20, overtime hours for Classified employees working four ten-hour days per week will be defined as any time in excess of 40 hours in any calendar week.

The Memorial Day holiday will be observed on 5/25/20 (10 hours) and the Fourth of July holiday will be observed on 7/2/20 (10 hours). Part time Classified staff will be entitled to pro-rated holiday leave per section 12.6.1 of the contract.

Classified employees that want an alternate schedule may apply per Article 11.3.

  
\_\_\_\_\_  
District Approval      3/31/2020  
Date

  
\_\_\_\_\_  
Bargaining Unit Approval      4/1/2020  
Date

SUBJECT: MENDOCINO COLLEGE FEDERATION of TEACHERS (AFT/CFT Local 6322) 2021/22 CONTRACT REOPENER

SYNOPSIS:

Initial 2021/22 collective bargaining reopener contract proposal from Mendocino College Federation of Teachers (AFT/CFT).

RECOMMENDATION:

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

ANALYSIS:

Mendocino College Federation of Teachers has requested to negotiate the items included in the attached contract reopeners for 2021/22.

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

Any related public comments will be accepted by the Interim Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the reopener 2021/22 collective bargaining proposal form the Mendocino College Federation of Teachers and directs the Interim Superintendent/President to receive related public comments prior to the May Board meeting.



MENDOCINO COLLEGE FEDERATION OF TEACHERS  
AFT/CFT LOCAL 6322

TO: Debra Polak & Nicole Marin  
MLCCD Negotiators

FROM: Bart Rawlinson  
MCFT Chief Negotiator

Phil Warf  
MCFT President

**SUBJECT: MCFT REOPENERS**

DATE: March 15, 2020

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The Mendocino College Federation of Teachers, Local 6322 AFT/CFT, respectfully submits the following items as reopeners for the purpose of negotiations between MCFT and the Mendocino Lake Community College District. These reopeners are for negotiations to take place during the 2020-21 fiscal year, with the goal reaching an agreement on these items to take effect at the beginning of the 2021-22 fiscal year.

In addition to Article 10 (Salary), Article 11 (Employee Benefits), and Article 18 (Duration), we would like to reopen negotiations on Article 7 (Workload), Article 12 (Working Conditions) and Article 14 (Leaves).

We look forward to working with you.

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Mendocino College Federation of Teachers – AFT/CFT Local 6322

Phil Warf, President  
(707) 468-3030  
[pwarf@mendocino.edu](mailto:pwarf@mendocino.edu)

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Roger Ahders, Treasurer  
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[rahders@mendocino.edu](mailto:rahders@mendocino.edu)

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CONTRACT REOPENERS TO MENDOCINO COLLEGE FEDERATION of TEACHERS (AFT/CFT Local 6322), 2021/22

SYNOPSIS:

Initial Mendocino-Lake Community College District collective bargaining reopener contract proposals to the Mendocino College Federation of Teachers (AFT/CFT) for 2021/22.

RECOMMENDATION:

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

ANALYSIS:

In addition to the automatically reopened articles of: Article 10 (Salary); 11 (Employee Benefits); and 18 (Duration); The Mendocino-Lake Community College District proposes to reopen the following articles: Article 7 (Workload); 8 (Evaluation Process); and 16 (Transfer) for the 2021/22 contract.

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2021/22 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Interim Superintendent/President to receive related public comments prior to the May Board meeting.

ITEM NO: 5.1  
DATE: April 15, 2020

SUBJECT: FISCAL REPORT AS OF FEBRUARY 29, 2020

SYNOPSIS:

A report on District fiscal data as of February 29, 2020

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of February 29, 2020 is submitted as information. The Board of Trustees is requested to accept the report.

*Reference Board Policy 6300, Fiscal Management*

MOTION/ACTION:

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

Mendocino-Lake Community College District  
General Fund  
2019/20 Fiscal Report as of February 29, 2020

	2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>				
	Beginning Fund Balance	\$7,000,260		
FEDERAL	Federal Forest Reserve	\$30,000	\$13,774	\$16,226 46%
	Federal Work Study	63,022	48,368	14,654 77%
	CAMP	484,762	208,791	275,971 43%
	PELL Grant Administration	7,500	750	6,750 10%
	HEP	264,658	189,105	75,553 71%
	HSI	596,131	294,138	301,993 49%
	CTEA	184,364	0	184,364 0%
	Other Federal Revenue	26,662	19,454	7,208 0%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$1,657,099</b>	<b>\$774,380</b>	<b>\$882,719 47%</b>
STATE	State General Apportionment	\$9,500,321	\$5,700,193	\$3,800,128 60%
	Education Protection Account	2,823,818	1,411,909	1,411,909 50%
	Board of Governors Grant	38,099	22,859	15,240 60%
	Student Equity and Achievement	2,071,328	1,510,504	560,824 73%
	Part-time Faculty Office Hours	9,000	0	9,000 0%
	FT Faculty Hiring	109,098	65,459	43,639 60%
	Part-time Faculty Compensation	111,516	66,910	44,606 60%
	AEBG Adult Education Block Grant	2,049,971	1,395,742	654,229 68%
	CTE Strong Workforce Program	1,970,645	1,571,077	399,568 80%
	Other Categorical Apportionments	1,305,183	1,293,181	12,002 99%
	TANF	45,040	12,611	32,429 28%
	DSPS	396,115	237,669	158,446 60%
	CALWORKS	243,390	143,590	99,800 59%
	BFAP	165,325	99,195	66,130 60%
	EOPS	634,375	328,471	305,904 52%
	EOPS CARE	71,283	42,770	28,513 60%
	MESA	94,438	0	94,438 0%
	Other Categorical Program Allowances	405,691	283,517	122,174 70%
	State Subventions	211,829	76,695	135,134 36%
	Lottery	575,503	238,852	336,651 42%
	Mandated Cost Reimbursements	73,473	84,352	-10,879 115%
	Other State Revenue	394,935	389,934	5,001 99%
	<b>TOTAL STATE SOURCES</b>	<b>\$23,300,376</b>	<b>\$14,975,490</b>	<b>\$8,324,886 64%</b>
LOCAL	Property Taxes	\$10,570,456	\$5,419,332	\$5,151,124 51%
	Local Contributions/Grants/Donations	163,998	35,730	128,268 22%
	Contract Instructional Services	19,000	21,303	-2,303 112%
	Rents/Leases (Facilities Use)	66,000	40,052	25,948 61%
	Interest	104,000	57,011	46,989 55%
	Community Extension	7,738	2,221	5,517 29%
	Student Fees	1,135,880	1,276,546	-140,666 112%
	Bookstore Commission	30,000	16,394	13,606 55%
	Other Local Revenue	392,926	340,388	52,538 87%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$12,489,998</b>	<b>\$7,208,977</b>	<b>\$5,281,021 58%</b>
<b>TOTAL REVENUES</b>		<b>\$37,447,473</b>	<b>\$22,958,847</b>	<b>\$14,488,626 61%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$44,447,733</b>		
<b>EXPENDITURES</b>				
	Certificated Salaries	\$12,409,351	\$7,708,054	\$4,701,297 62%
	Classified Salaries	6,720,053	4,237,811	2,482,242 63%
	Benefits	7,971,191	4,948,627	3,022,564 62%
	<b>Subtotal Personnel Costs</b>	<b>\$27,100,595</b>	<b>\$16,894,492</b>	<b>\$10,206,103 62%</b>
	Supplies	\$1,474,642	\$631,613	\$843,029 43%
	Services	6,526,337	2,460,866	4,065,471 38%
	Capital Outlay	846,631	318,517	528,114 38%
	Transfers/Other Outgo	2,158,299	897,714	1,260,585 42%
<b>TOTAL EXPENDITURES</b>		<b>\$38,106,504</b>	<b>\$21,203,202</b>	<b>\$16,903,302 56%</b>
	Ending Fund Balance	\$6,341,229		
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>29</b>	<b>\$44,447,733</b>	

ITEM NO: 6.1  
DATE April 15, 2020

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH

SYNOPSIS:

An update report will be shared.

RECOMMENDATION:

To be determined at the meeting.

ANALYSIS:

At the Board meeting held on October 9, 2019, three members of the Board of Trustees along with one of the Vice Presidents, the Director of Human Resources, and one member from each of the constituent groups were appointed to participate as part of an ad-hoc committee which will assist in the search for the next Superintendent/President.

MOTION/ACTION:

To be determined at the meeting.

SUBJECT: 2019/20 APRIL REVISED BUDGET

SYNOPSIS:

The 2019/20 April Revised Budget is presented for Board of Trustees adoption.

RECOMMENDATION:

The Interim Superintendent/President recommends the adoption of the 2019/20 April Revised Budget for the Mendocino-Lake Community College District Unrestricted General Fund, Restricted General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fee Fund, and Student Financial Aid Award Projections as shown in Attachments "A-1" through "I".

ANALYSIS:

On September 11, 2020 the Board of Trustees approved the 2019/20 Adopted Budget. All budgets presented here reflect information received and decisions made since the approval of the Adopted Budget. Highlights are discussed below:

**UNRESTRICTED GENERAL FUND:**

Beginning Balance: The beginning balance for the 2019/20 proposed April Revised Budget is \$6,754,373 based on the June 30, 2019 audited financial statements.

Revenue Highlights include:

1. General Apportionment Revenue: Based on the First Principal Apportionment (P-1) documents and related information provided by the California Community Colleges Chancellor's Office (CCCCO), the proposed April Revised Budget includes an assumption that our General Apportionment funding will decrease by (\$118,967) from the Adopted Budget. The decrease is the result of the CCCCCO estimating a \$250 million system wide revenue shortfall in the 2019/20 fiscal year. This shortfall is largely due to property tax revenue coming in lower than anticipated. However, the CCCCCO believes that this shortfall may be reduced by the time the fiscal year ends. Therefore, based on the CCCCCO recommendation, we will recognize a deficit factor of 0.5% in the Revised budget.
2. Prior Year Recalculations: The District received the final calculation for 2018/19 apportionment from the CCCCCO via the Recalculation Apportionment in February 2020. The Recalculation for 2018/19 was \$15,799 more than the amount estimated when the books were closed in August 2019. This \$15,799 difference is recorded as one-time revenue in the current fiscal year.
3. Revisions to Existing Grants: Based on additional information received after the Adopted Budget, the budgets for some grants and other restricted programs have been revised accordingly.

Expenditure Highlights include:

1. Salaries, Wages and Benefits:

Costs for all currently authorized positions are included in this budget based on projected actual costs for 2019/20. MCFT, SEIU and the Management Team collective bargaining agreements have been settled for 2019/20 and all associated costs are included in this budget.

2. Contractual Services:

This budget includes an increase to sign language interpreting costs of \$150,000 due to an increase in the number of deaf and hard of hearing students requiring interpreting services. Also, there is a one-time augment to purchase laptops and chromebooks in order to work and learn remotely during the COVID-19 pandemic of \$30,000. These expenses will likely increase as additional needs are known. Consulting services increased \$30,000 due to an increase in Instructional Service agreements (ISA).

3. Uncollected Student Receivables:

This budget includes a write off of \$86,000 in the student accounts receivable balance that has been determined uncollectible. This is debt incurred by students from 7/1/2014 to 6/30/2015 which remains unpaid to date and is largely due to financial aid due back to the college from students who dropped classes after receiving financial aid. The debt will remain on the student's account after being written off and the District intends to remain active in pursuing the uncollected student accounts receivable.

**BOARD BUDGET PARAMETERS:**

1. General Fund Budget Parameters

1.1 Unrestricted Ending Balance -The targeted ending fund balance in the General Fund shall be 15% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%. - **MET**

1.2 Balanced Budget

1.2.1 The General Fund shall have a balanced budget with total ongoing expenditures and transfers not exceeding total ongoing revenues.

**NOT MET – The Unrestricted General Fund budget is out of balance by \$922,000 of which \$528,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$394,000.**

1.2.2 One-time revenues and reserves shall not be used to fund ongoing expenditures but may be considered for current year expenditures that do not create obligations in future years.

**NOT MET – The Unrestricted General Fund budget is out of balance by \$922,000 of which \$528,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$394,000.**

2. Health Fund Budget Parameter

2.1 The Health Benefit contribution rate shall be set for the next fiscal year so that total annual contributions equal or exceed projected total health care costs as determined by an analysis of historical trends. -**MET**

Unrestricted Ending Balance:

The April Revised Budget as presented is unfavorable over the Adopted budget by \$961,220 to the ending fund balance. As stated above, this budget is not balanced and does not comply with all Board Budget Parameters. The budgeted ending fund balance is \$5,832,735, which is 21.87% of expenditures. The Board has directed administration to set aside the amount estimated to cover future year increases to PERS/STRS rates through 2020/21. Therefore, \$525,000 has been set aside in the Unrestricted General Fund reserve, which results in a remaining fund balance of \$5,307,735 or 19.90%.

These figures assume that all revenues and expenditures will materialize at 100% of budgeted amounts. Past experience suggests that some budgeted expenditures could be unspent at year end which would increase the ending balance.

**OTHER FUNDS:**

The Debt Services Fund Budget (Attachment B), includes the debt service payment on the Solar Field Project. A portion of the Solar Field Project was funded by municipal lease bonds. The debt service will be offset by the energy savings from the solar field and PG&E incentives, both of which are highly dependent upon weather conditions. The solar Field Project will be paid off in 2021.

The Child Care Fund Budget (Attachment C), was revised to reflect salary, benefit, supply, and service expenditure revisions made since the adoption of the budget in September. The proposed April Revised Budget includes a General Fund subsidy of \$207,024, an increase of \$62,613, from the Adopted Budget. The increase is due to closing the CDV center and not fully earning the state contracts due to CODIV-19. However, if the State funds the contract as if it was fully earned, then the General Fund subsidy would be about \$70,000 less.

The Capital Projects Fund Budget (Attachment D), reflects budgets like those presented in the Adopted Budget, with the addition of \$140,000 budgeted to replace the chiller that serves MacMillan Hall.

The Special Reserve Fund Budget (Attachment E), includes the reserves for accrued vacations, load banking and self-insurance needs (active/retiree health plans, property, liability, workers' compensation). Accrued vacation and load banking are both reserved at 25% of the total value projected as of June 30, 2019. The Health Fund Reserve is intended to set aside funds for possible transfer to the Health Benefits Fund if necessary and to recognize that at the end of each year there are Incurred But Not Recorded (IBNR) health benefit claims. The Self Insurance Reserve is set aside to address other unforeseen costs associated with the District being self-insured for property, liability, and workers' compensation. The GASB 75 Reserve begins to address the need to fund the future liability of retiree health benefits; reflecting a portion of the GASB 75 OPEB liability. The OPEB liability is calculated in the actuarial study dated August 9, 2019.

The Health Fund Budget (Attachment F), identifies those monies set aside for payment of plan participant health benefits during the 2019/20 fiscal year. Revenue is budgeted at \$1,800 per employee per month. Actual health benefit claims from July 1, 2019 through February 29, 2020 have averaged \$1,947 per employee per month. Should this trend continue, it is likely that the entire reserve in the Health Fund will be expended this fiscal year.

The Student Representation Fee Fund Budget (Attachment G), reflects the \$2 per semester that each student pays to support student government at the College and State-wide.

The Student Center Fee Fund Budget (Attachment H), reflects the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Centers.

The Student Financial Aid Award Projections (Attachment I), includes projected 2019/20 revenues and expenditures based on the latest information regarding utilization and program funding.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2019/20 April Revised Budget as presented and shown on Attachments A-1 through I:

Attachment A-1	April Revised Unrestricted General Fund Budget, 2019/20
Attachment A-2	April Revised Restricted General Fund Budget, 2019/20
Attachment B	April Revised Debt Service Fund Budget, 2019/20
Attachment C	April Revised Child Care Fund Budget, 2019/20
Attachment D	April Revised Capital Projects Fund Budget, 2019/20
Attachment E	April Revised Special Reserve Fund Budget, 2019/20
Attachment F	April Revised Health Fund Budget, 2019/20
Attachment G	April Revised Student Representation Fee Fund Budget, 2019/20
Attachment H	April Revised Student Center Fee Fund Budget, 2019/20
Attachment I	April Revised Student Financial Aid Award Projections, 2019/20

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 11		2019/20 REVISED BUDGET FUND 11
BEGINNING FUND BALANCE	\$ 6,755,399		\$ 6,754,373
<b>REVENUE:</b>			
A. Federal	37,500		37,500
B. State	13,299,434		13,125,945
C. Local	12,279,550		12,582,404
TOTAL REVENUE	<u>\$ 25,616,484</u>		<u>\$ 25,745,849</u>
<b>EXPENDITURES:</b>			
A. Certificated Salaries and Wages	\$ 10,143,193		\$ 10,490,635
Classified Salaries and Wages	4,914,633		5,028,161
Subtotal Salaries and Wages	<u>15,057,826</u>		<u>15,518,796</u>
Fringe Benefits	6,473,106		6,719,430
Total Personnel Costs	<u>21,530,932</u>		<u>22,238,226</u>
B. Supplies	651,431		759,099
C. Contractual Services	2,749,813		2,960,931
D. Capital Outlay	73,754		82,098
E. Transfers			
To Child Care Fund	164,411		220,572
To Debt Service Fund	406,561		406,561
	<u>570,972</u>		<u>627,133</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 25,576,902</u>		<u>\$ 26,667,487</u>
<b>FUND BALANCE:</b>			
A. Designated (PERS/STRS)	525,000		525,000
B. Undesignated	<u>6,269,981</u>	24.51%	<u>5,307,735</u> 19.90%
TOTAL ENDING FUND BALANCE	6,794,981	26.57%	5,832,735 21.87%
CHANGE IN RESERVES	<u>\$ 39,582</u>		<u>\$ (921,638)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
RESTRICTED GENERAL FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 12	2019/20 REVISED BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 245,888	\$ 245,888
<u>REVENUE:</u>		
A. Federal	1,609,599	1,654,487
B. State	8,474,351	10,671,010
C. Local	116,000	118,000
TOTAL REVENUE	\$ 10,199,950	\$ 12,443,497
<u>EXPENDITURES:</u>		
A. Certificated Salaries and Wages	\$ 1,464,196	\$ 1,986,876
Classified Salaries and Wages	1,619,315	1,764,858
Subtotal Salaries and Wages	3,083,511	3,751,734
Fringe Benefits	1,302,573	1,464,298
Total Personnel Costs	4,386,084	5,216,032
B. Supplies	722,324	716,125
C. Contractual Services	3,366,784	4,118,593
D. Capital Outlay	292,155	802,308
E. Transfers to Student Financial Aid Fund and Other Payments To/For Students and Payments Directly to AEBG Consortium Members	1,436,426	1,581,696
TOTAL EXPENDITURES AND TRANSFERS	\$ 10,203,773	\$ 12,434,754
ENDING FUND BALANCE	242,065	254,631
CHANGE IN RESERVES	\$ (3,823)	\$ 8,743

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
DEBT SERVICE FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 29	2019/20 REVISED BUDGET FUND 29
BEGINNING FUND BALANCE	\$ -	\$ -
<u>REVENUE:</u>		
A. Interest	(3,000)	(3,000)
B. Transfer from General Fund - Solar	406,561	406,561
TOTAL FUNDS AVAILABLE	<u>\$ 403,561</u>	<u>\$ 403,561</u>
<u>EXPENDITURES:</u>		
A. Solar debt service payments	\$ 403,561	\$ 403,561
RESERVES	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 403,561</u>	<u>\$ 403,561</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
CHILD CARE FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 33	2019/20 REVISED BUDGET FUND 33
	<u>                    </u>	<u>                    </u>
<u>REVENUE:</u>		
Federal		
A. Food Program	\$    32,000	\$    20,000
State		
B. CA State Preschool Program	228,604	197,593
C. Food Program	2,000	1,000
D. General Contract	195,889	203,099
Local		
E. Parent Fees - Certified/Subsidized	-	-
F. Parent Fees - Non-Certified/Full Fee	115,000	78,000
Transfers		
G. General Fund Subsidy	144,411	207,024
H. Employee Child Care Benefit	20,000	13,548
 TOTAL REVENUE	 <u><u>\$    737,904</u></u>	 <u><u>\$    720,264</u></u>
<u>EXPENDITURES:</u>		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	\$    239,482	\$    249,443
Classified Hourly	214,985	214,985
	<u>454,467</u>	<u>464,428</u>
2. Benefits	188,039	190,508
Total Personnel Costs	<u>642,506</u>	<u>654,936</u>
B. Supplies	73,774	42,942
C. Contractual Services	<u>21,624</u>	<u>22,386</u>
 TOTAL EXPENDITURES	 <u><u>\$    737,904</u></u>	 <u><u>\$    720,264</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
CAPITAL PROJECTS FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 41	2019/20 REVISED BUDGET FUND 41
	<u>                    </u>	<u>                    </u>
BEGINNING FUND BALANCE		
Unrestricted	\$ 889,305	\$ 889,305
TOTAL BEGINNING FUND BALANCE	889,305	889,305
<u>REVENUE:</u>		
A. Interest	15,000	15,000
B. Proposition 39 Energy Projects	-	-
C. Physical Plant Block Grant	20,741	20,741
D. Redevelopment Agency On-going	150,000	150,000
E. NCCCSIA Return of Equity	30,000	30,000
F. NCCCSIA Safety Credit	17,000	17,000
G. Other Local Grants	-	17,500
TOTAL REVENUES	<u>232,741</u>	<u>250,241</u>
TOTAL FUNDS AVAILABLE	<u>\$ 1,122,046</u>	<u>\$ 1,139,546</u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. HVAC Upgrades	\$ -	\$ 140,000
B. Campus Signs	41,287	41,287
C. Disabled Access Improvements	50,000	50,000
D. Technology Master Planning	50,000	50,000
E. Traffic Light	270,000	270,000
F. Safety Improvements	30,000	40,000
G. Facilities Master Planning	25,000	17,395
H. Other Capital Projects	100,000	127,500
TOTAL EXPENDITURES	<u>566,287</u>	<u>736,182</u>
RESERVES	555,759	403,364
TOTAL EXPENDITURES AND RESERVES	<u>\$ 1,122,046</u>	<u>\$ 1,139,546</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
SPECIAL RESERVE FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 61	2019/20 REVISED BUDGET FUND 61
	<u>                    </u>	<u>                    </u>
BEGINNING FUND BALANCE	\$ 2,297,748	\$ 2,297,748
<u>REVENUE:</u>		
A. Interest	40,000	45,000
B. Transfer from Health Fund	-	-
TOTAL FUNDS AVAILABLE	<u>\$ 2,337,748</u>	<u>\$ 2,342,748</u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Self Insurance Claim	<u>\$ -</u>	<u>\$ 33,333</u>
<u>RESERVES:</u>		
A. Accrued Vacation Reserve	169,531	169,531
B. Load Banking Reserve	111,025	111,025
C. Health Fund Reserve	275,000	275,000
D. Incurred But Not Recorded (IBNR) Health Benefits	180,000	180,000
E. GASB 75 Reserve	1,500,218 *	1,500,218 *
F. Self Insurance Reserve	101,974	73,641
TOTAL RESERVES	<u>2,337,748</u>	<u>2,309,415</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 2,337,748</u>	<u>\$ 2,342,748</u>

\*Total GASB 75 liability per actuarial study dated August 9, 2019 is \$6,079,068.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
HEALTH FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 62	2019/20 REVISED BUDGET FUND 62
	<hr/>	<hr/>
BEGINNING FUND BALANCE	\$ 810,497	\$ 810,497
<u>REVENUE:</u>		
A. Contribution from Other Funds	3,840,000	4,251,770
B. Employee Contributions	30,000	40,000
C. Interest	16,000	1,500
TOTAL REVENUE	<hr/> 3,886,000	<hr/> 4,293,270
TOTAL FUNDS AVAILABLE	<hr/> <u>\$ 4,696,497</u>	<hr/> <u>\$ 5,103,767</u>
<u>EXPENDITURES:</u>		
A. Health Care Services	\$ 3,886,000	\$ 4,293,270
B. Transfer to Special Reserve Fund	-	-
TOTAL EXPENDITURES	<hr/> 3,886,000	<hr/> 4,293,270
RESERVES	<hr/> 810,497	<hr/> 810,497
TOTAL EXPENDITURES AND RESERVES	<hr/> <u>\$ 4,696,497</u>	<hr/> <u>\$ 5,103,767</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
STUDENT REPRESENTATION FEE FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 72	2019/20 REVISED BUDGET FUND 72
BEGINNING FUND BALANCE	\$ 39,088	\$ 39,088
<u>REVENUE:</u>		
A. Student Representation Fees	11,000	16,000
B. Interest	500	600
TOTAL REVENUE	<u>11,500</u>	<u>16,600</u>
TOTAL FUNDS AVAILABLE	<u>\$ 50,588</u>	<u>\$ 55,688</u>
<u>EXPENDITURES:</u>		
A. Services (Travel)	\$ 11,500	\$ 14,000
TOTAL EXPENDITURES	<u>11,500</u>	<u>14,000</u>
RESERVES	<u>39,088</u>	<u>41,688</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 50,588</u>	<u>\$ 55,688</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
STUDENT CENTER FEE FUND  
2019/20**

	2019/20 ADOPTED BUDGET FUND 73	2019/20 REVISED BUDGET FUND 73
BEGINNING FUND BALANCE	\$ 326,684	\$ 326,684
<u>REVENUE:</u>		
A. Student Center Fees	32,000	32,000
B. Interest	4,000	5,000
TOTAL REVENUE	<u>36,000</u>	<u>37,000</u>
TOTAL FUNDS AVAILABLE	<u>\$ 362,684</u>	<u>\$ 363,684</u>
<u>EXPENDITURES:</u>		
A. Student Salary & Benefits	\$ 19,500	\$ 10,250
B. Supplies	6,000	4,500
C. Services	4,500	3,000
D. Equipment	-	-
TOTAL EXPENDITURES	<u>30,000</u>	<u>17,750</u>
RESERVES	<u>332,684</u>	<u>345,934</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 362,684</u>	<u>\$ 363,684</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
STUDENT FINANCIAL AID AWARD PROJECTIONS  
2019/20**

	<u>2019/20 ESTIMATED AWARDS</u>	<u>2019/20 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$ 4,500,000	\$ 4,900,000
B. FSEOG	105,000	105,000
C. BUREAU OF INDIAN AFFAIRS	4,500	4,500
D. DIRECT LOANS	640,355	640,355
E. AMERICORPS	15,000	15,000
F. FEDERAL WORK STUDY	62,000	97,910
TOTAL FEDERAL SOURCES	<u>5,326,855</u>	<u>5,762,765</u>
STATE SOURCES		
A. CAL GRANT	420,000	590,000
B. EOPS GRANT	148,000	148,000
C. CHAFEE GRANT	40,000	40,000
D. STUDENT SUCCESS COMPLETION	341,124	341,124
TOTAL STATE SOURCES	<u>949,124</u>	<u>1,119,124</u>
LOCAL SOURCES		
A. SCHOLARSHIPS	250,000	250,000
TOTAL	<u>\$ 6,525,979</u>	<u>\$ 7,131,889</u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u>\$ 6,525,979</u>	<u>\$ 7,131,889</u>

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the January 1, 2020 through March 31, 2020 quarter of fiscal year 2019/2020.

RECOMMENDATION:

The Interim Superintendent/President recommends that the Board of Trustees review and ratify those 2019/2020 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

In accordance with Education Code Sections 85230-85233, the Board of Trustees may choose to delegate authority to sign contracts and agreements on behalf of the District. Historically the Mendocino-Lake Community College District Board of Trustees has delegated such authority to the Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services, the Vice President of Academic Affairs, and the Vice President of Student Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

*Reference Board Policy 6340, Bids and Contracts*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does ratify the contracts and agreements as provided on the attached compilation.

<b>Contract/Agreement</b>	<b>Income or &lt;Expense&gt;</b>	<b>Responsible VP</b>
<p><b><u>Castle Branch, Inc.</u></b></p> <p>January 1, 2020 through December 31, 2022  <i>Pre-employment drug testing for Physical Therapy Assistant students.</i></p>	<p>&lt;\$40&gt;</p> <p><b>per student</b></p>	<p><b>Debra Polak</b></p>
<p><b><u>Community College Search Services</u></b></p> <p>November 12, 2019 until terminated</p> <p><i>Consultant used in nation-wide search for new Superintendent/President.</i></p>	<p>&lt;\$32,000&gt;</p>	<p><b>Board of Trustees</b></p>
<p><b><u>Digital Realm Productions</u></b></p> <p>October 4, 2019 until completed</p> <p><i>Video production agreement to promote the Coast, Lake and North County Centers.</i></p>	<p>&lt;\$2,511.75&gt;</p>	<p><b>Debra Polak</b></p>
<p><b><u>Regents of the University of California</u></b></p> <p>January 1, 2020 through December 31, 2024  <i>Renewal of Research Use Agreement at the Point Arena Field Station providing for the University to operate, maintain and/or clean a high-frequency radar instrument that measures sea surface currents.</i></p>	<p><b>\$0</b></p>	<p><b>Eileen Cichocki</b></p>
<p><b><u>University Enterprises, Inc., Sacramento State</u></b></p> <p>November 29, 2019 until terminated  <i>California Intern Network Program that provides work experience to students attending affiliated institutions that will enhance their educational and career goals.</i></p>	<p><b>\$0</b></p>	<p><b>Eileen Cichocki</b></p>

SUBJECT: AWARDING OF AUDIT CONTRACT FOR FISCAL YEAR ENDING JUNE 30, 2020

SYNOPSIS:

Awarding the District's audit contract for the fiscal year ending June 30, 2020.

RECOMMENDATION:

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

ANALYSIS:

Cossolias, Wilson, Dominquez, Leavitt (CWDL) was awarded a three-year contract for annual audits at the April 11, 2018 Board of Trustees meeting. CWDL completed the June 30, 2018 and June 30, 2019 audits and the firm's services for the June 30, 2020 audit are offered for \$35,817/District and \$8,204/Foundation.

CWDL currently audits Lassen, Butte-Glenn, Siskiyou, San Jose/Evergreen, Yuba and Napa Valley community college districts.

*Reference Board Policy 6400, Audits*

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby award the audit contract for the fiscal year ending June 30, 2020 at a price of \$35,817/District and \$8,204/Foundation to the Certified Public Accounting firm Cossolias, Wilson, Dominquez, Leavitt (CWDL).

SUBJECT: EMERGENCY AUTHORIZATION TO PREPARE AND RESPOND EFFECTIVELY TO NOVEL CORONAVIRUS (COVID-19) DECLARING EMERGENCY CONDITIONS EXIST AT MENDOCINO COLLEGE – RESOLUTION #04-20-01

SYNOPSIS:

Board of Trustees adoption of Resolution No. 04-20-01, Emergency Authorization to Prepare and Respond Effectively to Novel Coronavirus (COVID-19 Declaring Emergency Conditions Exist at Mendocino College.

RECOMMENDATION:

The Interim Superintendent/President recommends the adoption of Resolution No. 04-20-01, Emergency Authorization to Prepare and Respond Effectively to Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Mendocino College.

ANALYSIS:

Resolution No. 04-20-01 determines that the circumstances described in the Resolution herein constitute an emergency condition; and

Authorizes the Interim Superintendent/President and/or designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at District sites, including but not limited to: the relocation of students and staff; to cancel or modify any activities, programs, or courses, including temporary closure of the District if necessary; provision of alternative educational program options; provision of leave of absence to employees with pay pursuant to Education Code section 87765 and 88199; to declare an emergency and direct staff to serve in their capacity as disaster service workers pursuant to Government Code 3100; altering the approved District calendar; contract for special services; to protect District property; and to make further declarations of emergency and to take emergency action as permitted by law. and

Rescinds approval for staff travel and/or field trips and authorizes the Interim Superintendent/President and/or designee to restrict future travel.

*Reference Board Policy 2430, Delegation of Authority to the Superintendent/President*  
*Reference Board Policy 5210, Communicable Diseases*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution No. 04-20-01, Emergency Authorization to Prepare and Respond Effectively to Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Mendocino College.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS  
TO PREPARE AND RESPOND EFFECTIVELY TO THE  
NOVEL CORONAVIRUS (COVID-19) DECLARING EMERGENCY CONDITIONS EXIST AT  
MENDOCINO COLLEGE**

**RESOLUTION 04-20-01**

**WHEREAS**, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, on March 4, 2020, the County of Mendocino declared a State of Emergency in the County due to a novel coronavirus (COVID-19); and

**WHEREAS**, on March 13, 2020, the President of the United States declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, on March 18, 2020, the Mendocino County Public Health Officer issued a Shelter In Place order; and

**WHEREAS**, as of March 30, 2020, there are 6,356 cases reported of COVID-19 in California, 4 cases in Mendocino County, and officials expect the number of cases to increase over the next 4 to 8 weeks; and

**WHEREAS**, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

**WHEREAS**, it is imperative to have the tools to ensure the health and safety of students, staff, and families on our campuses; and

**WHEREAS**, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

**WHEREAS**, with the guidelines provided by Governor Newsom on March 3, 2020 it is imperative that employees be allowed to take a leave of absence due to being quarantined or staying home after recently returning from Level 3 countries or sick from Coronavirus or illnesses with similar symptoms (e.g., cough, fever, shortness of breath); during this state of emergency; and

**WHEREAS**, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens, and

all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code 3100; and

**WHEREAS**, Section 1102 of the Public Contract Code defines “emergency” to mean a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,” and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines “emergency” to mean “a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. ‘Emergency’ includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage.” and

**WHEREAS**, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bid;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Mendocino-Lake Community College District:

(1) Determines that the circumstances described in the Resolution herein constitute an emergency condition; and

(2) Authorizes the Interim Superintendent/President and/or designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the District Sites, including, but not limited to: the relocation of students and staff; to cancel or modify any activities, programs, or courses, including temporary closure of the District if necessary; provision of alternative educational program options; provision of leave of absence to employees with pay pursuant to Education Code sections 87765 and 88199; to declare an emergency and direct staff to serve in their capacity as disaster service workers pursuant to Government Code 3100; altering the approved District calendar; contract for special services; to protect District property; and to make further declarations of emergency and to take emergency action as permitted by law.

(3) Rescinds approval for staff travel and/or field trips and authorizes the Interim Superintendent/President and/or designee to restrict future travel.

**BE IT FURTHER RESOLVED AND ORDERED** that should any portion of this Resolution be held invalid, the invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provisions or application, and to this end the provisions of this Resolution are declared to be severable.

**BE IT FURTHER RESOLVED AND ORDERED** that this Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate welfare of the District and students thereof. Therefore, this Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action.

On a motion of \_\_\_\_\_, seconded by \_\_\_\_\_, **ADOPTED** by a formal vote of the Board of Trustees of the Mendocino-Lake Community College District on April 15, 2020.

TeMashio Anderson	_____	John Tomkins	_____
Marie Myers	_____	Noel O’Neill	_____
Ed Nickerman	_____	Xochilt Martinez	_____
Robert Jason Pinoli	_____		

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct excerpt from the Journal of the Governing Board of the said school district, pertaining to the adoption of the foregoing resolution, for a regular meeting held on **April 15, 2020**, at four o’clock p.m.

\_\_\_\_\_  
*Clerk of the Board of Trustees of the*  
**Mendocino-Lake Community College District**

SUBJECT: SPECIFICATIONS OF ELECTION ORDER AND REQUEST FOR  
CONSOLIDATION – RESOLUTION 04-20-02

SYNOPSIS:

Board of Trustees adoption of Resolution 04-20-02

RECOMMENDATION:

The Superintendent/President recommends adoption of resolution 04-20-02.

ANALYSIS:

Education Code 5304 defines certain duties of governing boards with respect to elections. These duties include the ordering of elections and identifying the process to resolve tie votes.

Education Code 5322 specifies that school district governing boards must consolidate their board elections with other elections such as County Board of Education and college boards of education.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-20-02 as presented.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**CONSTITUTING SPECIFICATIONS OF ELECTION  
ORDER AND REQUEST FOR CONSOLIDATION**

**RESOLUTION 04-20-02**

**RESOLVED**, That pursuant to Education Code section 5322, the authority for the specifications of the election order, I hereby submit the following with respect to the Governing Board member election in the Mendocino-Lake Community College District:

DATE OF ELECTION: **Tuesday, November 3, 2020**

PURPOSE OF ELECTION: To elect four (4) members to the governing board of said district

Four (4) members to terms ending December 10, 2024:

- One (1) to be a resident of Trustee Area #1
- One (1) to be a resident of Trustee Area #3
- One (1) to be a resident of Trustee Area #4
- One (1) to be a resident of Trustee Area #7

TIE VOTE PROCEDURE: Tie vote to be determined by lot.

BE IT FURTHER RESOLVED that said election be consolidated pursuant to Education Code 5340.

**On a motion of \_\_\_\_\_, seconded by \_\_\_\_\_, ADOPTED by a formal vote of the Board of Trustees of the Mendocino-Lake Community College District on April 15, 2020.**

TeMashio Anderson	_____	John Tomkins	_____
Marie Myers	_____	Noel O’Neill	_____
Ed Nickerman	_____	Xochilt Martinez	_____
Robert Jason Pinoli	_____		

AYES\_\_\_\_\_ NAYS\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct excerpt from the Journal of the Governing Board of the said school district, pertaining to the adoption of the foregoing resolution, for a regular meeting held on **April 15, 2020**, at four o’clock p.m.

\_\_\_\_\_  
*Clerk of the Board of Trustees of the  
Mendocino-Lake Community College District*

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

New and/or revised board policies are presented for adoption.

RECOMMENDATION:

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

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

Board Policy 3350 – Public Information – This legally required board policy was last reviewed in February 2015 with the only changes made being to the position title of the Public Information Officer. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 3720 – Computer and Network Use – This legally required board policy was last revised in 2007 and has been revised and updated under the direction of the Director of Information Technology. The policy was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 3350 and Board Policy 3720 as presented.



**PUBLIC INFORMATION POLICY**

The Board of Trustees authorizes the Superintendent/President and the ~~Director of Community Relations and Communication~~ **Public Information Officer** to issue official statements to the media on behalf of the District. This policy does not preclude any other person, including trustees, staff and students from speaking to the media; however, comments from sources other than the Superintendent/President or ~~Director of Community Relations and Communication~~ **Public Information Officer** may not be represented as official positions of the District.

All action taken by the Board of Trustees shall be considered public information and made available to the press, staff, students and the community. Also see ~~Policy BP 3300 et. al~~ Public Records.

All information released to the media in response to requests or for publicity purposes shall be approved by the ~~Community Relations and Communication Office~~ **Public Information Officer**, in accordance with established procedures.

*Adopted: December 19, 1978*  
*Revised: January 18, 2006*  
*February 11, 2015*  
*December 2019*



# ADMINISTRATIVE PROCEDURES

No. 3350.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PUBLIC INFORMATION

### 1. Release of Information to the Public

All employees benefit from a positive image of the District, consequently employees who are contacted by the media regarding District or College information are strongly urged to inform the Public Information Officer.

This is not intended to censor or control any employee's comments, or to restrain the bargaining units from carrying out protected union activities, but to ensure that both employees and the media are accurately informed. Employees are not required to respond to media inquiries and may choose to refer media representatives to the Public Information Officer.

Privacy rights of students are protected by the California Education Code and information in student records may only be released to the public in accordance with BP 5040 and AP 5040.1, the Family Educational Rights and Privacy Act of 1984, 20 U.S.C. 1232 (g) and Title 5 California Code of Regulations, Section 54600.

The District will adhere to the California Public Records Act in safeguarding employee privacy.

### 2. Publications

All publications produced for distribution to the general public, or to the student body at large, must comply with relevant laws and regulations and shall be reviewed for legal, grammatical and programmatic accuracy by the responsible administrator and Public Information Officer.

- 2.1 Publications subject to review include, but are not limited to, newsletters, recruitment/marketing materials, programs, flyers, announcements, social media posts and reports.
- 2.2 All publications must clearly identify the college, as well as the District, in compliance with adopted graphic standards.
- 2.3 In accordance with regulations of the Fair Political Practices Commission, publications that are distributed to the general public may not highlight board members, including photos, messages, names or signatures.

2.4 All publications containing information related to employee rights, responsibilities or other aspects of employment, must be authorized by the Human Resources office.

3. Advertising and Marketing

All advertising and marketing activities must be approved by the Public Information Officer as noted in 2.1, with the exception of personnel ads and legal notices.



# BOARD POLICY

No. 311-3720

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COMPUTER AND NETWORK USE FOR STAFF AND STUDENTS

The Mendocino-Lake Community College District provides computers, networks, and computerized records (“computing resources”) to students and employees (“users”) for the purposes of facilitating education and services. Commercial uses are specifically prohibited.

Computing resources shall be utilized responsibly and ethically while respecting the rights and privacy of others. As a condition of access, users agree to operate computer resources in compliance with related federal and state law, CENIC acceptable use policy, and District policies, and administrative regulations.

**Students and employees who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others.** The Board of Trustees directs the Superintendent/President, or

designee, ~~shall~~ **shall** to establish **procedures for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.** and implement an administrative regulation regarding the use of computer resources. This policy and accompanying regulation will be posted on the college website. Copies will also be provided to students and employees who utilize computing resources.

**References:** **Education Code Section 70902;**  
**Government Code Section 3543.1 subdivision (b);**  
**Penal Code Section 502;**  
**Cal. Const. Art. 1 Section 1;**  
**17 U.S. Code Sections 101 et. seq.**



# ADMINISTRATIVE PROCEDURES

No. 3720.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COMPUTER AND NETWORK USE

The District computer and network systems are the sole property of Mendocino-Lake Community College District. They may not be used by any person without the proper authorization of the District. The computer and network systems are for District instructional and work related purposes only.

This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

### Conditions of Use

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

### Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

### Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

**Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

**Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of

Adopted: May 1, 2002  
Revised: May 1, 2007  
January 31, 2020

Admin Procedure 3720.1  
Page 1 of 4

computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

### **Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

**Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

**Unauthorized Use** - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

**Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

**Unauthorized Access** - Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

**Abuse of Computing Privileges** - Users of District information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

**Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the Information Technology Department so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the Information Technology Department.

**Usage** - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

Adopted: May 1, 2002  
Revised: May 1, 2007  
January 31, 2020

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Page 2 of 4

**Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

**Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below).

**Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals** - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

**User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Political, Personal, and Commercial Use** - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

**Political Use** - District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**Personal Use** - District information resources should not be used for personal activities not related to District functions, except in a purely incidental manner. If the District otherwise grants access to the District's email system for personal use, employees may use the District's email system to engage in protected concerted activity during non-work time.

**Commercial Use** - District information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

## **Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Mendocino-Lake Community College District network and computer resources which discriminates against any person as defined in BP 3410 (Non-Discrimination). No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

## **Disclosure**

**No Expectation of Privacy** - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The

*Adopted: May 1, 2002*  
*Revised: May 1, 2007*  
*January 31, 2020*

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District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

**Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

**Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Public Records** - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network or computers must be disclosed if requested by a member of the public.

**Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

### **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Students shall receive an email upon the creation of their district email stating that by utilizing their college email account, they are agreeing to abide by the District Computer and Network Use Policy and Procedures. The email shall contain links to the most recent version of the board policy and this procedure.

District employees shall sign and date an acknowledgment and waiver stating that they have read and understand this procedure, and will comply with it.

### **Computer and Network Use Agreement may include:**

I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, xxx, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State or Federal law.

References:           17 U.S. Code Section 101 et. seq.;  
                          Penal Code Section 502, Cal. Const., Art. 1 Section 1;  
                          Government Code Section 3543.1(b);  
                          Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

*Adopted:     May 1, 2002*  
*Revised:     May 1, 2007*  
*January 31, 2020*

*Admin Procedure 3720.1*  
*Page 4 of 4*

SUBJECT: BOARD POLICY DELETIONS – SECOND READING

SYNOPSIS:

Board policies are presented for review and possible deletion.

RECOMMENDATION:

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

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

Board Policy 510 – Catalog Rights – The information included in this board policy has now been incorporated into Administrative Procedure 4100.2 – Catalog Rights and therefore the policy is recommended for deletion. The request for deletion was first reviewed by the President’s Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 4108 – Community Advisory Committees – There is no legal requirement to have a board policy covering this topic and the information currently included is covered in other documents. With this information in mind, it is now recommended for deletion. The request for deletion was first reviewed by the President’s Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approves deletion of Board Policy 510 and Board Policy 4108 as presented.



## CATALOG RIGHTS

The Board of Trustees of the Mendocino-Lake Community College District recognizes that the official Mendocino College catalog delineates the rights and responsibilities of enrolled students, including catalog rights of students transferring into the College from any other accredited institution of higher education.

1. Graduation requirements are determined according to the catalog in effect at the time of first enrollment. Each new catalog year begins with the fall semester. If a student enrolls in summer, he or she has rights under the catalog in effect for the previous year.
2. Enrollment must be in a credit course and must be continuous (at least one course is taken each academic year) for graduation requirements to be taken from the catalog in effect at the time of first enrollment.
3. Students transferring into Mendocino College from another accredited institution of higher education and meeting the above definition of continuous enrollment shall not lose their original catalog rights. In other words, they may follow the requirements in the Mendocino College catalog that were in effect at the time of their first enrollment in the other higher education institution.
4. When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment.
5. Students may choose to graduate under the Mendocino College catalog in effect for any year between the date of their first enrollment (or re-entry into continuous enrollment) and the date they petition to graduate.
6. Students may not complete general education requirements under one catalog and major requirements under another catalog.
7. Students may petition for an exception to this policy through the Office of Admission and Records, with final approval by the Vice President of Education and Student Services.

Reference:  
Title 5 55063  
Legal Opinion 09-04

*Adopted: May 4, 2011*



# BOARD POLICY

No. 4108

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COMMUNITY ADVISORY COMMITTEES

The Board of Trustees of Mendocino-Lake Community College District in order to ensure the relevance of College programs to local workforce and community needs and to promote effective communications with the community authorizes the Superintendent/President, as its agent, to appoint citizens of the community to serve as members of Community Advisory Committees.

The role of Community Advisory Committees shall be to offer expert and professional advice and make recommendations in the areas of the responsibilities to which they are assigned. The Superintendent/President shall appoint members to committees who represent as nearly as possible, consistent with the needs of the committee, all geographic areas of the District. The composition, size, and duration of service of members shall be determined by need.

As required by law, community members appointed to Community Advisory Committees for the Disabled Student Program and Services (DSPS) and the Extended Opportunity Programs and Services (EOPS) shall be approved by the Board of Trustees. The DSPS and EOPS Advisory Committees fall under the purview of the Brown Act and shall act accordingly.

The Superintendent/President will annually present a report to the Board of Trustees regarding the activities of all Community Advisory Committees.

SUBJECT: HEALTH BENEFITS REPORT

SYNOPSIS:

Status of the Health Benefits Fund

ANALYSIS:

For the first eight months of fiscal year 2019/20, 7/1/19 – 2/29/20, the average health benefit cost per participant was \$1,947.17 per month, while the budgeted rate was \$1,700.00 per participant.

ITEM NO: 9.2  
DATE: April 15, 2020

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Executive Director of the Mendocino College Foundation is submitted as information.

ANALYSIS:

Some good news! The Foundation has awarded Excellence, Foote and all of the named Scholarships totaling over \$125,000. Students will receive their congratulatory letters in the mail next week. The next round of scholarship recipients will be awarded this week.

An online Emergency Fund is available to help our students during this crisis. To date, over \$5,000 donated. (<https://www.classy.org/campaign/2020-emergency-support-for-students-and-staff/c277619>)

The Foundation Staff hosted our first test “zoom” meeting with the board of directors on Friday, March 27. Another test will be scheduled for those who wish to ensure that their equipment (camera’s and sound) are functioning properly prior to any official/Brown Act meeting.

To date, the NCLEX fundraiser has raised \$4,475.00. With additional donations, we have enough funds to provide each of our 24 nursing graduates with a check for \$350 to fund their NCLEX (state board examinations with the board of registered nursing.)

The Biennial Report to the public is in production and will be hopeful that it can be completed by late May.

The Albert & Patricia Beltrami Scholarship recipients for this year were chosen in coordination with Phil Wharf, Political Science Professor. The recipients are Esmeralda Muniz Madrigal and Grace Woelbing. They will each receive a \$1,000 award.

The Foundation postponed the March 30, College Day event and a decision about the Fungi Fest fundraiser scheduled for November 2020 will be determined in June.

SUBJECT:     CONSTITUENT GROUP REPORTS

SYNOPSIS:

A report from the Constituent Groups to the Board of Trustees is submitted as information.

ANALYSIS:

*Academic Senate:*

The following report was submitted by Academic Senate President Catherine Indermill:

The March faculty meeting was facilitated by Vice President Jody Gehrman. It included regular announcements, a very informative and interesting visit/tour backstage of the CVPA stage, the workshop and green room, including a demonstration of the Computer Numerical Control (CNC) equipment. Thanks to Assistant Professor Steve Decker for showing us around and sharing about the Technical Theater Program. I hosted the April faculty meeting via Zoom. The agenda was fairly limited to COVID-19 updates, (primarily focusing on faculty and student support), some announcements and generally “checking in” with each other. Thanks to Part-time Associate Professor Erin Vaccaro (Biology) and Professor Rachel Donham the Earth Day/Week will be transitioned to an online format. According to Donham, Vaccaro has spearheaded this transition. She writes:

Vaccaro “has been working on a wonderful website to host information, history, talks, as well as a virtual poster contest. That means that your students will be able to upload an image of their posters, and the poster contest will continue.”

I counted 46 faculty members who zoomed-in, including 10 part-time faculty. Other than at In Service, we have never had as many attend a faculty meeting. I appreciate everyone’s effort to attend and contribute.

The Full Time Faculty Association consists of members of the faculty who make voluntary contributions to fund student scholarships, the annual *Excellence Awards* (for classified professional, full- and part-time faculty) and honor faculty upon retirement. Professor Tascha Whetzel and Associate Professor Tim Beck have just completed reviewing applications and we will be providing \$200 scholarships to 13 students this Spring. We have also submitted four students for the *Scholarship of Promise* (\$1000) awarded by the Foundation.

On behalf of the faculty, I congratulate our newest tenured faculty members: Assistant Professors Stephen Decker and Briana Zuber. We appreciate their hard work, contributions to the college and support of student success. *Congratulations!*

**Classified Senate:**

The following report was submitted by Classified Senate President Jeana Thompson and Vice President Mayra Sanchez:

During the past couple of weeks, Classified Professionals of Mendocino College have been keeping very busy. We have been transitioning to working remotely from home and continue to serve our students and support faculty, management and staff.

We have moved our monthly Classified meetings to the Zoom platform. Our first zoom meeting was on Thursday, April 2nd and was very successful with great participation. Our Classified Scholarship Committee reported out that after reading, reviewing and ranking 187 student scholarship applications, we are excited to award 6 scholarships. Each of our student recipients will receive a \$750 scholarship this Fall, 2020.

**Management Team:**

The following report was submitted by Management Team President Janelle Bird:

The Management Team has been working hard to continue to operate each of our departments while working remotely during the COVID-19 shelter in place. We've been able to have one meeting via Zoom in which we were able to touch base and discuss some of the ways each of our departments have made the transition. We are proud of how the faculty, staff, and students at Mendocino College have remained resilient, flexible, and supportive through this difficult time.

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

ITEM NO: 9.4  
DATE: April 15, 2020

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

New and revised Board policies are presented for review and discussion.

ANALYSIS:

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

Board Policy 4225 – Course Repetition – This legally required board policy was last revised in 2009 and has been revised and updated under the direction of the Director of Admissions and Records. The policy was first reviewed by the President's Policy Advisory Committee on December 13, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on January 31, 2020. A copy of the approved administrative procedure is included as information only.

Board Policy 4400 – Community Services Programs – This board policy was last reviewed in June 2011 and was previously listed as Board Policy 413. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on January 31, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 27, 2020.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the May 2020 Board meeting.



# BOARD POLICY

No. 530 4225

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **COURSE REPEATABILITY REPETITION**

~~In accordance with Title 5 requirements, the Board of Trustees of the Mendocino Lake Community College District hereby adopts the following policy on course repeatability:~~

~~A student may repeat a credit course under any of the following circumstances:~~

- ~~• When the course has been designated as repeatable by the Curriculum Committee pursuant to Section 55041, subject to limitations determined and published by that committee. Designated courses will be identified in the College Catalog or,~~
- ~~• When the student has received a grade of "D" or "F" or "NC/NP" (not including W) and wants to alleviate substandard academic work; a student may repeat a course for this reason twice or,~~
- ~~• When there has been a significant lapse of time since the student's last enrollment in the course, as determined and published by the Curriculum Committee or,~~
- ~~• When the student has filed a petition with the Office of Admissions and Records and been granted permission due to extenuating circumstances as defined in Section 55045 or,~~
- ~~• When a student with a disability wishes to re-enroll in a special class for students with disabilities. Such repetition must be based on an individualized determination that such repetition is required as a disability related accommodation for that particular student. Students with disabilities wishing to re-enroll in other (non-special) classes must fall under one of the exceptions noted above.~~

**Students may repeat courses in which substandard grades (less than C, and including FW) were earned. The Board has determined reasonable limitations on course repetition as described in AP 4225.1 titled Course Repetition.**

**When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.**

**Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in AP 4225.1.**

Reference: Title V, Chapter 6, Sections 55040-55045, **55041, 55042, 55044, and 58161**

Adopted: July 1, 1987  
Revised: February 5, 2003  
October 14, 2009  
December 2019

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# ADMINISTRATIVE PROCEDURES

No. 4225.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COURSE REPETITION

### **Definition of Course Repetition**

A course repetition occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

### **Course Repetition to Alleviate Substandard Work**

If a student receives a grade of D, F, NC, NP, or W in a course that is not designated as repeatable the student may repeat the course to improve the grade; however, the listing of the original grade will remain on the student's permanent record. A student may repeat a course no more than two times (three enrollments total) unless there is another provision that allows the repetition. When a student has repeated courses to alleviate substandard coursework, the first two substandard grades may be excluded in computing the student's grade point average (GPA). The course repetition will be annotated on the transcript and all work will remain legible insuring a true and complete academic history. The repetition of course policy, applies to courses taken in other accredited colleges or universities and similar policies at other colleges and universities will be honored.

### **Course Repetition for Satisfactory Work**

If a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B-, C+, C, P), the student may not repeat the course unless there is another provision that allows the repetition as defined below:

#### **Repeatable Courses**

Courses designated as repeatable are identified in the college catalog and shall include the number of times a course may be repeated. Courses may be deemed repeatable if they meet one of the following exceptions:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District shall retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
2. Intercollegiate athletics courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District, or a conditioning course which supports the organized competitive sport; and
3. Intercollegiate academic or vocational competition courses designed specifically for participation in non-athletic competitive events between students from different

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colleges and sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives.

Enrollment in these courses is limited to no more than four times, even if the student receives a substandard grade or W during one or more of the enrollments.

### **Course Repeats Within Subject Families**

Course Families are established by the Curriculum Committee, and identified in the college catalog, for active participatory courses in physical education/kinesiology and visual or performing arts with similar educational activities. Although a course cannot be repeated, a student may attempt up to four courses in a subject family. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a W. Enrollment limitations are monitored district wide for a subject family.

### **Course Repetition for Extenuating Circumstances**

Students may petition the Office of Admissions and Records to repeat a course whether the grade was substandard, passing or a withdrawal. 'Extenuating circumstances' are defined as verified cases of accidents, illness, or other circumstances beyond the control of the student. Upon completion of the repeated course, the previous grade and units awarded shall be disregarded in computing the student's grade point average (GPA). All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

### **Course Repetition for Legally Mandated Courses**

Students may petition the Office of Admissions and Records to repeat a course determined to be legally mandated by statute or regulation as a condition of paid or volunteer employment regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times, provided the student submits documentation of the required legal mandates.

### **Course Repetition as a Result of a Significant Change in Industry or Licensure Standards**

Students may petition the Office of Admissions and Records to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses can be repeated for credit any number of times provided the student submits documentation of the significant change in industry or licensure standards necessitating course repetition.

### **Course Repetition for Students with Verified Disabilities Repeating a Special Class**

A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student for one of the reasons specified in Title 5, Section 56029. When a student with a disability repeats a class, the previous grade and credit shall be included in computing the student's grade point average (GPA).

Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations as set for in Section 56028.

### **Course Repetition for Significant Lapse of Time**

Students may petition the Office of Admissions and Records to repeat a course one time due to a significant lapse of time (at least three years) since a satisfactory passing grade was received in order to satisfy a District recency requirement or the recency requirement of another institution of higher education to which the student seeks to transfer.

Upon completion of the repeated course, the previous grade and units shall be disregarded in computing the student's GPA. All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

### **Course Repetition for Cooperative Work Experience Education**

A student may repeat an occupational work experience course in a given field any number of times so long as the student does not exceed 16 units in any combination of cooperative work experience (general or occupational) during community college attendance. All grades and units received for each enrollment shall be included in computing the student's grade point average (GPA).

### **Course Repetition for Variable Unit Courses**

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

### **Multiple and Overlapping Enrollments**

Students may not enroll in two or more sections of the same credit course during the same term. In the case of short courses, students may enroll in multiple sections of the same credit course in a given term so long as the enrollments do not overlap and meet all other provisions for course repetition.

Students may petition the Office of Admissions and Records to enroll in overlapping courses during the same term when the overlap will not exceed eight (8) hours. The proposed overlap must include a contract to make up the hours missed as agreed to be the instructor of record. Petitions which exceed eight (8) hours, or do not provide a contract which provides documentation of the make-up time, shall be denied.

References:                    Education Code Section 76224  
                                         Title 5 Sections 55041, 55042, 55043, 55253, 56029, and 58161



# BOARD POLICY

No. ~~413~~ **4400**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **COMMUNITY SERVICES CLASSES PROGRAMS**

Mendocino-Lake Community College District may offer community service classes, also known as Community Extension classes (ComEx).

~~The Board of Trustees encourages the Superintendent/President or designee to design Community Extension classes~~

**Community Extension courses are designed** to provide for the “physical, mental, moral, economic or civil development of the individuals or groups enrolled therein.” In accordance with Education Code 78300 (c), General Fund monies may not be expended to establish and maintain community service classes. The District may charge students enrolled in community service classes a fee not to exceed the cost of maintaining said classes or may receive remuneration by contract, or monetary contributions or donations of individuals or groups.

**Community services courses shall be open for admission for adults and minors who can benefit from the programs.**

Reference: Education code 78300

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board.

ANALYSIS:

*Oral reports by Trustees may be presented at the meeting.*

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- What are the plans for the Fire Recovery and Construction Program grant?
- An update on Advisory Committees