

MINUTES
Mendocino College Academic Senate
Friday, October 28, 2016
11:30a.m. – 1:00p.m., Room 4210

- Call to order* Edington called the meeting to order at 11:36a.m.
- Present* Anderson, Cetto, Crofoot, Edington, Varela, Whetzel
- Absent* Browe, Davis, Indermill, McKay
- Guests* Arturo Reyes, Dr. John Chung
- Recorder* Amy Nelson
- Agenda Approval* **M/S/C (Varela/Anderson) to approve the agenda after suspending the orders of the day, removing the approval of the October 7 and October 21 minutes, and moving Action Item #3, ASCCC Resolution 9.02: Faculty in the Creation of Dual Enrollment Programs, to Action Item #1.**
- Public Comment* Dr. John Chung, chemistry adjunct faculty at the Lake Center Campus, voiced concern over faculty involvement with dual-enrollment programs and asked how the Academic Senate will engage faculty with the dual-enrollment programs, particularly adjunct faculty, and noted that whatever transpires, will affect Lake County as well as Mendocino County. Dr. Chung continued by stating that email seems to be the primary source of information, which he believes is a poor source of information. Dr. Chung noted that there are no full-time faculty at the Lake Center Campus and no representative for the Lake Center Campus on the Academic Senate.
- Report* **President's Report:** Edington did not have a written report, but wanted to follow-up on a few topics from the previous Academic Senate meeting. Edington informed the Academic Senate that he attended a meeting regarding Middle College and had a lot of questions answered. Edington noted that at the previous meeting he had been informed the target to start the Middle College program was fall 2017, but learned at the meeting with UUSD and college staff that there is still a lot to be consider before the program can begin. Edington also stated that Director of Admissions and Records, Anastasia Simpson-Logg, is concerned with the motion that was passed by the Academic Senate regarding a change to the P/NP policy as it will cause a major bottle neck in regards to registration and students needing to consult a counselor before they can choose the

P/NP grading option on a course. Edington stated that this policy will be readdressed at the November 18 meeting.

Senators' Report: Crofoot submitted a written report from part-time faculty member, Dr. John Chung, regarding his concerns from the last Academic Senate meeting.

Open Forum

Superintendent/President Reyes stated he was happy to be addressing the Senate although Fridays are hard due to his schedule. S/P Reyes continued to offer the following updates: the college was awarded an HSI grant of 2.2 million to serve Latino students and students with needs due to a grant Director Flores submitted on behalf of the college. The grant requires employment of a director and will also fund a counselor, administrative assistant, and an outreach specialist. The grant also requires a designated space for a 'first-year' experience, and requires a cohort of 100 students. S/P Reyes added that his desire is to create opportunities for all incoming freshmen (450-500 each year) and would like to create cohorts and paths for all new students. To help achieve this goal, S/P Reyes discussed the need to 'braid' funds from EOPS, Equity, and CTE, which will help to fund three additional counselors, and Equity is going to help fund ½ of two classified positions. Reyes described 'braiding' of funds is in response to looking at the needs as an institution and where can we find the funds to bring everything together.

Next, Reyes discussed CUE and the 'marvelous' work that is being accomplished. Reyes added that meaningful data and sharing of practice is great, and that any reflection will ultimately help the college.

Middle College was the next subject Reyes discussed. He continued by adding that the concept of Middle College has been around for 20-30 years, and it is not a new concept to Mendocino College as it is in the Education Master Plan and has been discussed at board meetings and at strategic planning sessions. Reyes informed the Senate that in the past three years concurrent/dual enrollment has increased from 500 students to 1300 students, which has been critical in maintaining apportionment, and that the Middle College program would be an extension of the colleges current concurrent/dual enrollment program. Reyes continued to inform the Senate that there are many different approaches to Middle College, and that Mendocino College wants to focus on the student who is in the 'middle' of their class.

Reyes moved on to the subject of international students and the expectation to have an International Student Program due to the acquisition of the Fine Woodworking program housed at the Coast

Center as the program has a history of having students from other countries. Director Simpson-Logg submitted an application for the college to offer an International Student Program. We should have a response in nine months. Reyes mentioned that the program could also be a pathway for students interested in the Dharma Real Buddhist University.

Reyes continued by discussing the reorganization of Student Services to an open concept, student centered environment that will better serve students, a project that was started by Vice-President Virginia Guleff. Director Velasco has now been tasked with the job of coming up with an initial plan that will rethink the facilities and be more thoughtful. Once a plan is developed, it will be brought to all constituent groups and the Facilities Committee. Reyes noted that as more resources are developed for students, more students will enroll and that Mendocino College is one of the few colleges across that state that is growing.

Reyes moved on to hiring. Four faculty positions will be filled including the current recruitment for the Nursing Assistant Director. These four positions increase the target budget set at PBC by \$130,000. Four classified positions will also be filled.

The discussion again focused on Middle College. Reyes explained that Middle College has been discussed for the last three years, and that they are waiting on an answer from the Ukiah Unified School District Superintendent, Deb Kubin, regarding their involvement in the program. Reyes added that if Kubin is interested in participating in the Middle College program, more conversations will have to take place, but is hoping to have a final answer by February although Reyes would like a decision by December. Dr. John Chung asked about the long-term effects of the program and the operating costs. Reyes again mentioned that there are a lot of different models for Middle College. Reyes continued to explain that an admission process would be set-up, and that the details are still being worked out. Edington added that Interim Vice-President, Debra Polak, would be attending the November 18 meeting to provide more information.

Whetzel inquired about the remodeling/reconfiguration of Student Services and where would all the new counselors and their assistants be placed. Whetzel stressed the need to be transparent in the process and is afraid that 'a lot of toes will be stepped on.' Whetzel also stressed her concerns over non-faculty using faculty space and that the details are very important as the college moves forward. Reyes noted that at other campuses he has worked at, there has not been designated faculty and non-faculty space and questioned if space

should be left vacant simply because someone needing an office isn't faculty. Reyes added that the College/District's interest need to be considered and what is best for the institution as a whole.

Reyes ended with an open invitation to faculty to come visit him with any concerns.

Action Items

1. M/S/C (Anderson/Whetzel) to support the ASCCC Resolution 9.02: Faculty Involvement in the Creation of Dual Enrollment Programs, at the fall plenary.

Edington noted that the motion was only supporting the resolution, not passing the resolution. He further stated his intention to support this resolution at Plenary.

2. M/S/C (Anderson/Varela) to accept the modification to the Professional Development Leave processes as presented.

3. M/S/C (Varela/Cetto) to appoint Rodney Grisanti to the Staffing Committee.

Edington noted that in order to be considered for the Staffing Committee, a candidate should have at least three-years of employment with the District. After this consideration, Rodney Grisanti was appointed.

Discussion Items

1. ACCJC Substantive Change Report - First Reading

Edington explained that part of the process of acquiring the Fort Bragg Center from College of the Redwoods is submitting a substantive change to ACCJC. Edington asked the Senators to send any questions his way, and he would compile a list for VP Polak, whom will be attending the November 18 meeting to discuss the report. Edington added that a vote will take place at that meeting. Whetzel and Anderson questioned what their role in reviewing the report was. Edington explained that the Senates role in reviewing the report is to look for any errors of fact, and to ensure that participatory governance has been involved in the process. Edington added that this report has been reviewed by the Accreditation Steering Committee.

2. 2016-2017 Goals

Not discussed due to lack of time.

Open Forum

Crofoot mentioned some topics McKay would like to see on the agenda. Edington stated that he would follow-up with McKay.

Adjournment

The meeting was adjourned at 12:52p.m.

Next Meeting

Friday, November 18, 2016 from 11:30a.m. – 1:00p.m.
Location: LLRC, room 4210

Comments

1. P/NP grading system

The measure to increase Mendocino Colleges (MC) P/NP credit allotment for internal degrees is motivated by the need to prevent students from having to unnecessarily repeat courses for "grades" due to past occurrences of the P/NP option by students that now place P/NP credit over the institutions degree requirement limit for P/NP credits. The "new" P/NP credit level is set based on the transfer-level degree policy level accepted by 4-year colleges and this transfer-level degree policy level.

I believe that the "problem or issue" that motivates the change in policy is adequately remedied by the proviso to the measure demanded by the Senate so that there is no need to increase the P/NP allotment. Specifically, the proviso that the Web-Advisor P/NP options be removed and that students consult a counselor before the P/NP grading option can be exercised effectively prevents the students from ever exceeding the P/NP option without the "blessings" of a counselor. Since counselors have available to them the running statistics of student P/NP credits the measure is secondary to the proviso.

I voice my concerns since watering down standards, vis-à-vis increasing the P/NP allotment must always be considered "last resort" since affects many things and may have unintended consequences that are all detrimental including: 1) reducing the quality of education a student receives MC and/or the work ethic the students leave the college with, 2) the outside reputation of the college and possibly 3) future accreditation. These are all very undesirable outcomes that can be avoided by simply striking down the measure and approving the proviso in lieu of the measure if the measure must later be acted upon. If it is too late, I suggest a measure to rescind the measure leaving the proviso in place.

The justification for watering down standards should be viewed with great caution as it is simply not germane to MC. 4-year college entry standards are motivated by entirely different circumstances specifically the need to increase the enrollment of students with "high" GPAs. The P/NP grading option is well known to inflate GPAs so the increase in allotment afforded by 4-year colleges is consistent with their recruitment goals. However 4-year colleges can effectively countermand this "relaxed" policy by a number of means to preserve their general academic reputations something MC will not be able to do! For example, they may adjust the standards for converting the P/NP units into grades (as mentioned by Dr. Anderson) as well as place future restriction on the number of P/NP credits a transfer student can take for Bachelors degrees. Since upper division degree-related courses must be typically be taken for grades, a form of correction is already built into the degree requirements.

2. Middle College "Proposals"

The idea of a middle college for "at-risk students" appears to have significant momentum as represented by a "proposed" roll-out timeframe of Fall 2017 so that the Academic Senate must be proactive if it is to have a meaningful impact on the roll-out else be relegated to a reactive role. However, because the actual decisions moving forward will be made by the administration

with all downside consequences falling upon the academic faculty, it is imperative that the Academic Senate be proactive, comprehensive, unified and transparent in its presentation of any proposal to the administration.

In my opinion, it is imperative that the Academic Senate issue *request for information* (RFI) to the administration on a number of areas as soon as possible to put the ball back in the court of the administration. This is necessary given: 1) the overlap of this concept with joint-enrollment and 2) the "pilot program" at the Fort Bragg facility that is used to "justify" the concept and 3) a *lack of clarity* of the actual specifics as to what administration is seeking from the Academic Senates "proposal" and 4) the eventual involvement of monetary/budgetary considerations that will impact ongoing programs and the specifics of the 2.2 million HSI grant.

An example of some meaningful specifics might include:

- 1) the number of students jointly enrolled, the "success" statistics of this program (i.e. the grades granted and where they students end-up) and the expendable moneys associated with this joint enrollment.
- 2) the same information sought in 1) but specific for the "pilot program" at Fort Bragg
- 3) clarity in writing with respect to what the administration seeks in its solicited proposal from the Academic Senate. Specifically what are the *bullet points* that the proposal must address else risk the details being unilaterally imposed. This important of clarity in writing cannot be overstated as this is the primary means of accountability for all parties.
- 4) the monies budgeted for any Middle College. Since a shortfall in monies will adversely affect ongoing "college-level" activities, it is very important the any proposal by directly associated with monetary resources. Of great interest is how the 2.2 million HSI grant is to be spent. Given the undeniable and great impact that the Middle College will have on ongoing academic activities, moneys must be made available for hiring "expert" consultants as with the Point Arena issue. How much money if any will be used be the administration to hire external "expert" consultants. I believe that the Academic Senate should have some say in how consultant money is spent since it is best able to judge the impact that the Middle College will have on educational quality and ongoing academic activities.

In my professional opinion, it is simply not possible for the Academic Senate to draft a meaningful proposal without access to this basic information. Hence this *RFI* (request for information) should be immediately forwarded to the administration **in writing**. Any proposal by the Senate would thus be able to include these important data. Should the administration fail to provide this information in good time, this must be documented so that any "proposal" forwarded by the Academic Senate will make clear that the administration denied the Senate this information thus holding all parties to their due account.

3. Academic Senate

From my observations I believe that the Academic Senate is seriously overworked or without the necessary resources to meet its responsibilities given the numerous responsibilities of the Senators. Specifically, the Senators have teaching responsibilities, college governance responsibilities, standing Committee oversight responsibilities and plenary responsibilities. As a body of 10 Senators comprised of 8 full-time instructors and 2-part instructors that are elected for two-year terms, the workload and/or responsibilities are inconsistent with resources allocation that serves to compromise effective joint governance.

The lack of resources for effective joint governance is clearly evident by simply comparing the resources available to the Academic Senate and the administration:

- 1) A simple comparison between the number of Senators and the number of senior administrative staff reveals that the number of senior administrators including VPs, deans and directors either exceeds or is on parity with the number of Senators. Since senior administrators have no teaching responsibilities and job functions that overlap with college governance, the actual disparity between available resources is much greater than the numerical ratio of headcount suggests.
- 2) With respect to continuity, the disparity of resources is further exacerbated since the tenure of the senior administrators is historically much greater than the 2-year term in office of a Senator. $\frac{1}{2}$ of the Senate is eligible to turnover every year while the tenure of senior administrators is greater than 2 years being often limited to the time of voluntary departures of administrators to "greener pastures."
- 3) Another comparison of concern is the ratio of persons on each standing Committee relative to the number of Senators which is nearly one-to-one. Standing committees have well-defined, narrow and consistent functions when compared to the Senators who must be prepared to address many unforeseen issues often initiated by the administration. Since the Senators must also maintain adequate "oversight" of the standing committees, the large number of committees relative to Senators is also a cause for concern. Imagine the U.S. Congressional Senate with its' 100 members overseeing 100 standing committees!

Given that the primary goal of the college is academics and not administration, the current situation is not consistent with the charter of the college nor is it in the spirit of effective joint governance. As such I believe that it is imperative that the Academic Senate must take steps to increase its ability to effectively participate in the process of joint governance as dictated by the state legislature. Some of my thoughts are presented below:

- 1) the number of Senate positions should be *increased* (see above reasons)
- 2) the tenure of each Senator should be increased to promote continuity as well as to insure a senior slate of Senators. Since most community college students stay longer than 2-years, it

follows that a Senator should be in office for at least two years if nothing more than to follow a cohort of students.

- 3) the number of part-time Senators is too small given the percentage of courses taught by part-time faculty. The ratio of part-time to full-time Senators is not consistent with the concept of joint governance. By increasing the number of part-time faculty in the Senate the Senate will make to necessary gesture towards increase joint governance to set an example for the administration. Perhaps more important, part-time faculty bring a different set of skills and experiences to the Academic Senate that can only serve to strengthen the body of the senate over the long term.
- 4) the Senate should have the ability *to form and fund* ad-hoc committees comprised of full-time and part-time faculty to provide additional human resources to address important one-time issues/situations that have the potential to exert a long-term impact on the ability of the academic faculty to provide a uncompromised education to the students. The "Middle College" issue/proposal represents a good example since there now exists a great and urgent need for the Academic Senate to commit additional resources in the form of man-power hours to adequately draft a thoughtful proposal for consideration by the administration. Since the administration has requested such a proposal(s), and is free to request many proposals, in the spirit of joint governance the Academic Senate must possess the ability and resources to adequately address these request so as to not adversely compromise ongoing operations by draining the already overtaxed resources made available to the Academic Senate.

The ability to form and fund ad-hoc committees comprised of faculty is consistent with the spirit of joint governance and precedence since the administration maintains the ability to hire external consultants to bear upon important issues confronting the college. This was made evident by the hiring of consultants by the administration to resolve the recent Point Arena "issue."

To: Mendocino College Academic Senate
From: Catherine Indermill
Academic Senate Vice-President
CC: MCFT Negotiation Team (Phil Warf and Bart Rawlinson)
Date: October 24, 2016

Subject: October 28, 2016 / Agenda Item: Professional Development Leave

Background and Rationale: A number of years ago concern was raised about Professional Development Leaves. The criteria used by the Professional Leave Committee was fairly limited and not consistent with other evaluative standards used across campus. At the time the primary consideration for granting a leave was based on the faculty member's longevity. In addition, the means to determine the completeness of the Final Leave Report were lacking and inconsistent with the criteria used to recommend leave.

A group of faculty, including sitting Senators, took on the task of strengthening the criteria to ensure it was fair, equitable and based on merit. They developed a Likert-type scale to be used by the PDL Committee to evaluate the merits of the Leave Project and Final Report. After Academic Senate review the draft was given the Mendocino College Federation of Teachers, for discussion and to be negotiated into Article 14 of the Collective Bargaining Agreement. It was agreed by the AS and MCFT the draft needed some revisions to fit into the format of the CBA and be more consistent with other processes and that MCFT would work on this.

The work of the original group of faculty was re-worked, simplified (while maintaining the integrity that was intended) and reviewed by as many of the original committee members, as possible. While this has been a union endeavor since the AS turned it over to them, MCFT has revisited it with the AS to keep them informed of the progress being made (or not being made, as other issues took the forefront of negotiations).

In Fall 2013, MCFT brought the documents to the AS for a final review before they were including in the list of CBA Articles to be addressed via negotiations with the District. At this time, it didn't not seem necessary to have the AS formally "accepted" the documents, however the AS discussion *was in favor* of the documents as presented and indicated MCFT should move forward with negotiations.

Now that MCFT is moving these forward in earnest, with the District, it is felt the AS *should* more formally acknowledge the work that has been completed and that will be included in the current CBA negotiations. MCFT is *not* asking for the documents to be revised, but simply want to ensure the AS takes action to accept them as previously presented so they can move forward in good faith with negotiations.

Recommendation: It is recommended that the AS take action to accept the work of MCFT on the Professional Development Leave documents, as presented.

Attachments:

1. Professional Development Leave Application – 2015-2018 CBA
2. Professional Development Leave Application – *Draft*
3. Professional Development Leave Forms – *Draft*

Mendocino College
PROFESSIONAL DEVELOPMENT LEAVE APPLICATION

FACULTY MEMBER: Complete this application and forward it to your Dean by Nov. 15th.

Name:

Position:

Years of service at MC:

Prior leaves at MC (briefly describe type of leave, purpose, year granted, and duration):

1. Attach a written leave proposal addressing the following:
 - a. Dates of proposed leave
 - b. Purpose and objectives of leave
 - c. A plan of study to be pursued, if coursework is involved
 - d. How the study or project will:
 - enhance your effectiveness in working at the college
 - meet the District's goals and objectives
 - benefit colleagues and/or your assigned program
 - benefit future students
 - e. Other information which will clarify the leave purpose and benefit to the District
2. Attach a signed Professional Development Leave Agreement.
3. Sign below and forward these materials to your Dean.

Signature: _____ Date: _____

DEAN:

Review the leave proposal and attach a written statement which includes: (1) comments regarding the benefits the District will derive from the leave proposal; and (2) a plan as to how the employee's work will be covered during the leave period, including costs for replacement staffing. Sign below, attach your written statement, and forward to the Professional Development Committee, with a copy to the faculty member, by December 15th.

Signature: _____ Date: _____

**Mendocino College
PROFESSIONAL DEVELOPMENT LEAVE AGREEMENT**

Parties: The parties to this Agreement are the Mendocino-Lake Community College District and _____, faculty member.

Purpose: The purpose of this Agreement is to set forth the terms under which the faculty member will participate in the Professional Development Leave program.

Terms:

1. Section 14.11 of MCFT Contract, Professional Development Leave, is incorporated herein by this reference.
2. The employee's Professional Development Leave proposal, as approved by the Board of Trustees, is incorporated herein by this reference.
3. Should the employee not comply with the approved Professional Development Leave proposal, the employee will return to the District the full amount of salary paid to the employee while on Professional Development Leave.
4. Should the employee not return to service with the District after the leave period for a time equal to two times the length of the leave, the faculty member will return to the District the salary received while on Professional Development Leave. Should the faculty member return to service but fail to provide the full length of service, the salary will be repaid on a prorated basis.
 - a. As permitted in Education Code 87770, the employee may instead secure a bond to cover #4. If this option is elected, check here and attach evidence that a bond has been secured. _____
5. The faculty member's obligation hereunder will be exonerated in the event that the failure of the employee to return and render the agreed upon period of service is caused by the death or documented physical or mental disability of the faculty member, but only if such disability occurs after the leave is approved.
6. Prior to commencement of the leave, the District reserves the right to require an employee to submit evidence of a physical examination from a licensed medical practitioner indicating that he/she is capable of fulfilling the activities set forth in this Agreement.
7. With the concurrence of the faculty member, the District reserves the right to waive any of the terms set forth above.

FACULTY MEMBER: _____ **DATE:** _____

DISTRICT: _____ **DATE:** _____

EXHIBIT 10

Mendocino College
PROFESSIONAL DEVELOPMENT LEAVE APPLICATION

FACULTY MEMBER: Complete this application and forward it to your responsible Dean by November 15th.

Name: _____

Position: _____

Years of service at MC: _____

~~Prior leaves at MC (briefly describe type of leave, purpose, year granted, and duration):~~

1. Attach a written leave proposal addressing the following:
 - a. Dates of proposed leave:
 - b. Purpose and objectives of leave:
 - i. If coursework is involved the plan of study to be pursued
 - c. ~~A plan of study to be pursued, if coursework is involved~~
 - d. How the study or project will benefit the District in terms of:
 - I. enhance your effectiveness in working at the college
 - II. meet the District's goals and objectives-Mission, Vision, Values and Goals
 - III. benefit future students
 - IV. benefit colleagues and/or your assigned program
 - e. Your Replacement Plan (how your work will be covered during the leave)
 - f. If you have previously had a leave briefly describe the type of leave, purpose, year and duration:
 - g. Other information which will clarify the leave purpose and benefit to the District
2. Attach a signed Professional Development Leave Agreement (Exhibit #####).
3. Sign below and forward these materials to your the responsible Dean.

Signature: _____ Date: _____

DEAN:
Review the leave proposal and attach a written statement which includes comments: (1) ~~comments~~ regarding the benefits the District will derive from the leave proposal; and (2) ~~a plan as to how the~~ employee's replacement plan ~~work will be covered during the leave period,~~ including costs for

replacement staffing. Sign below, attach your written statement, and forward to the Professional Development Committee Chair, with a copy to the faculty members, by December 15th.

Signature: _____ Date: _____

EXHIBIT 9

**Mendocino College
PROFESSIONAL DEVELOPMENT LEAVE AGREEMENT**

Parties: The parties to this Agreement are the Mendocino-Lake Community College District and _____, faculty member.

Purpose: The purpose of this Agreement is to set forth the terms under which the faculty member will participate in the Professional Development Leave program.

Terms:

1. Section 14.11 of MCFT Contract, Professional Development Leave, is incorporated herein by this reference.
2. The employee's Professional Development Leave proposal, as approved by the Board of Trustees, is incorporated herein by this reference.
3. Should the employee not comply with the approved Professional Development Leave proposal, the employee will return to the District the full amount of salary paid to the employee while on Professional Development Leave.
4. Should the employee not return to service with the District after the leave period for a time equal to two times the length of the leave, the faculty member will return to the District the salary received while on Professional Development Leave. Should the faculty member return to service but fail to provide the full length of service, the salary will be repaid on a prorated basis.
 - a. As permitted in Education Code 87770, the employee may instead secure a bond to cover #4. If this option is elected, check here and attach evidence that a bond has been secured. _____
5. The faculty member's obligation hereunder will be exonerated in the event that the failure of the employee to return and render the agreed upon period of service is caused by the death or documented physical or mental disability of the faculty member, but only if such disability occurs after the leave is approved.
6. Prior to commencement of the leave, the District reserves the right to require an employee to submit evidence of a physical examination from a licensed medical practitioner indicating that he/she is capable of fulfilling the activities set forth in this Agreement.
7. With the concurrence of the faculty member, the District reserves the right to waive any of the terms set forth above.

FACULTY MEMBER: _____

DATE: _____

DISTRICT REPRESENTATIVE: _____

DATE: _____

TITLE: _____

to MCFT 9.29.16

Professional Development Leave Criteria

After reading the Professional Development Leave Application, please rate it according to the scale below and bring this form with you to the Professional Development Committee meeting to discuss leave application.

Strongly Agree = 4 Agree = 3 Disagree = 2 Strongly Disagree = 1 Not Applicable = 0

The proposed project:

- _____ 1. has clear and measurable objectives that are consistent with the project
- _____ 2. the amount of time requested to complete the projects(s) equates to the amount of time required to complete the work
- _____ 3. meets the Mission, Vision, Values and Goals of the college
- _____ 4. will increase the faculty member's effectiveness
- _____ 5. will benefit students
- _____ 6. will benefit educational programs
- _____ 7. will benefit colleagues

The applicant:

- _____ 8. has sufficient longevity with the District
- _____ 9. has an adequate replacement plan that is supported by the Dean

General comments, impressions of the proposal:

Should this proposal be considered for ranking this year?

- _____ Yes _____ No

Evaluation of Completed Professional Development Leave

After reading the Professional Development Leave Completion Report, please rate it according to the scale below and bring this form with you to the Professional Development Committee meeting to discuss Final Leave Reports.

Strongly Agree = 4 Agree = 3 Disagree = 2 Strongly Disagree = 1 Not Applicable = 0

The Report addressed:

- _____ 1. the objectives are clearly measured and consistent with the proposal
- _____ 2. the amount of time requested equates to the amount of time required to complete the work
- _____ 3. how the project met the Mission, Vision, Values and Goals of the college
- _____ 4. how the project has increased the faculty member's effectiveness
- _____ 5. how the project will benefit students
- _____ 6. how the project will benefit educational programs
- _____ 7. how the project will benefit colleagues

General comments, impressions of the Report:

Should this Report be considered complete?

_____ Yes _____ No

Substantive Change Proposal

Proposal for Mendocino College to Assume Responsibility for
College of the Redwoods Mendocino Coast Center



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

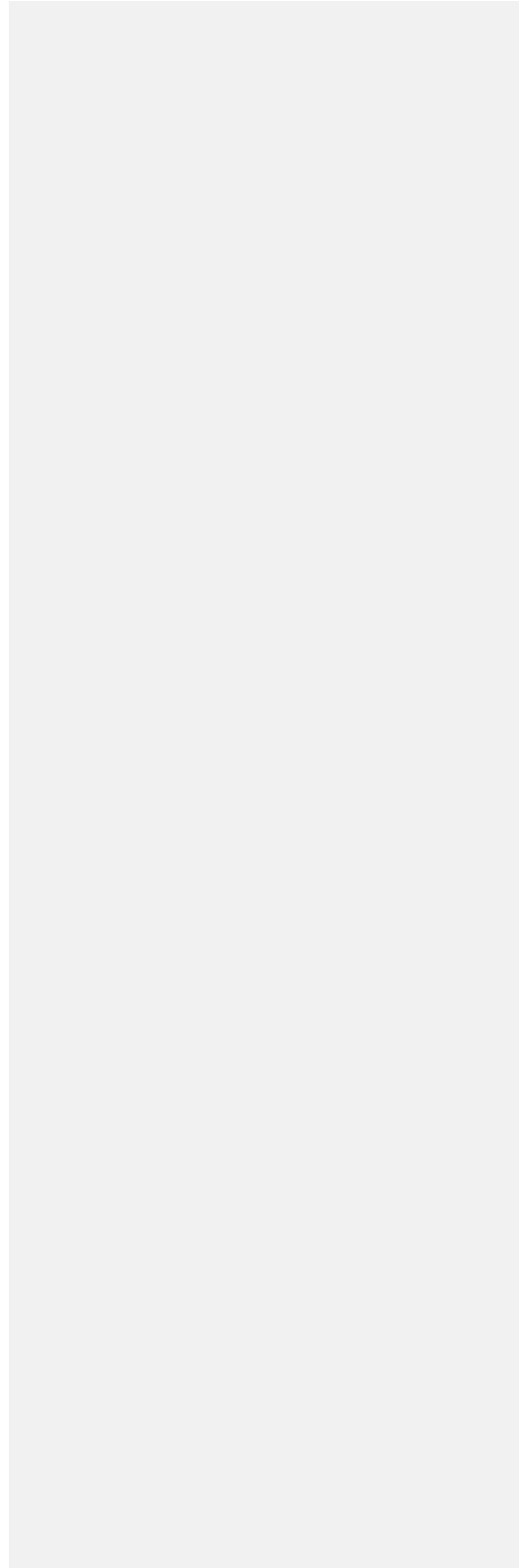
Mendocino College
1000 Hensley Creek Road
Ukiah, CA 95482



January 10, 2017

Debra Polak
Interim Vice President, Education and Student Services
Accreditation Liaison Officer

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I. Introduction

A. A brief description of Mendocino College

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

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

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

In Fall 2015, the college had 4,300 students enrolled throughout the District. Thirteen hundred of these students were full-time; about 16% were student athletes. Women comprise 60% of the student body; the average age is 29. Demographics have been shifting slowly away from a homogeneous white population to one that is more diverse. In Fall 2011, Mendocino College reached Hispanic Serving Institution eligibility status with a self-identified student population of 25%. In Fall 2015, 57% of the college's students identified themselves as white, with 30% Hispanic, 3% Asian/Pacific Islander, 3% African American, and 5% Native American. These percentages mirror the District's and K-12 ethnic make-up closely, although the college continues to look for ways to attract and support more Native American students.

Race/Ethnicity of Mendocino and Lake County Populations 2015-2016					
Racial/Ethnic Group	MC Students	Mendocino County	K-12 Population	Lake County	K-12 Population
Hispanic	31%	24.5%	42%	19.6%	34%
African American	3%	1%	1%	2.1%	2%
Asian/Pacific Islander	4%	2.3%	1%	1.7%	1%
Native American	5%	6.3%	7%	4.1%	5%
Multi-Ethnicity	.5%	3.9%	3%	4.6%	5%
White	56%	68.6%	45%	74.1%	52%

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

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

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

B. Background for the Current Substantive Change

During the 1972 vote which formed the current Mendocino-Lake Community College District (MLCCD) and in which the service area was defined, the Mendocino Coast was allocated to College of the Redwoods (RCCD). These District boundaries have been adhered to since that vote. However, College of the Redwoods and Mendocino College have held past agreements regarding Mendocino College teaching in the College of the Redwoods service area. In the fall 2010 semester, Mendocino College was approached by College of the Redwoods to offer credit and non-credit English as a Second Language Classes in its service area as College of the Redwoods was unable to do so. Mendocino College offered these courses for one semester in Spring 2011; however, after one semester, College of the Redwoods resumed offering these classes. (Appendix 1) In 2014, Mendocino College was approached by College of the Redwoods to absorb all instructional and operational obligations at the center. Additionally, Fort Bragg community and city council members had a formal meeting with Mendocino College administration about the feasibility of Mendocino College having a permanent presence on the coast. Following this meeting, College of the Redwoods and Mendocino College drafted a Memorandum of Understanding for a temporary transition of class offerings from College of the Redwoods to Mendocino College until the site could be permanently acquired by Mendocino College. In October 2014, This MOU was updated to include Spring 2015 and Summer 2015. (Appendix 2) A final MOU was agreed to in July 2015 to include and plan for the semesters leading up to the eventual transfer of the Center and the territory, Fall 2015-Spring 2017. This MOU became effective August 15, 2015 and will terminate on June 30, 2017. (Appendix 3)

In Fall 2014, Mendocino College began offering classes at the College of the Redwoods Mendocino Coast Center under the MOU, which was, in essence, a facilities use agreement. Mendocino College continued to offer classes during the Spring 2015 semester; however, the selection of course offerings

were limited until the approved Substantive Change proposal from ACCJC to offer 50% or more of a degree which was submitted in April, 2015 and approved in May, 2015. (Appendix 4 and 5)

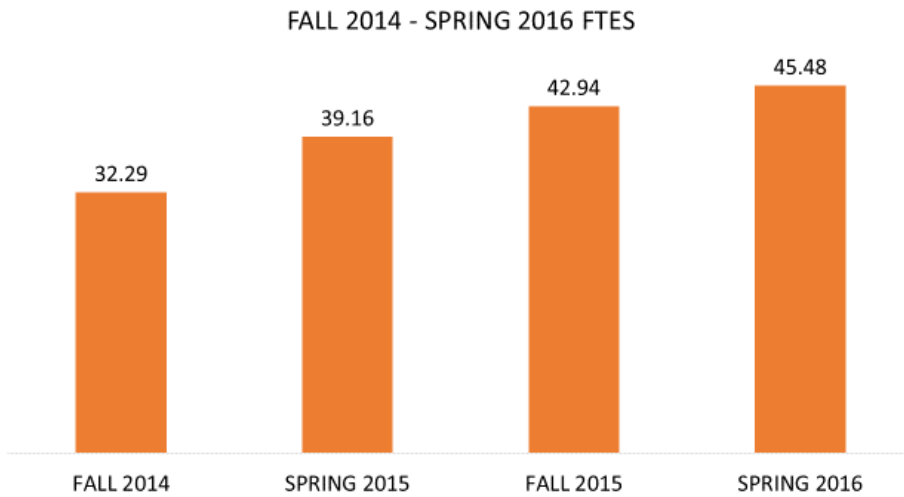
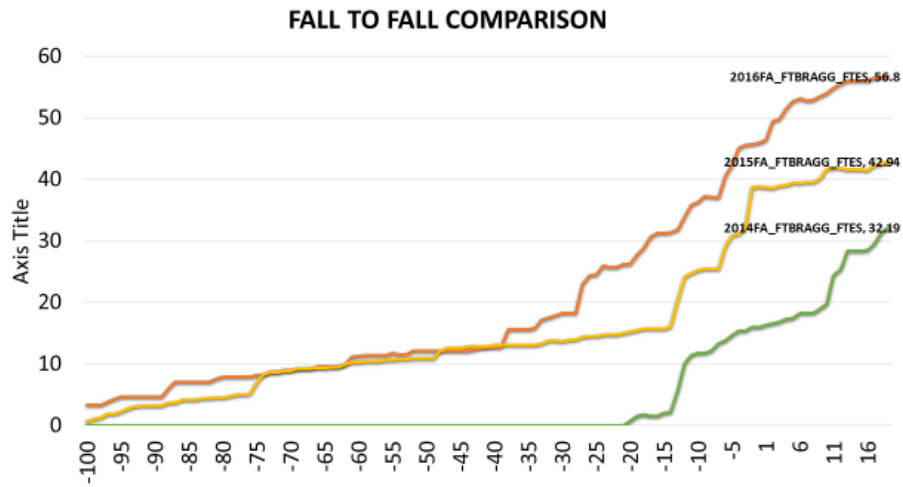
Mendocino College was approved to offer 50% or more of the following degrees

- 1) Certificate of Achievement: Culinary Arts Management
- 2) Associate Degrees for Transfer: Studio Arts, Communications, Business, Sociology, English
- 3) Certificate of Achievement/Associate of Arts: Child Development
(Appendix 6)

As a result of the approval by ACCJC, the continued work of the staff to promote the Center, and work with Mendocino Coast high schools to offer dual and concurrent enrollment opportunities, the Fall 2015 and Spring 2016 schedules expanded in the areas above and some GE areas (Appendix 7). This expansion is occurring at a measured rate in order to not outpace enrollments as the Coastal community becomes increasingly aware of Mendocino College's presence at the Center and as they become increasingly confident that Mendocino College is going to remain the "College on the Coast." Fall of 2016 is our biggest schedule yet, and enrollments are showing growth. (Appendix 8)

The tables below show the enrollments from Fall 2014 through Spring 2016 and the comparison of enrollments of the three fall semesters of Mendocino College providing classes on the Coast as a day-to-day comparison of enrollments up to early September, 2016.

Commented [DPI]: Minerva



In addition to the development of the course schedules, provision of student programs and services has been essential in building enrollments and relationships with students. The following student support services have been offered:

- 1) **Assessment/Orientation:** Regular placement testing hours have been scheduled. Orientation is accessed either in person at the Ukiah Main Campus or online through the College Website with assistance available from staff at the Mendocino Coast Center

- 2) **Registration:** A temporary classified Center Assistant covers the admissions office at the Mendocino Coast Center, processes applications, does manual registrations, processes fee waivers and gives general assistance and to new and returning students.
- 3) **General Counseling:** Two part-time counselors are providing regular counseling services at the Center and to high school students who are completing their matriculation requirements for admissions. Also, a CalWORKS counselor travels once a month to the center to meet with CalWORKS students.
- 4) **Veterans:** Students needing these services have either traveled to the North County Center or Ukiah. If they were unable to do this, they completed the intake process through either phone, facsimile or email.
- 5) **Disability Resource:** The DR Coordinator/Counselor goes to the Mendocino Coast Center once a month to meet with DRC students. Also, a new internet ready computer with a flatbed scanner, headphones and mic have been delivered to the Mendocino Coast Center with the following software
 - a. JAWS
 - b. Kurzwell
 - c. ZoomText
 - d. Microsoft Office
- 6) **Financial Aid:** The temporary classified Center Assistant is able to receive financial aid forms and documents at the Coast Center in addition to processing of fee waivers. A representative from the financial aid office has also traveled to the Coast Center on a monthly basis to provide additional support for students requiring assistance with the financial aid application process and required documentation. Lastly, financial aid workshops were conducted in the last year at a nearby high school (Mendocino High School) and at the Coast Center to assist students and their families with the financial aid application process.
- 7) **Tutoring Services:** Mendocino College has not hired tutors yet for the Coast Center; however, part-time faculty have been assigned hours in the Library/Learning Center for both scheduled lab courses in English and Math and additional hours to provide general assistance to students.

While Mendocino College has been developing and offering courses and student services at the Coast Center, Mendocino College has also been working through the details of the property transfer and transfer of territory |

Commented [DP2]: Eileen

II. Substantive Change Proposal

A. Description of Proposed Change and Reasons

1. Clear and concise description of the change:

MLCCD and the RCCD jointly propose that Mendocino College assumes responsibility for the Coast Center located at 1211 Del Mar Drive in Fort Bragg and for all locations currently within the boundaries of the RCCD Mendocino County service area. These locations include, but are not limited to, the location of the Fine Woodworking Program at 440 Alger Street in Fort Bragg.

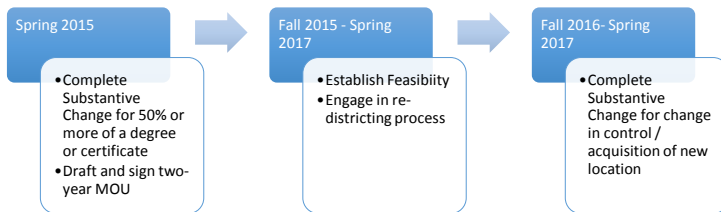
Commented [DP3]: Asked Eileen if they are jointly proposing?

Per section 3.3.2 and 5.0 of the ACCJC Substantive Change Manual, with the approval of this proposal, MLCCD would acquire the Coast Center. A location currently owned by RCCD.

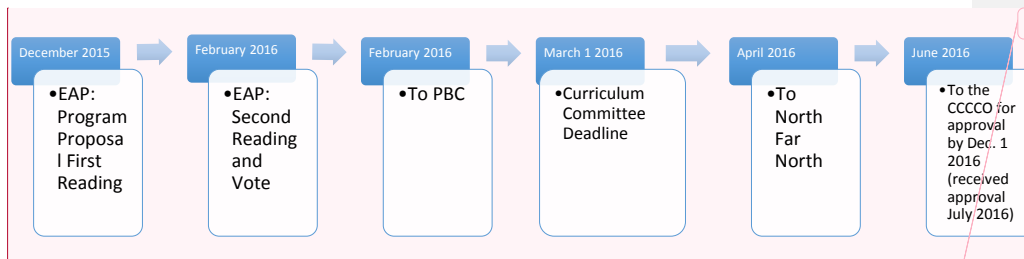
These proposed changes would constitute the final steps in a multi-step process after which MLCCD will assume control of the Coast Center—which will be named the “Coast Center.” This process also included a series of MOUs between MLCCD and RCCD for the evolving agreements from Fall 2014 until Spring 2017; a re-districting process which has cleared the way for the transfer to occur, the acquisition of the Woodworking program and course curriculum which has been achieved through approval from the local MLCCD Curriculum Committee, the North/Far North CTE Consortium, and the Chancellor’s Office. MLCCD has had an on-going monitoring and insurance of feasibility. These steps have led to this final Substantive Change Proposal in which MLCCD and RCCD are mutually proposing that MLCCD acquire the Coast Center from RCCD.

The following timelines capture this process:

Substantive Changes Timeline

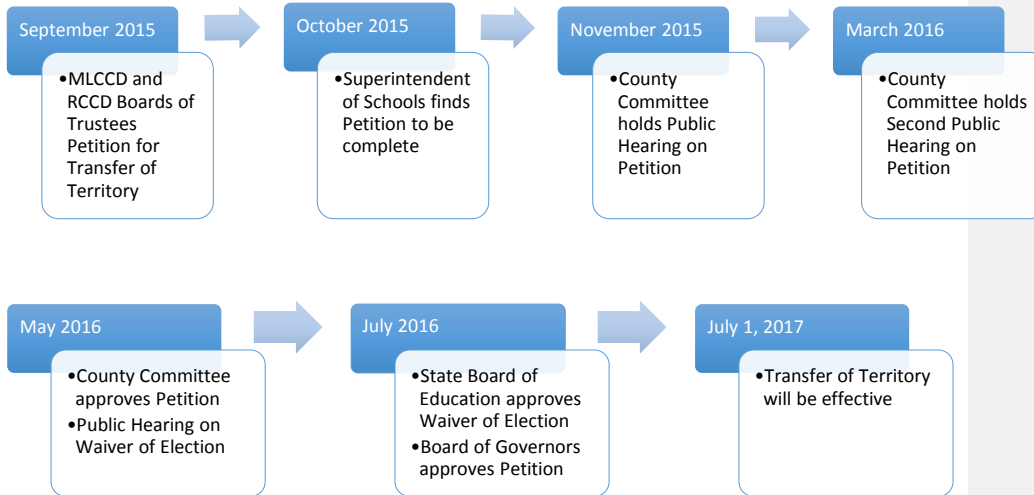


Fine Woodworking Program (Appendix 9 -12)



Commented [DP4]: Eileen

Transfer of Territory Timeline (Appendix 13 and 14)



2. Relationship to Mission:

The MLCCD mission statement is as follows:

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

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

3. Rationale for the Change:

RCCD's distance from the Coast Center has hampered its ability to adequately serve the coastal population. The Coast Center is situated 127 miles from RCCD's main campus in Eureka. In contrast, MLCCD's main campus is 55 miles from the Center (Appendix 15). Additionally, MLCCD's North County Center is in Willits which is only 35 miles from the Mendocino Coast Center. MLCCD's closer proximity allows for the college to be more responsive to and connected with the community and its needs.

Initially, in Spring 2014, MLCCD received a number of key informational items from RCCD regarding its proposed teach-out plan for the coast. This information indicates an on-going student need. For example, the Mendo.xlsx spreadsheet included information for all students enrolled at the RCCD Coast Center for the Fall 2013 and Spring 2014 semesters. This document specifically focused on 333 students and provided data on units completed, awards received and declared majors for students. Through this information, MLCCD is able to project future degrees and certificates it could offer if it were to receive approval to offer 50% or more of a degree or certificate at the Mendocino Coast Center. (Appendix 16)

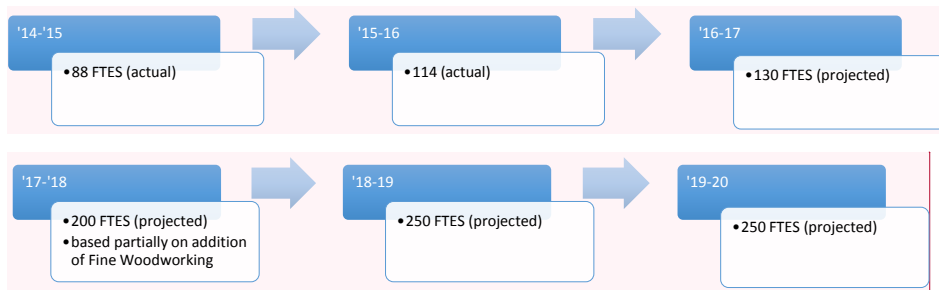
Additionally, MLCCD received a degree audit summary from RCCD. This document provided a "big picture" summary of the number of students with remaining courses in GE areas for Liberal Arts degrees. (Appendix 17) Finally, the "Courses student's" document included the specific courses and the number of students who needed those courses based on program evaluations. This particular report focused on students who had completed 30 units or more of a degree. (Appendix 18)

From this information, MLCCD was able to develop a crosswalk (Appendix 19,) as well as the previously mentioned Fall 2014 and a Spring 2015 schedule to serve the coastal community. As a result, during the 2014-2015 academic year, Mendocino College held classes at the College of the Redwoods Mendocino Coast site as well as at the Ft. Bragg High School location. The classes held constituted less than 50% of any degree or certificate.

During the 2015-2016 academic year MLCCD grew the number of sections offered both at the Center and at High School locations. Enrollments were responsive and the FTES grew at the Center (see "Background" section). Continued growth is being experienced during the Fall 2016 semester. The Fine Woodworking program will provide a large boost in enrollments (50-60 FTES). Based on the Transfer of Territory agreements made with the Chancellor's Office and the Board of Governors, MLCCD will have until 2020 to enroll 250 FTES in order to maintain Center funding at its current rate. Since this funding is an assumption to the success of the Center, it is key that this is a manageable goal. To this end, MLCCD has been working extensively with the local high schools. Since the 2014-15 academic year, every Fort Bragg High School (FBHS) 9th grader has been enrolling in a College Career Success class. By 16-17 all graduating seniors at Fort Bragg High School will be Mendocino College students. Some will graduate with as much as a semester's worth of units through dual/concurrent enrollment opportunities. These are efforts that were not employed by RCCD and that will result in increased enrollment at Mendocino College. MLCCD is also working with the other high schools on the Coast, including Mendocino High School, Three Rivers Charter School and Noyo High School

Based on the timeline below, outreach work and schedule planning, and evidence of current growth, 250 FTES will be achieved.

FTES Build-out:



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

B. A Description of the Program to be Offered

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

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

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

As enrollment builds on the Coast, and students participate in our matriculation process, data from student education plans will be used to further develop a schedule of courses.

Additionally, with the transfer of territory, Fort Bragg Unified School District’s Adult Education Program will begin to benefit from the Adult Education Block Grant Consortium led by MLCCD. In the rest of the District this has resulted in increased Mendocino College offerings for high demand programs for adults in CTE, ESL and programs for adults with disabilities.

The District is developing a district-wide schedule which will consider cohorts of students from the Coast defined by their educational goals and available time for classes. It will also leverage existing MLCCD

resources at the North County Center, which is an approximately one-hour drive from the Mendocino Coast Center and the main campus in Ukiah is a one-and-a-half-hour drive. For this reason, students will be able to build a reasonable course schedule which might include travel to another Mendocino College location. For example, a schedule for coastal students might allow for two days on the Coast for core classes and travel to one of our Centers or the main campus for two other days. This scheduling paradigm has been employed at our North County Center in Willits with great success.

Fine Woodworking Program

Under the current MOU, RCCD continues to offer the highly successful Fine Woodworking program in Ft. Bragg. As described in the “Background” section of this report MLCCD has developed and gotten approval at the local, regional and state levels for a program, courses and prerequisites which mirror the curriculum at RCCD. MLCCD is prepared to begin offering this program and courses in Fall 2017. As outlined in the current MOU between RCCD and MLCCD, the full-time tenured faculty who directs this program is guaranteed a transfer to Mendocino College. This will ensure continuity in this program and provide for a seamless transition to its new institution.

C. Description of the Planning process

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

MLCCD has a long-standing history of serving northern Mendocino County. Soon after the founding of the college in the early 1970s, the North County Center in Willits was established to provide access to California Community College programs and support services in the outlying regions of the college district. The college has continued to confirm its understanding and support of “*our communities*” by establishing its two off-campus education centers in remote parts of its service area and by infusing its commitment to the rural communities which it serves in multiple passages of the college mission, vision and values and in general institutional planning. (Appendix 20) The opportunity to serve coastal students at the Mendocino Coast Center dovetails perfectly with this focus and allows MLCCD to serve virtually all Mendocino County residents.

Up to this point, the process of taking on the Mendocino Coast Center has been discussed within all of our planning processes and has been folded into a variety of planning documents, including a priority in our Education Master Plan (Appendix 21) and Enrollment Management initiatives (Appendix 22). With the approval of this substantive change proposal, the Mendocino Coast Center, as a permanent MLCCD location, will be folded into all of the district’s existing planning documents, including Strategic Planning, Program Review, SLO assessment, SSSP, Basic Skills and Student Equity Plans.

Through its experience in operating both the North County Center and the Lake Center, MLCCD has developed a lean yet highly effective model of providing educational and student services to students in remote areas while generating much needed FTES for the college. Because of its remote, coastal location, the need for a relatively small staff, and existing buildings and facilities, providing services at the Mendocino Coast Center will benefit from the success MLCCD has had at running Centers efficiently

Educational Master Plan Priorities

In the 2014 revision to MLCCD’s Educational Master Plan, the District identified the following as a planning priority: (Appendix 21)

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

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

The Enrollment Management Committee has also developed initiatives. While the plan is still in a draft form, the first initiative is “To build out the Mendocino Coast schedule to reach 250 FTES by 2020.”

Both of the documents cited above also prioritize building k-12 alliances through dual/concurrent enrollment programs. The Mendocino Coast, in particular Fort Bragg High School, has the largest dual enrollment program in our region. In fact, our work on the Coast acted as a spearhead for developing processes and priorities throughout our district for offering dual enrollment.

2. Assessment of needs and resources

Fiscal needs and resources: In 2016, the Vice President (VP) of Administrative Services drafted a four year cost analysis of expanding to the Mendocino Coast. (Appendix 23) Mendocino College has been successful in operating two cost effective centers in Willits and Lakeport. The VP of Administrative Services presented scenarios to the Planning and Budgeting Committee, which included various enrollment assumptions and staffing levels similar to current centers. (Appendix 24)

Facilities/Grounds needs and resources: In addition, staff from maintenance, custodial, grounds and information technology have visited the site multiple times to assess facilities, equipment and technological infrastructure to gauge the overall cost of updating and maintaining the Coast Center. Comprehensive inspections of all facilities led to the current MOU and an agreement with RCCD to provide facilities improvements before the transfer of the property/territory.

MLCCD continues to work with RCCD on a list of repairs and maintenance items. (Appendix 25) MLCCD recognized that the Coast Center location, two blocks from Northern Californian ocean bluffs, will pose maintenance issues unlike those experienced on the inland campus and centers. Custodial equipment and supplies have been inventoried and purchased as needed. An inventory of all locks, interior and exterior, has been conducted and a plan for rekeying the facilities before the final transfer in July, 2017. (Appendix 26)

The functions and design of the space has also been evaluated and MLCCD has begun to refurbish the Library/Learning Center to mirror the design of its other Centers with a “Learning Commons.” This design not only creates a collaborative learning space for students, but also maximizes efficiency of human resources. Admissions, registration and other student services have been moved the counter within and the offices around the Library/Learning Center to create a “one-stop-shop” for students. This also allows for the space to be available during all open hours at the Center. MLCCD has a proposal from TLCD architecture firm for a redesign of the space which is being evaluated for costs and feasibility. (Appendix 27)

The Woodworking facility and equipment appear to be in good working order.

It was determined that an alarmed security system did not need to be maintained. However, a security camera system will be installed. MLCCD installed a MITEL VOIP system at the Coast Center that integrates with the District system. Phones are being installed during the Fall 2016 semester.

Technology Needs and Resources: IT staff originally surveyed the technology resources at the Coast Center before the start of the Fall 2014 semester and did another formal inventory in January 2015. In Fall

of 2014 when MLCCD began offering courses at the center, the IT staff found the resource in place for the minimal classes offered at that time but that much equipment was at the end of its life. The MLCCD IT staff has worked closely with RCCD IT to keep RCCD's equipment functional while transitioning to MLCCD networks and equipment. (Appendix 28)

Staffing Needs/Resources: After the initial MOU to provide courses at the Coast Center was signed during the summer of 2014, supervision was assigned the Dean of Instruction. Initial services were provided by existing staff. It was determined that the only way to make staff available for registration and student support services was to start the semester later on the Coast. This occurred for the first three semesters on the Coast and allowed for Admissions and Records staff to be available to serve students on the Coast. MLCCD did hire a part-time counselor for Coastal students and employed a part-time "faculty liaison" to assist the Dean with on-site coordination at the center. Because of the staggered start date and the need to send staff to the Coast, students were served with registration events (Appendix 29). During the first three semesters, RCCD provided custodial services. Since Fall of 2015, MLCCD has hired temporary Center Assistant and a temporary custodian.

Note: Facilities and Technology accomplishments and plans and permanent staffing plans are discussed in future sections.

3. Effect of proposed change on the institution:

This proposed change would increase overall enrollment and provide quality services to an isolated region of the Mendocino Coast. In the most recent cost analysis scenario (Appendix 30), it is projected that in order to effectively operate the center, a full-time center supervisor and full-time clerical support would be necessary, mirroring the college's two current centers. Other positions, including a custodial/maintenance/security worker, a part-time counselor, and a technology support person are also included in the four-year cost analysis. Additional positions will be added over time as enrollments support the need. Mendocino College projects that minimal construction would need to occur because the site is already operational and in place, though some renovations and updates may be necessary for regular maintenance and deterioration.

Current full-time staff and faculty are also impacted by this change. Full-time faculty typically conduct part-time faculty evaluations throughout the district and oversee the assessment of SLOs, textbook ordering and generally ensure the consistency of course delivery. Classified staff who support technology, facilities, and admissions also help to support the work at the Centers. Finally, middle and executive leadership at MLCCD will provide oversight for this new Center. As permanent staff is hired and enrollment stabilize, all of this work will need to be continually monitored, and efficiently distributed.

4. Statement of Intended Benefits:

Assuming control of the Mendocino Coast Center with the ability to offer 50% or more of a variety of degrees and certificates will allow for adequate educational services to be provided to an isolated region of Mendocino County. MLCCD will be able to provide increased and robust services to ESL, K-12, Vocational and Transfer students through new partnerships. RCCD, due to the distance from its main campus to the Mendocino Coast Center, has simply not been able to provide the services to the Coastal Community that MLCCD will be able to provide. With the approval of this substantive change request,

the eventual transfer of territory, and the ability to hire permanent staff that will come of these changes, MLCCD will be able to become a permanent education provider on the Coast.

5. Description of Preparation and Planning Process

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

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

In Fall 2014, Mendocino College began offering classes at the College of the Redwoods Mendocino Coast Center under the MOU, which was, in essence, a facilities use agreement. Mendocino College has also offered classes during the Spring 2015 semester; however, the selection of course offerings was initially limited until the Fall 2015 after the first substantive change request was approved to offer 50% or more of some of our Certificates and degrees.

During the 2015/16 and 2016/17 academic/fiscal years, RCCD and MLCCD are operating under MOUs which describe a process leading up to the expected transfer of territory/property which is scheduled to occur in July, 2017. Superintendent/President Arturo Reyes and Vice President of Administrative Services Eileen Cichocki have been leading MLCCD in mapping out the transfer of territory. Updates on the transfer appear frequently on Planning Budget Committee (PBC) and in the Board of Trustees meeting President's reports ([Appendix 31](#))

D. Evidence of Analysis

1. Student Support Services

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

The following services have been provided and will continue to be developed and increased as enrollment increase and full-time permanent staff are hired:

- 1) **Assessment/Orientation:** Regular placement testing hours have been scheduled. Orientation is accessed either in person at the Ukiah Main Campus or online through the College Website with assistance available from staff at the Mendocino Coast Center
- 2) **Registration:** A temporary classified Center Assistant covers the admissions office at the Mendocino Coast Center, processes applications, does manual registrations, processes fee waivers and gives general assistance and to new and returning students.
- 3) **General Counseling:** Two part-time counselors are providing regular counseling services at the Center and to high school students who are completing their matriculation requirements for admissions. Also, a CalWORKS counselor travels once a month to the center to meet with CalWORKS students.
- 4) **Veterans:** Students needing these services have either traveled to the North County Center or Ukiah. If they were unable to do this, they completed the intake process through either phone, facsimile or email.
- 5) **Disability Resource:** The DR Coordinator/Counselor goes to the Mendocino Coast Center once a month to meet with DRC students. Also, a new internet ready computer with a flatbed scanner, headphones and mic have been delivered to the Mendocino Coast Center with the following software
 - a. JAWS
 - b. Kurzwell
 - c. ZoomText
 - d. Microsoft Office
- 6) **Financial Aid:** Cash for College events have occurred
- 7) **Tutoring Services:** Mendocino College has not hired tutors yet for the Mendocino Coast Center; however, part-time faculty have been assigned hours in the Library/Learning Center for both scheduled lab courses in English and Math and additional hours to provide general assistance to students.

Commented [DP6]: Ulises

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

The college plans to operate the Mendocino Coast Center in a manner similar to its centers in Willits (the North County Center) and Lakeport (The Lake Center). The Center will be overseen by a Dean of Centers who also has responsibility for the North County Center and oversight of the Lake Center. There is an educational administrator (a Director) on site at the Lake Center, so the Dean of Centers will primarily travel between the North County Center (Willits) and the Coast Center (Fort Bragg). The Dean reports directly to the Vice President of Education and Student Services and meets weekly with the VP and the other deans. The Dean also participates in several shared governance committees such as the Planning and Budgeting Committee, the Educational Action Plan Committee, Enrollment Management and Staffing Committees.

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

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

Part-time Center Counselors will be assigned to the Coast Center. In addition to general counseling, specific student support services such as EOPS, DSPS, and CalWorks counseling will also be provided.

3. Professional Development

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

In the five semesters that MLCCD has been scheduling classes at the Mendocino Coast Center, part-time faculty orientations have been offered. Also, faculty teaching on the Coast have attended inservice events and teacher institutes. Over the past three semesters, the college has hired a part-time temporary faculty coordinator/liaison position to offer some leadership for the part-time faculty teaching at the Mendocino Coast Center.

Center staff conduct their initial training with managers and staff at the main campus and at the established Centers. They will attend similar trainings as main campus staff in similar positions.

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

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

The site consists of:

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

The three buildings house 14 classrooms, including a computer lab, two science labs and two art studios; student services, including counseling, admissions and records services, and computers for electronic

registration; administrative offices; IT support office and mechanical spaces; independent student learning spaces, library/learning lab, study room; faculty and staff workspaces. (Appendix 32)

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

As a result of the IT inventory described in section C.2, much work has already been done as MLCCD has hired temporary staff and increased the level of instruction and services offered at the Coast Center. It was determined that the Coast Center is eligible for CENIC (The Corporation for Education Network Initiatives in California) connectivity to CalREN (California Research and Education Network) which will provide connectivity from the center to the main Ukiah Campus in the same manner as MLCCD's other centers. As a result, a small network to support administrative computers has been established and communicates securely to the main campus.

MLCCD acknowledges that much of the Coast Center's wiring infrastructure is in need of replacement and will need to match the technology standards at all MLCCD locations. An inventory exists of what is currently known to be replaced and will be modified as new information emerges. (Appendix 33). Recently, wireless services were expanded to include the Art building. However, that will need to be replaced with MLCCD equipment by 2017.

Some work has already been done on the replacement of the wiring infrastructure; fiber was upgraded before the start of the 2016 semester between the buildings and the wiring closets. The wiring to the wall jacks is currently CAT5E and will be sufficient until 2020.

MLCCD is taking possession of and upgrading phone systems at the Coast Center: PBX system was installed with handsets compatible with the MITEL/VOIP system in early Fall 2016 and instructional areas are having phones installed by the end of Fall semester.

The Center has extensive office space and it may not be necessary to utilize all the space that is available. However, for a complete report, the inventory outlines the basic technology needs for all available spaces not currently used by the Charter School. Computers, printers and copiers for all administrative use will be provided. Currently, four administrative work areas have been upgraded with new computers and printers. Staff and faculty continue to use copiers supplied by CR; however, copiers under the MLCCD lease plan are being procured at this time.

The instructional classrooms currently use the SMART/AV setup. There is planned replacement of each of the computers and projectors. Other components such as monitors, sound equipment and DVD players will be transferred from RCCD to MLCCD inventory and will be replaced in a "as needed" basis. As of Spring 2016, MLCCD set up three additional classrooms with SMART/AV technology; the existing computers got refreshed by RCCD to upgrade to Windows 7. For Fall of 2016, the Art building was equipped with a color printer and scanner by MLCCD. The classroom technology maintenance and upgrading is a good example of how MLCCD and RCCD have worked together to plan for and implement smooth transition for possession and responsibility of the Center.

Other equipment/technology related planning include the following:

- For Fall, 2017 a computer classroom will be established in an area now leased by the Charter school
- Student ID card system was installed in late Spring 2016 that works with and is supported by the MLCCD ID card system

- With the CENIC upgrade, staff is investigating having Polycomm equipment and capability by Spring 2017 to provide similar synchronistic distance education as provided from the main campus to the other two centers.
- New computers provided to the Coast Center will have Adobe and other college licensed software.

5. Sustainable fiscal resources:

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

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

2014/15

In 2014/15, MLCCD served 88 FTES at the Coast Center which resulted in \$411,488 in general apportionment. MLCCD spent \$190,000 in faculty salary and benefits and \$19,975 in travel and staff costs. Revenue exceeded expenditures by \$201,513. The current MOU with RCCD contains the following provisions:

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

In 2014/15, MLCCD received \$274,037 from RCCD for 2014/15. Therefore, the financial position of MLCCD is improved by \$475,550 (\$201,513 + \$274,037) by serving the Coast Center in 2014/15.

(Appendix 34)

2015/16

In 2015/16, MLCCD served 114 FTES at the Coast Center which resulted in \$538,422 in general apportionment. MLCCD also received rental income of \$6,061 from outside entities. MLCCD spent \$366,000 at the Coast Center in 2015/16. Therefore, for MLCCD, revenue exceeded expenditures by \$178,236. Expenditures included faculty, part time staff, counseling, travel, supplies, and equipment.

MLCCD began investing in technology upgrades at the center. The Dean of Instruction provided administrative oversight of the Coast Center and North County Center. RCCD continued to operate the Fine Woodworking program and transfer enrollment revenue, net of expenditures, to MLCCD. RCCD continued to maintain the facility and transfer center funding, net of expenditures, to MLCCD. In 2015/16, MLCCD received an additional \$267,837 from RCCD for 2015/16. Therefore, the financial position of MLCCD is improved by \$446,073 (\$178,236 + \$267,837) by serving the Coast Center in 2015/16. (Appendix 34)

2016/17

In 2016/17, MLCCD plans to serve 130 FTES. RCCD will continue to operate the Fine Woodworking program and transfer enrollment revenue, net of expenditures, to MLCCD. RCCD will continue to maintain the facility and transfer center funding, net of expenditures, to MLCCD. MLCCD will begin to increase staffing levels to serve the growth in the student population. The Dean of Centers will provide administrative oversight to the Coast Center. In addition, recruitment will begin for a Center Supervisor, Center Support Specialist, and Center Facilities Worker. This level of FTES and staffing is estimated to result in revenue exceeding expenditures by \$425,519. (Appendix 34)

Status of center funding of the grandfathered Mendocino Coast Center

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

Under normal circumstances, 250 FTES will need to be reported in 2017/18 to retain center funding. However, in recognition of the unique nature of this transfer of territory, the Chancellor's Office and Board of Governors have agreed to allow MLCCD an additional three years after the official transfer of territory on July 1, 2017 to restore FTES at the center 250 FTES without loss of center funding. This agreement is detailed in the Petition for Transfer of Inhabited Territory in response to Education Code section 74108, subdivision (b).

2017/18

In 2017/18, MLCCD plans to serve 200 FTES and assume complete control over the Service Area including the Fine Woodworking Program. MLCCD plans to hire the full time faculty member currently teaching in the Fine Woodworking program. Part time faculty teaching in the Fine Woodworking program have been encouraged to apply to MLCCD. MLCCD will also assume utilities costs estimated to total \$100,000 annually. This level of FTES and staffing is estimated to result in revenue exceeding expenditures by \$286,865. (Appendix 11)

2018/19

In 2018/19, MLCCD expects to be serving students at the 250 FTES level. Revenues are projected to exceed expenditures by \$429,065.

E. Evidence of Internal and External Approvals

All Memorandums of Understanding (MOUs) between RCCD and MLCCD have been signed by both Superintendent/Presidents (Appendix 2). Prior to MLCCD's Superintendent / President signing each MOU, they were reviewed by the MLCCD Board of Trustees were ratified by the MLCCD Board. (Appendix 35) Prior to reaching the Board of Trustees, each MOU has been discussed and reviewed in the Planning and Budgeting Committee (PBC), which is comprised of representatives from all constituent groups including Academic Senate, Classified Senate, and Management / Supervisory/ Confidential leadership. (Appendix 36)

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

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

As described earlier, MLCCD has engaged in all steps of the Transfer of Territory process and has received all approvals necessary from the public, the school districts, and the Chancellor's Office Board of Governors.

Throughout the re-Districting process, MLCCD has engaged in building inspections to ensure that facilities are safe and in good condition. All construction was approved by the Division of State Architect and met the requirements for the Americans with Disabilities Act at the time of construction. Additionally, in the interest of student and staff health and safety, a comprehensive pest report was obtained as well as a property liability and risk assessment report. All pest and safety items will be corrected prior to July 1, 2017.

F. Evidence of Eligibility Requirements –

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

1. Authority:

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

2. Operational Status:

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

3. Degrees:

Mendocino College offers 31 Certificates of Achievement and 48 degree programs. A substantial portion of its classes in any given semester will help students advance toward degree completion.

In Fall 2015, 72% of students indicated enrollment in a degree or certificate program. All courses regardless of modality are reviewed and approved by the Curriculum Committee to ensure appropriate content, length, and levels of quality and rigor. Student Learning Outcomes and Assessment are determined by faculty for programs and courses. Each course and program Student Learning Outcome and Assessment is documented.

4. Chief Executive Officer:

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

5. Financial Accountability:

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

6. Mission:

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

7. Governing Board:

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

8. Administrative Capacity:

Mendocino College has sufficient administrative staff with appropriate preparation and experience to provide the services to support its mission. As of Fall 2016, the college has one Superintendent/President, two Vice Presidents and 21 managers. For the proposed Coast Center, staffing will include a 1.0 Center Operations Supervisor, 1.0 Center assistant, 1.0 a Center Maintenance worker, a 0.5 counselor, a .40 Dean of Instruction, and a .25 Technology Support person.

9. Educational Programs:

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

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

10. Academic Credit:

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

11. Student Learning and Student Achievement:

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

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

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

12. General Education:

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

13. Academic Freedom:

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

14. Faculty:

Mendocino College has 49 full-time faculty who have met minimum qualifications as determined by the California Community College's Statewide Academic Senate. Faculty duties are outlined in their job

descriptions and in their collective bargaining agreements; these duties include development and review of curriculum as well as assessment of student learning.

15. Student Support Services:

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

These services include:

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

16. Admissions:

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

17. Information and Learning Support Services:

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

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

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

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

18. Financial Resources:

Mendocino College receives the bulk of its financial resources from state allocations based on enrollments, categorical funds and some federal sources such as Perkins. It has sufficient funding to

support its mission and educational programs, and it prudently carries a reserve adequate to address any unforeseen expenses without interrupting services to students.

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

19. Institutional Planning and Evaluation:

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

20. Integrity in Communication with the Public:

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

General information

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

Requirements

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

Major policies affecting students

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

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

21. Integrity in Relations with the Accrediting Commission:

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

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

G. Evidence of Accreditation Standards and Commission Policies

Commented [DP7]: Check with commission on which standards to use.

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

The bulk of this Substantive Change Proposal provides evidence for the ways acquiring the new Center will sustain current ACCJC standards. Further evidence and summary are provided below. MLCCD staff and faculty have pride in its record of participating in successful accreditation reviews with no sanctions and manageable recommendations.

Standard I: Mission, Academic Quality and Institutional Effectiveness and Integrity

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

Academic quality is currently and will continue to be supported and sustained at the Coast Center through a rigorous faculty evaluation process which includes ensuring participation in the Student Learning Outcome assessment process (Appendix 37). Already, part-time faculty at the Center have collaborated with full-time faculty to develop curriculum and conduct SLO assessments.

Institutional Effectiveness has been maintained through integration of the transfer of the Mendocino Coast territory and the Coast Center into existing planning structures as described throughout this proposal. Additionally, an ad-hoc committee—the Mendocino Coast Implementation Steering Committee—with membership from all constituent groups, has been meeting to evaluate feasibility and lead the planning efforts. (Appendix 38)

The Coast Center has also been integrated into institutional effectiveness practices through MLCCD’s research department and information systems. Although it is not yet an official center, it has been included as a distinct location for budgeting/expenditures, scheduling, and schedule information. This

allows for disaggregation of data, including enrollment, demographics, student success, and efficiency. Director Minerva Flores's tableau site which can be linked to from the Mendocino College home page shows the disaggregation of data by location <https://public.tableau.com/profile/mfloresoc#!/>.

Furthermore, the Coast Center will be fully integrated into the Program Review process once it becomes an official Center. Currently, planning, resources and needs are discussed and presented through the Mendocino Coast Implementation Steering Committee.

Institutional Integrity has been and will be maintained at the Coast Center as has been described throughout this proposal. The Coast Center is already included as a location in printed and electronic information resources, including the website, webadvisor, printed schedules and the catalog. The naming of the Center and its subsidiary locations has taken place through the establish President Policy Advisory Committee (PPAC) and is due to be approved at the December 2016 Board meeting. (Appendix 39)

The Center will conform to all of the practices of providing information to students and the public as it employs at the main campus and the existing centers.

Standard II: Student Learning Programs and Support Services

Instructional Programs will be of equally high quality as those provided throughout the MLCCD. Courses will adhere to the established course outlines for use throughout the District, with imbedded student learning outcomes that mirror those in the curriculum taught on the main campus. All courses will be taught with the most appropriate pedagogy for the respective curriculum of each course and with the use of state-of-the-art instructional technology. All sections will adhere to the appropriate depth and rigor of those taught throughout the District and will be scheduled in timeframes appropriate to the subject matter. All courses at the Mendocino Coast Center require express approval by the Curriculum Committee and are assessed for Student Learning Outcomes.

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

Library and Learning Support Services have been and will continue to offered at the Coast Center. As described in the proposal, MLCCD has been engaged in evaluating and changing the use and function of the Center in order to provide for increased access to the learning lab and library holdings. While the print collections at this Center and our other centers are limited, every student has access and can order print copies from the main campus. These holdings will be shipped free of charge through the courier service to the Center. Math and English labs have been and will continue to be offered for student support. Tutoring services will also be developed.

Student Support Services have been provided at this location from the start of our presence on the Coast as described in this proposal.

Standard III: Resources

Human resources practices will adhere to same rigorous and sound processes for the Mendocino Coast Center as for the main campus. All faculty must meet the minimum qualifications in their respective disciplines. The faculty teaching at the Mendocino Coast Center will undergo the same evaluation

procedures as their counterparts on campus. Faculty office hours can be on site or online using information technology tools. Part-time faculty at the Coast collaborate with departments through the full-time faculty and with the facilitation of the Dean of Centers.

Physical Resources and Technology Resources are thoroughly discussed in this proposal and have been under great scrutiny through the transfer of territory process. Facilities and IT management and staff from the main campus are highly involved in the Mendocino Coast Implementation Committee and processes. They take multiple trips to the Coast Center each month and are well versed in the needs and resources there.

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

Financial Resources have also been thoroughly discussed in this document and throughout the planning processes at MLCCD. The VP of Administrative Services has developed multiple cost/revenue projections as enrollment targets become more clear, state parameters change, and as more information becomes apparent through the transfer process (details of Center funding, fine woodworking program FTES, staffing needs, etc.). Key to supporting this ACCJC standard is that information in regards to the fiscal impact of this proposal is shared throughout the district. The Fiscal department housed at the main campus has clear oversight of the Centers for sound decision making practices.

Standard IV: Leadership and Governance

Decision-Making Roles and Processes established throughout MLCCD have been and will be applied to the Coast Center as described and evidenced throughout this proposal.

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

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

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

The Chief Executive Officer (CEO) has primary responsibility for the quality of the institution. The effective leadership that was apparent through our last accreditation self-evaluation and follow up report has been and will be a critical component of the success of the Coast Center. As has been reported and evidenced in this proposal, the MLCCD CEO Superintendent/President Arturo Reyes, has led the district through the many tiered processes of the transfer of territory, including initial discussions with RCCD leadership, development of MOUs, examination of the feasibility through the Planning and Budgeting Committee (PBC), communication to the college, the board and the community about the transfer, and the

transfer process itself involving county offices of education and the Chancellor's office Board of Governors.

The Governing Board has also led the district successfully through this process and has provide an active and critical perspective throughout the transfer process. As evidenced by the documents provided in this proposal, the MLCCD Board of Trustees has discussed and been asked for approval at each step of the process.

Appendices

Appendix 1

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

English As a Second Language

5534	ESL	3	ESL: Oral Skills	3.0	LEC	TTh	1:30- 2:50pm	Gilmore, Karen	MCM	1250
5388	ESL	7A	ESL: Beginning A	5.0	LEC	TTh	6:00- 8:25pm	Arago, Marybeth	CRFB	114

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

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

5453	ESL	7A	ESL: Beginning A	5.0	LEC	MW	5:00- 7:20pm	Garcia, Luz	GHEB	D1
3213	ESL	7B	ESL: Beginning B	5.0	LEC	TTh	11:00- 1:20pm	Lee, Victoria	GRV5	6510
					LEC1	TTh	11:00- 1:20pm	Walsh, Sarah	GRV5	6510
5447	ESL	7B	ESL: Beginning B	5.0	LEC	TTh	6:00- 8:20pm	Johnson, Cameron	SMS	CLASSRM
3182	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	6:00- 8:20pm	Gilmore, Karen	SMS	CLASSRM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Furthermore, it is mutually agreed by both Parties that:

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

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

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

SIGNATURES

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

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

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

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

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

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

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

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

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

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

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

Furthermore, it is mutually agreed by both Parties that:

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

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

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

SIGNATURES

Date

Kathryn G. Smith 10-14-14
Kathryn G. Smith
President/Superintendent
Redwoods Community College District

Arturo Reyes 10/16/14
Arturo Reyes
Superintendent/President
Mendocino-Lake Community College District

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

VI. ROLES AND RESPONSIBILITIES

The RCCD shall consent to the MLCCD as having the primary responsibility to provide a solution in serving and meeting the post-secondary educational needs of the Mendocino Coast students. RCCD and MLCCD agree to establish and maintain effective communication and collaboration with each other consistent with the terms of this MOU.

VII. DUTIES AND FUNCTIONS

For fiscal years 2015-16, and 2016-17, the RCCD and MLCCD agree to the following:

During the term of this MOU, MLCCD shall provide all instructional, student services and other services that support student access, equity and success within the Service Area pending substantive change approval from the ACCJC. While RCCD is primarily responsible for a "teach out" plan for students who have completed 75% or more of a degree, it is the intent of MLCCD to provide those courses necessary for the "teach out" to these students.

During the term of this MOU, MLCCD will provide exclusive instructional and student services in the Service Area. Programs and services may include but are not limited to:

- for-credit instruction
- non-credit instruction
- not-for-credit instruction
- dual enrollment programs
- Middle College High School
- Early College
- distance education
- adult education
- GED and other testing services
- college research
- public service activities
- Foundation activities

MLCCD may provide any other programs and services that are appropriate for a California community college.

During the term of this MOU, MLCCD will have exclusive access and rights to advertising, recruiting, fundraising, and other related activities within the Service Area. All current funds and revenue from endowments, scholarships or donations specifically designated to programs or students at the MCEC will be transferred from the CR Foundation to the MC Foundation within two months of the MOU approval.

MLCCD has the right to lease any facility or assets in the RCCD Service Area, and to conduct courses, activities and programs elsewhere in the Service Area, as it deems appropriate. A

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

schedule of the current leases is attached hereto as Exhibit B. Current leases will be honored by both parties and MLCCD will become the primary contact and lessor for all leases. All revenue generated from these leases or future leases will be collected by MLCCD. All current and future lease revenue for the term of this MOU will be allocated to and used by MLCCD in its sole discretion.

MLCCD reserves the exclusive right to determine the use of the MCEC buildings and assets during the term of this MOU, and MLCCD shall exercise exclusive control over the facilities, equipment and operations in the Service Area. MLCCD shall determine in its sole discretion, the best manner of delivering services in the Service Area.

RCCD shall not charge MLCCD any rent during the term of this MOU, and RCCD will not employ anyone in the Service Area or provide any programs or services in the Service Area, except for the custodial/maintenance worker and as agreed upon by MLCCD. Except for the Fine Woodworking facilities, buildings RCCD currently utilizes within the Service Area will be under the direct control of MLCCD. MLCCD shall obtain RCCD's prior written approval before making permanent facility changes or major alterations at any RCCD site within the Service Area. MLCCD shall repair all damages resulting from MLCCD use, occurring during the term of this MOU and shall surrender the facilities at the termination of this MOU in the same condition, or better, than when MLCCD assumed occupancy.

RCCD will maintain the premises and repair all buildings as needed to maintain a safe and appropriate environment. A list of the RCCD facilities within the Service Area is attached as Exhibit C ("the facilities"). All needed repairs and maintenance listed in Exhibit D will be completed in a timely manner by RCCD as agreed with MLCCD. Any future facility concerns impacting safety or restricting instruction/services will be addressed by RCCD in a timely manner. Any future non-critical maintenance needs or repairs mutually agreed upon with MLCCD will be addressed by RCCD appropriately within the period of this MOU.

~~RCCD shall provide basic facility support services, including utilities, internet access and telephone services, and will provide a custodial/maintenance worker. Subject to the terms of existing service contracts, the parties agree to work collaboratively to establish and implement a plan to transition utility services, internet access, and telephone service to MLCCD's direct billing and control by July 1, 2017 or sooner, and RCCD will then cancel the services in its name. The parties agree to work together to make this transition in a manner that ensures continuity of services and reduces disruptions at the MCEC.~~

MLCCD shall obtain RCCD's prior written approval before entering into contracts or leases related to this MOU that alter the term of this MOU or that could financially obligate RCCD. MLCCD will not enter into contracts or leases that extend beyond the term of this MOU without the written agreement of RCCD.

The Parties will work collaboratively with the State Chancellor's Office regarding the transfer

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

of the current grand-parented center status and associated FTES apportionment to MLCCD. The current level of apportionment funding provided by the State is at the "greater than 234 FTES" level. The greater than 234 FTES center level is currently \$281,141 on the 2014-15 First Principal Apportionment Exhibit C. It is the expectation of the Parties that the level of apportionment funding provided by the State will be at the "greater than 234 FTES" level for the term of the MOU. Regardless of which Party is remitted funds by the Chancellor's Office, apportionment funding awarded for this grand-parented center during the term of the MOU shall be provided to MLCCD after payment of actual expenses incurred by RCCD of operating the educational center during the term of this agreement. Such funding shall be transferred to MLCCD by August 15 following each fiscal year. If the current level of funding is reduced or eliminated by the State Chancellor's Office for any reason during the term of this MOU, MLCCD may terminate this MOU pursuant to Section X.

Any revenue from funded FTES courses in the Service Area allocated to RCCD will be transferred to MLCCD for the term of this MOU after payment of actual expenses incurred by RCCD of operating the educational center during the term of this agreement.

Fine Woodworking Program

RCCD will transfer the Fine Woodworking Program to MLCCD after necessary regulatory approvals are completed. Both parties recognize that there may be personnel, program approval, and State funding issues that require a transition period. Both parties agree to the transition requirements involving this program, including labor and personnel related issues to comply with State regulatory requirements regarding transition timelines and funding. Until MLCCD receives CCCCO approval to offer the program, RCCD will continue to offer the Fine Woodworking Program in collaboration with MLCCD. All apportionment and other revenues generated by the Fine Woodworking Program will be transferred to MLCCD by RCCD after payment of actual expenses incurred by RCCD to operate the Fine Woodworking Program.

Transfer of Territory

Upon Board ratification of this MOU, RCCD and MLCCD will begin discussions regarding a long term solution to providing services and programs to the students in the Service Area. These discussions will include the process of "School District Re-Organization" as described in Education Code Section 74014 (Action to Reorganize Districts). RCCD agrees to the proposed boundary changes and consents to the transfer of territory to MLCCD on July 1, 2017 and agrees to work in good faith with MLCCD to ensure all requirements below are satisfied. Both parties agree in principle to pursue boundary changes or the re-organization of the Parties' districts to include the Mendocino County geographic area described in Exhibit A. Both parties agree to move forward in good faith to complete and support the process of "School District Re-Organization" as described in Education Code Section 74014 (Action to Reorganize Districts) with an effective date of transfer no later than July 1, 2017.

RCCD agrees to develop preliminary draft deliverables, in consultation with MLCCD, for the

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

following items in preparation for a potential petition to reorganize districts by the transfer of territory to another district, including but not limited to:

1. Preliminary draft language for a petition to reorganize districts by the transfer of territory to another district. The petition must at least address these elements:
 - a. To preserve grand-parented Apportionment funding status, the Petition must include language that the effective date of any redistricting must be no later than July 1, 2017.
 - b. The rights of the employees in the affected districts to continued employment.
 - c. The financial impact of the proposed change on each affected district.
 - d. Whether the districts involved will be governed, in part, by provisions of a city charter and, if so, in what way.
 - e. A description of how the property, obligations, and bonded indebtedness of existing districts will be divided.
 - f. Whether the reorganization will significantly affect racial or ethnic composition of districts.
 - g. Determination of impact of proposed change upon boards of trustees.
 - h. A draft statement of the terms of the agreement regarding all conditions of the transfer, when applicable, for consideration by governing boards of affected districts.
 - i. Whether the change is compatible with the district master plan of the county.
 - j. The transfer will not result in any increased cost to the state.
 - k. The transfer will not result in a reduction in state aid to community college districts not party to the petition.
 - l. The reallocation of local property tax revenues has been accurately determined and will be appropriately transferred.
2. Identify college property and facilities within the potential transfer of territory and clear any legal or title issues that may be present.
3. Analysis of the asset values and bond indebtedness and the potential allocation between the respective districts. Work with the County Boards of Supervisors to

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

prepare a preliminary calculation of the annual tax rate for bond interest and redemption subsequent to the potential transfer.

4. A draft analysis of the reallocation of local property tax revenues.
5. An analysis to determine that the potential transfer will not decrease educational opportunities for residents of both districts.
6. Preliminary draft language for an analysis of the racial or ethnic composition of the colleges affected by the proposal, including factual and statistical evidence.

VIII. INSURANCE & INDEMNITY

MLCCD shall obtain and maintain during the term of this MOU commercial or comprehensive general liability insurance covering bodily injury and property damage arising from, incurred in relation to, or as a consequence of, this MOU, i.e., programs and services that MLCCD offers to students in the Service Area, using an occurrence policy form, in an amount no less than \$2,000,000 per occurrence. MLCCD insurance shall be primary coverage and shall include, but not be limited to: premises and operations liability, independent consultants' liability, and personal injury liability, and shall identify RCCD as an additional insured. Insurance carried by RCCD covering the Service Area shall identify MLCCD as an additional insured. Both parties may self-insure to satisfy this requirement.

To the fullest extent permitted by law, the Parties agree to save, indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged, or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this MOU, and attributable to that party's fault or liability. Following a determination of the percentage of fault or liability by agreement between the Parties or a court of competent jurisdiction, the Party responsible for liability to the other will indemnify the other party to this MOU for the percentage of liability determined. Neither party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct.

IX. DISPUTE RESOLUTION

RCCD and MLCCD agree to resolve conflict issues relative to the terms of the MOU collegially and collaboratively. Both parties agree to meet at least once per year at the facility during the term of this MOU to discuss and collegially resolve issues related to this MOU. RCCD and MLCCD agree to work collegially to ensure that this MOU does not negatively impact either party's accreditation status. Both parties agree that both Title 5 of the Code of Regulations and Education Code and any other legal requirements prevail over any contradictory language within this MOU, as determined by a court of competent jurisdiction.

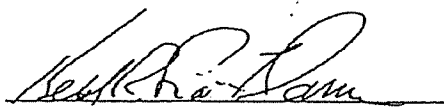
**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

This MOU shall be governed by California law, and venue shall be in the Superior Court of the County of Mendocino, California, and no other place.

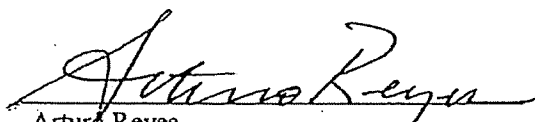
X. TERMINATION PROVISION

MLCCD has the right to terminate this MOU without cause by giving RCCD a written termination which shall then be effective after the end of the next full academic semester (excluding summer session). If MLCCD terminates this MOU because of the loss of center status and associated apportionment, the termination will instead be effective at the end of the current semester, or after 30 days during the summer session, unless MLCCD, in its sole discretion, agrees to a later effective date. RCCD has the right to request termination of this MOU by giving MLCCD a written request for termination stating the reason for the termination which, if agreed to by MLCCD, shall then be effective after the end of the next full academic semester (excluding summer session). RCCD may only request termination during the term of the MOU in the event that MLCCD does not provide services as required under this MOU. The parties agree to work together as may be necessary to preserve RCCD's grand-parented apportionment funding awarded for the MCEC. MLCCD will fully consider RCCD's request for termination and, if granted, both parties will agree to a reasonable transition timeline.

SIGNATURES



Keith Snow-Flamer
Interim President/Superintendent
Redwoods Community College District



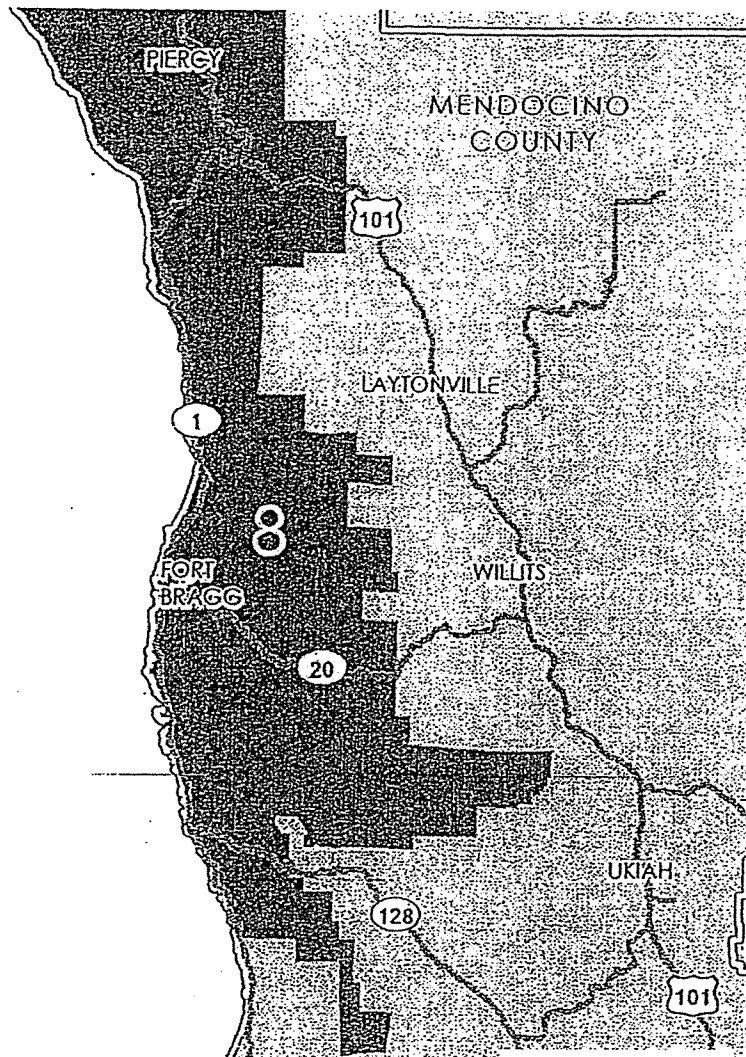
Arturo Reyes
Superintendent/President
Mendocino-Lake Community College District

July 28, 2015
Date

July 28, 2015
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

Exhibit A
Diagram of Service Area Subject to this MOU
(Depicted in shaded area)



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

Exhibit B

**Current RCCD Leases of Facilities within the Service Area
(In effect as of July 1, 2015)**

1. Three Rivers Charter School
Leased Premises: 1211 Del Mar Drive, Fort Bragg, CA
Rooms 130, 130A, 130B, 130C, 300, 301, 302, 303, 304, 305, 306, 307, 308, and 309
Lease period: Through June 30, 2018

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

Exhibit C
RCCD Facilities within Service Area

1. College of the Redwoods, Mendocino Coast Education Center
1211 Del Mar Drive
Fort Bragg, CA
2. College of the Redwoods, Fine Woodworking
440 Alger Street
Fort Bragg, CA

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**Exhibit D
List of Repair and Maintenance Items**

High priority items cited in SWACC Inspection report:

1. Electrical corrections – From recent SWACC inspection, replace the extension cord powering the heating/ventilation unit at FW100 with permanent wiring and replace missing protective covers over light bulbs.
2. Repair automatic door - From recent SWACC inspection, repair or replace button or mechanism for automatic ADA door opener to front door of Main bldg.
3. Install door stop - From recent SWACC inspection, install door stop on front door to stop the need to prop the door open with a rock.
4. Correct play swings – From recent SWACC inspection, Three Rivers Charter school to replace rusty chains on swings and correct problem of compacted dirt and fill under the swings which needs to be replaced with an appropriate amount of loose fill surfacing.
5. Relocate kiln - From recent SWACC inspection, relocate kiln that is currently in an unsecured area to a secure area.
6. Replace eyewash - From recent SWACC inspection, replace broken eyewash station in room 122.
7. Clean up chemical storage - From recent SWACC inspection, dispose of improperly stored and unlabeled containers in room 206A.

Additional repair items:

1. Repair roof leak – Locate leak and repair roof at Art bldg. If leak cannot be exactly determined, then replace the rubber seal between the Art building and the addition to the Art building. Clean and repaint near the seal inside in the Art bldg. room.
2. Repair gate – Repair broken gate at propane tank near the Art building.
3. Replace gutters and drainpipes – Remove and dispose of gutters and drainpipes at Main bldg., Art bldg. and portables and replace with new gutters and drainpipes.
4. Caulk foundation – Remove compromised gasket material where building foundation meets concrete slab at the Art bldg. and at the back of the Main bldg. near the Library, and replace with rubber seal or other appropriate seal.
5. Secure permanent ladder – Place a lockable and removable cover over the lower portion of the roof access ladder for the Main bldg., similar to the cover on the ladder to the roof of the Art bldg.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

6. Repair and replace siding and trim – Remove and dispose of damaged siding and trim and replace with new siding and trim and paint. Locations for repair include:
 - a. Back corner of main bldg. – Repair siding under window that has been termite damaged.
 - b. Replace frayed 2x4 at back of main bldg. near the Library starting at the sewer pump control panel warning light.
 - c. Siding under window frames and the window frames of certain areas of the portable bldgs.
7. Termite treatment – Contract with an appropriate vendor for termite and pest spraying for all wood bldgs. at the campus.
8. Repair conduit at portable bldg. – Repair one conduit near the CC portable bldg. that has separated near the end of the conduit close to the foundation.
9. Repaint beams – Clean, prep and paint metal beams at overhang of portables.
10. Repair or replace doors – Deteriorated or rusted/corroded doors will be repaired or replaced as follows: Maintenance yard – Remove and dispose of one set of double doors that have been damaged at the bottom due to weather and replace with new doors.
11. Replace door lock - Replace missing interior door lock on door near room 106C.
12. Remove wood chips – Remove wood chips touching the wood wall of portable bldg.
13. Repair wood cover in concrete – Remove and dispose of wood covering a hole in the concrete walkway near CC303 and permanently fill with concrete.
14. Replace woods spacers in concrete at entrance – Remove and dispose of wood spacers in concrete at entrance to Main bldg. and replace with levelled concrete fill. There are approximately 6 wood spacers each about 8 feet wide.
15. Repair floors in portable bldgs. – Repair damaged and “soft” areas in subfloor and float in MB302A, MB302B, then carpet the floors. In MB302A and MB302B, remove and dispose of thresholds on exterior doors and install new thresholds.
16. Repair damaged electrical conduit on the exhaust fan on the exterior of Fine Woodworking bldg.
17. Repair outside lighting sensor at Fine Woodworking bldg.
18. Repair bathroom floor – Remove loose paint and prep bathroom floor at Fine Woodworking bldg. and repaint/seal concrete floor.
19. Repair and restripe the parking lot, as needed.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT AND
THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

20. Provide a replacement/emergency backup "waste" pump required for the main center.
21. Removal of old vehicles (2 vans), removal of chemicals, pesticides, etc. from facilities sheds in the corporation yard.

Art

9014	ART	210A	Drawing	3.0	LEC	WF	9:30-10:20am	Palmer, Jonathan	FBMC	206	
					LAB	WF	10:30- 1:05pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9026	ART	218A	Painting-Oils I	3.0	LEC	WF	2:00- 2:50pm	Palmer, Jonathan	FBMC	206	
					LAB	WF	3:00- 5:35pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9029	ART	226A	Painting-Acrylics I	3.0	LEC	WF	2:00- 2:50pm	Palmer, Jonathan	FBMC	206	
					LAB	WF	3:00- 5:35pm	Palmer, Jonathan	FBMC	206	
(09/08/14 to 12/12/14)											
9031	ART	240A	Ceramics I	3.0	LEC	MW	5:30- 6:20pm	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	6:30- 9:05pm	Hobart, Evan	FBMC	207	
(09/08/14 to 12/12/14)											
9037	ART	240A	Ceramics I	3.0	LEC	F	9:00-10:50am	Hobart, Evan	FBMC	207	\$25.00
					LAB	F	11:00-12:30pm	Hobart, Evan	FBMC	207	
					LAB1	F	1:30- 5:20pm	Hobart, Evan	FBMC	207	
(09/08/14 to 12/12/14)											

Child Development

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

Cooperative Work Experience

9053	CED	50	Intro to Work Experience	0.5-3.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
(09/08/14 to 12/12/14)											
*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE . To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.											
9060	CED	195	General Work Experience	1.0-6.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
(09/08/14 to 12/12/14)											
*All students MUST attend an orientation. The orientation schedule and course instructions can be found at www.mendocino.edu/CWEE . To contact the CWEE office in Ukiah: 468-3047; Lake: 263-4944; or Willits: 459-6224.											

English

9129	ENG	60	Reading and Writing Laboratory	1.0	LAB	TTh	12:00- 1:40pm	Brown, Katherine	FBMC	LRC	
(09/08/14 to 12/12/14)											
Reading and Writing lab setting. This open lab is available Tuesday and Thursday: Noon to 1:40 PM. Location: Library/Learning Center.											
9104	ENG	200	Reading and Composition	3.0	LEC	TTh	2:00- 3:45pm	Brown, Katherine	FBMC	111	
(09/08/14 to 12/12/14)											
9137	ENG	210	Creative Writing	3.0	LEC	T	9:00- 1:20pm	Watkins, Norma	FBMC	111	
(09/08/14 to 11/18/14)											
9142	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC	
(09/08/14 to 12/12/14)											
Reading and Writing lab setting. This open lab is available Tuesday and Thursday: Noon to 1:40 PM. Location: Library/Learning Center.											

English As a Second Language

0951 ESL 9A ESL: Intermediate A 5.0 LEC MW 5:30- 8:20pm Arago, Marybeth FBMC 111

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

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

LAB MW 6:45- 8:20pm Arago, Marybeth FBMC 111

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

Mathematics

9123 MTH 56 Intermediate Algebra 5.0 LEC FS 9:00-12:15pm Dominguez, Diana FBMC 111

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

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

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

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

Music

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

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

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

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

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

Psychology

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

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

Speech

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

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

Sustainable Technologies

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

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

Agriculture

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

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

Section 9001 meets on two Saturdays.

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

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

Art

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Business

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

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

Child Development

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

9016 CDV 196 CDV-Occupational Work Exp 1.0-8.0 WE TBA TBA Jenkins, Daniel MCM 1201
(02/09/15 to 05/22/15)

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9019 CDV 200 Psychology of Development 3.0 LEC Th 5:30- 8:50pm Leach, Carla FBMC 114
(02/12/15 to 05/21/15)

College and Career Success

9036 CCS 100 Career Planning Success 3.0 LEC MTWTh 1:30- 2:35pm Decker, Kristine NOYO ROOM 1
(03/09/15 to 05/21/15)
Section 9036 is a LATE START class.

9044 CCS 100 Career Planning Success 1.5 LEC F 8:15- 9:05am Decker, Kristine FBHS F110
LEC1 Th 8:15- 9:05am Boele, Marc FBHS F110
(02/26/15 to 05/22/15)

9045 CCS 100 Career Planning Success 1.5 LEC F 9:40-10:30am Decker, Kristine FBHS F110
LEC1 Th 9:40-10:30am Boele, Marc FBHS F110
(02/26/15 to 05/22/15)

9046 CCS 100 Career Planning Success 1.5 LEC F 10:45-11:35am Decker, Kristine FBHS F110
LEC1 Th 10:45-11:35am Boele, Marc FBHS F110
(02/26/15 to 05/22/15)

9047 CCS 100 Career Planning Success 1.5 LEC F 11:45-12:35pm Decker, Kristine FBHS F110
LEC1 Th 11:45-12:35pm Boele, Marc FBHS F110
(02/26/15 to 05/22/15)

9048 CCS 100 Career Planning Success 1.5 LEC F 2:20- 3:10pm Decker, Kristine FBHS F110
LEC1 Th 2:20- 3:10pm Boele, Marc FBHS F110
(02/26/15 to 05/22/15)

Cooperative Work Experience

9020 CED 195 General Work Experience 1.0-6.0 WE TBA TBA Jenkins, Daniel MCM 1201
(02/09/15 to 05/22/15)

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

Culinary Arts Management

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

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

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

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

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

English

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

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

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

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

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

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

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

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

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

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

English As a Second Language

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

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

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

Health

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

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

History

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

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

Human Services

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

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

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

Mathematics

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

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

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

Music

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

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

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

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

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

Psychology

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

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

Sociology

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

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

Speech

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

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



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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May 19, 2015

Mr. Arturo Reyes
Superintendent/President
Mendocino College
1000 Hensley Creek Road
Ukiah, CA 95482

Dear President Reyes:

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges met May 7, 2015 to review the Substantive Change Proposal from Mendocino College to offer programs outside the geographic region it currently serves and within the boundaries of the Redwoods Community College District (RCCD) service area. Specifically, Mendocino College plans to offer 50% or more of a degree or certificate at the Mendocino Coast Education Center at 1211 Del Mar Drive in Fort Bragg and at other locations within the boundaries of the RCCD Mendocino County service area.

Specific offerings are yet to be determined but an initial analysis indicates a need for the following degrees/certificates: Certificates of Achievement in Child Development and Culinary Arts Management; Associate Degrees in Business, Child Development, Communications, English, Sociology and Studio Arts. Please provide a list of programs to the ACCJC upon final determination.

The Committee acted to approve the request.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. It remains the College's responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring academic integrity, effectiveness and institutional quality.

Sincerely,

Susan B. Clifford, Ed.D.
Vice President

SBC/mg

Cc: Ms. Virginia Guleff, Accreditation Liaison Officer
Ms. Martina Fernandez-Rosario, U.S. Department of Education

Agriculture

9018 AGR 41 Mushroom Identification 1.0 LEC Th 12:00- 3:50pm Sholars, Teresa FBMC 120
 (10/29/15 to 11/19/15)
 Section 9018 is a FOUR-WEEK class.

Art

9039 ART 170A Weaving I 3.0 LEC TTh 2:00- 2:45pm Nicolaisen, Adriane FBMC 206
 LAB TTh 2:55- 5:30pm Nicolaisen, Adriane FBMC 206

(09/15/15 to 12/17/15)

9025 ART 202 World Art History II 3.0 LEC MTTh 8:00- 9:00am Cohen, Mina FBHS F103

(08/17/15 to 12/17/15)

Section 9025 is an EARLY-START class at Fort Bragg High School.

9014 ART 210A Drawing 3.0 LEC MW 9:30-10:20am Palmer, Jonathan FBMC 206 \$28.00
 LAB MW 10:30- 1:05pm Palmer, Jonathan FBMC 206

(09/14/15 to 12/16/15)

9026 ART 218A Painting-Oils I 3.0 LEC MW 2:00- 2:45pm Palmer, Jonathan FBMC 206 \$43.00
 LAB MW 2:55- 5:30pm Palmer, Jonathan FBMC 206

(09/14/15 to 12/16/15)

9029 ART 226A Painting-Acrylics I 3.0 LEC MW 2:00- 2:45pm Palmer, Jonathan FBMC 206 \$33.00
 LAB MW 2:55- 5:30pm Palmer, Jonathan FBMC 206

(09/14/15 to 12/16/15)

9037 ART 240A Ceramics I 3.0 LEC MW 9:30-10:15am Hobart, Evan FBMC 207 \$25.00
 LAB MW 10:25- 1:00pm Hobart, Evan FBMC 207

(09/14/15 to 12/16/15)

9038 ART 240B Ceramics II 3.0 LEC MW 5:30- 6:15pm Hobart, Evan FBMC 207 \$30.00
 LAB MW 6:25- 9:00pm Hobart, Evan FBMC 207

(09/14/15 to 12/16/15)

9046 ART 246 Raku and Primitive Ceramics 3.0 LEC MW 9:30-10:15am Hobart, Evan FBMC 207 \$30.00
 LAB MW 10:25- 1:00pm Hobart, Evan FBMC 207

(09/14/15 to 12/16/15)

9050 ART 250B Clay Sculpture I 3.0 LEC MW 5:30- 6:15pm Hobart, Evan FBMC 207 \$30.00
 LAB MW 6:25- 9:00pm Hobart, Evan FBMC 207

(09/14/15 to 12/16/15)

Child Development

9049 CDV 100 Principles in Preschool 3.0 LEC T 5:30- 8:50pm Leach, Carla FBMC 114

(09/15/15 to 12/15/15)

9052 CDV 109 Child Health, Nutrition 3.0 LEC Th 5:30- 9:05pm Leach, Carla FBMC 114

(09/17/15 to 12/17/15)

College and Career Success

9117 CCS 102 Job Search Skills 1.5 LEC MTTh 9:35-10:25am Iversen, Mary FBHS G101

(10/05/15 to 12/17/15)

Section 9117 is a LATE START class at Fort Bragg High School.

9118 CCS 102 Job Search Skills 1.5 LEC MTTh 10:45-11:35am Iversen, Mary FBHS G101

(10/05/15 to 12/17/15)

Section 9118 is a LATE START class at Fort Bragg High School.

9119 CCS 102 Job Search Skills 1.5 LEC MTTh 11:45-12:35pm Iversen, Mary FBHS G101

(10/05/15 to 12/17/15)

Section 9119 is a LATE START class at Fort Bragg High School.

9120 CCS 102 Job Search Skills 1.5 LEC MTTh 1:20- 2:10pm Iversen, Mary FBHS G101

(10/05/15 to 12/17/15)

Section 9120 is a LATE START class at Fort Bragg High School.

9128 CCS 102 Job Search Skills 1.5 LEC MTTh 9:30-10:20am Saxon, Robert NOYO ROOM 1

(10/19/15 to 12/17/15)

Section 9128 is a LATE-START class.

Cooperative Work Experience

9060 CED 195 General Work 1.0-6.0 WE TBA TBA Jenkins, Daniel MCM 1201
Experience

*All students MUST attend an orientation. The orientation schedule can be found at www.mendocino.edu/CWEE. You should attend the earliest possible orientation session. To contact the CWEE office in Ukiah: 468-3047; Lake Center: 263-4944; North County Center: 468-3047.

English

9024	ENG	10	Basic Reading and Writing	5.0	LEC	TTh	9:00-11:50am	Brown, Katherine	FBMC	112
(09/15/15 to 12/17/15)										
9028	ENG	12	Intermed Reading/Writing	5.0	LEC	TTh	9:00-11:50am	Brown, Katherine	FBMC	112
(09/15/15 to 12/17/15)										
9129	ENG	60	Reading and Writing Laboratory	0.5-1.0	LAB	TBA	TBA	Kirkley, Kyle	FBMC	LRC
(09/15/15 to 12/17/15)										
Reading and Writing Lab setting. Location: Library/Learning Center. Tuesday & Thursday, 4-5:40 PM.										
9035	ENG	80	Academic Reading and Writing	4.0	LEC	TTh	9:00-11:15am	Brown, Katherine	FBMC	112
(09/15/15 to 12/17/15)										
9130	ENG	160	Transfer Level Read/Write Lab	0.5-1.0	LAB	TBA	TBA	Kirkley, Kyle	FBMC	LRC
(09/15/15 to 12/17/15)										
Reading and Writing Lab setting. Location: Library/Learning Center. Tuesday & Thursday, 4-5:40 PM.										
9104	ENG	200	Reading and Composition	3.0	LEC	TTh	2:00- 3:40pm	Brown, Katherine	FBMC	111
(09/15/15 to 12/17/15)										
9137	ENG	210	Creative Writing	3.0	LEC	S	9:00-12:50pm	Brown, Katherine	FBMC	111
(09/19/15 to 12/12/15)										
9140	ENG	212	Intermediate Creative Writing	3.0	LEC	S	9:00-12:50pm	Brown, Katherine	FBMC	111
(09/19/15 to 12/12/15)										
9142	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Kirkley, Kyle	FBMC	LRC
(09/15/15 to 12/17/15)										
Reading and Writing Lab setting. Location: Library/Learning Center. Tuesday & Thursday, 4-5:40 PM.										

English As a Second Language

0951	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	5:30- 8:20pm	Arago, Marybeth	FBMC	111
(09/14/15 to 12/16/15)										
0950	ESL	509	ESL: Intermediate	0.0	LEC	MW	5:30- 6:35pm	Arago, Marybeth	FBMC	111
					LAB	MW	6:45- 8:20pm	Arago, Marybeth	FBMC	111
(09/14/15 to 12/16/15)										

History

9115	HST	201	Hist of W. Civilization	3.0	LEC	MTTh	8:00- 9:05am	Bell, Joseph	FBHS	RM 119
(08/17/15 to 12/10/15)										
Section 9115 is an EARLY START class at Fort Bragg High School.										

Mathematics

9116	MTH	220	Statistics	4.0	LEC	MTThF	9:30-10:20am	Koch, Amanda	FBHS	F104
(08/17/15 to 12/18/15)										
Section 9116 is an EARLY-START class.										
9139	MTH	540	Basic Mathematics Lab	0.0	LAB	TBA	TBA	Dominguez, Diana	FBMC	LRC
(09/16/15 to 12/18/15)										
Math Lab setting. Location: Library/Learning Center Wednesday and Friday, 9-10:40AM.										

Music

9143 MUS 207 Intro to Music Appreciation 3.0 LEC Th 5:30- 9:05pm Windsor, Jenni FBMC 111

(09/17/15 to 12/17/15)

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

(09/15/15 to 12/15/15)

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

Political Science

9166 POL 200 American Government And 3.0 LEC W 5:30- 9:05pm Green, Tobias FBMC 112

(09/16/15 to 12/16/15)

Psychology

9153 PSY 205 Introductory Psychology 3.0 LEC TTh 10:00-11:30am Siler, Steven MHS 12

(08/25/15 to 12/17/15)

9159 PSY 220 Psychology of Gender 3.0 LEC M 5:30- 9:00pm Siler, Steven FBMC 112

(09/14/15 to 12/14/15)

Spanish

9215 SPN 100 Conversational Spanish I 2.0 LEC MW 6:00- 8:05pm Rojas, Ana FBMC 114

(10/26/15 to 12/16/15)

Section 9215 is a LATE START class.

Speech

9208 SPE 200 Intro to Public Speaking 3.0 LEC MTTh 8:00- 9:00am Hee-Chorley, Lorraine FBHS F108

(08/17/15 to 12/17/15)

Section 9208 is an EARLY-START class.

Spring 2016 Coast Center Schedule

Agriculture

9011	AGR	41	Mushroom Identification	1.0	LEC	Th	12:00- 3:50pm	Sholars, Teresa	FBMC	120
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(01/28/16 to 02/18/16)

Section 9011 is a FOUR WEEK class.

Anthropology

9007	ANT	201	Cultural Anthropology	3.0	LEC	M	9:00-11:50am	Green, Tobias	FBMC	112
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Art

9012	ART	170A	Weaving I	3.0	LEC	TTh	2:00- 2:35pm	Nicolaisen, Adriane	FBMC	204	
					LAB	TTh	2:45- 4:50pm	Nicolaisen, Adriane	FBMC	204	
9013	ART	170B	Weaving II	3.0	LEC	TTh	2:00- 2:35pm	Nicolaisen, Adriane	FBMC	204	
					LAB	TTh	2:45- 4:50pm	Nicolaisen, Adriane	FBMC	204	
9022	ART	176A	Fabric Printing and Dyeing I	3.0	LEC	F	9:30-10:50am	Mayakis, Pavlos	FBMC	204	\$20.00
					LAB	F	11:00- 3:20pm	Mayakis, Pavlos	FBMC	204	
9024	ART	202	World Art History II	3.0	LEC	MTTh	8:00- 8:50am	Cohen, Mina	FBHS	F103	
9004	ART	218B	Painting-Oils II	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$22.00
					LAB	MW	2:40- 4:50pm	Palmer, Jonathan	FBMC	206	
9010	ART	226B	Painting-Acrylics II	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$18.00
					LAB	MW	2:40- 4:50pm	Palmer, Jonathan	FBMC	206	
9003	ART	232	Introduction to Printmaking	3.0	LEC	MW	9:30-10:50am	Palmer, Jonathan	FBMC	206	\$36.00
					LAB	MW	11:00-12:20pm	Palmer, Jonathan	FBMC	206	
9017	ART	240A	Ceramics I	3.0	LEC	MW	5:30- 6:05pm	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	6:15- 8:20pm	Hobart, Evan	FBMC	207	
9018	ART	240B	Ceramics II	3.0	LEC	MW	9:30-10:05am	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	10:15-12:20pm	Hobart, Evan	FBMC	207	
9021	ART	246	Raku and Primitive Ceramics	3.0	LEC	MW	5:30- 6:05pm	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	6:15- 8:20pm	Hobart, Evan	FBMC	207	
9028	ART	250B	Clay Sculpture I	3.0	LEC	MW	9:30-10:05am	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	10:15-12:20pm	Hobart, Evan	FBMC	207	

Business

9006	BUS	196	BUS-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201
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*All students MUST attend an orientation. The orientation schedule can be found at www.mendocino.edu/CWEE. You should attend the earliest possible orientation session. To contact the CWEE office in Ukiah: 468-3047; Lake Center: 263-4944; North County Center: 468-3047.

Child Development

9015	CDV	101	Prac/Curri in Preschool	3.0	LEC	Th	5:30- 8:20pm	Leach, Carla	FBMC	114
9019	CDV	180	Child, Family and Community	3.0	LEC	T	5:30- 8:20pm	Leach, Carla	FBMC	114
9016	CDV	196	CDV-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201

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9128	CDV	200	Psychology of Development	3.0	LEC	TTh	10:00-11:30am	Blair, Shirley	MHS	12
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College and Career Success

9117	CCS	100	Career Planning Success	1.5	LEC	MTTh	9:35-10:25am	Iversen, Mary	FBHS	G101
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(02/22/16 to 04/28/16)

Section 9117 is a SHORT TERM class.

9118	CCS	100	Career Planning Success	1.5	LEC	MTTh	10:45-11:35am	Iversen, Mary	FBHS	G101
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(02/22/16 to 04/28/16)

Section 9118 is a SHORT TERM class.

9119	CCS	100	Career Planning Success	1.5	LEC	MTTh	11:45-12:35pm	Iversen, Mary	FBHS	G101
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(02/22/16 to 04/28/16)

Section 9119 is a short term class.

9120	CCS	100	Career Planning Success	1.5	LEC	MTTh	1:20- 2:10pm	Iversen, Mary	FBHS	G101
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(02/22/16 to 04/28/16)

Section 9120 is a SHORT TERM class.

Cooperative Work Experience

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

9014	CAM	196	CAM-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201
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English

9031	ENG	10	Basic Reading and Writing	5.0	LEC	MW	5:30- 7:50pm	Kirkley, Kyle	FBMC	112
9032	ENG	12	Intermed Reading/Writing	5.0	LEC	MW	5:30- 7:50pm	Kirkley, Kyle	FBMC	112
9025	ENG	60	Reading and Writing Laboratory	1.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC
					LAB1	TBA	TBA	Dwyer, Molly	FBMC	LRC

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:00pm. Location: Library/Learning Center.

9030	ENG	80	Academic Reading and Writing	4.0	LEC	MW	5:30- 7:20pm	Kirkley, Kyle	FBMC	112
9026	ENG	160	Transfer Level Read/Write Lab	0.5-1.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC
					LAB1	TBA	TBA	Dwyer, Molly	FBMC	LRC

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:00pm. Location: Library/Learning Center.

9033	ENG	200	Reading and Composition	3.0	LEC	TTh	9:30-10:50am	Brown, Katherine	FBMC	111
9035	ENG	201	Critical Thinking W/ Lit	4.0	LEC	T	2:00- 5:50pm	Brown, Katherine	FBMC	111
9038	ENG	210	Creative Writing	3.0	LEC	T	9:00-12:20pm	Watkins, Norma	FBMC	112

(02/16/16 to 05/27/16)

Section 9038 is a LATE-START class.

9040	ENG	212	Intermediate Creative Writing	3.0	LEC	T	9:00-12:20pm	Watkins, Norma	FBMC	112
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(02/16/16 to 05/27/16)

Section 9040 is a LATE START class.

9027	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Brown, Katherine	FBMC	LRC
					LAB1	TBA	TBA	Dwyer, Molly	FBMC	LRC

Reading and Writing lab setting. This open lab is available Tuesday and Thursday: 11:30am to 1:00pm. Location: Library/Learning Center.

English As a Second Language

9045	ESL	3	ESL: Oral Skills	3.0	LEC	T	6:00- 8:50pm	Arago, Marybeth	FBMC	111
9029	ESL	5	ESL: Laboratory	0.5	LAB	MW	8:30- 9:10pm	Arago, Marybeth	FBMC	111
9041	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	6:00- 8:20pm	Arago, Marybeth	FBMC	111
9044	ESL	9B	ESL: Intermediate B	5.0	LEC	MW	6:00- 8:20pm	Arago, Marybeth	FBMC	111
9049	ESL	501	ESL: Lab Prep Level	0.0	LAB	MW	8:30- 9:10pm	Arago, Marybeth	FBMC	111
9046	ESL	503C	ESL: Oral Communication C	0.0	LEC	T	6:00- 8:50pm	Arago, Marybeth	FBMC	111
9042	ESL	509	ESL: Intermediate	0.0	LEC	MW	6:00- 6:50pm	Arago, Marybeth	FBMC	111
					LAB	MW	7:00- 8:20pm	Arago, Marybeth	FBMC	111

Health

9039	HLH	135	Emergency Medical Technician I	7.0	LEC	MF	5:30- 8:20pm	Gowan, Theresa	MVFD	STATION	\$20.00
					LAB	MF	8:30- 9:50pm	Gowan, Theresa	MVFD	STATION	

Please obtain an EMT I information packet from the Office of Admissions and Records.

9043	HLH	196	HLH-Occupational Work Exp	1.0-8.0	WE	TBA	TBA	Jenkins, Daniel	MCM	1201	
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History

9054	HST	201	Hist of W. Civilization	3.0	LEC	MTTh	8:00- 8:50am	Bell, Joseph	FBHS	RM 119	
9057	HST	222	Native American History	3.0	LEC	M	1:00- 3:50pm	Green, Tobias	FBMC	112	

Human Services

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

9081	MUS	280	Masterworks Chorale	1.0	LAB	T	6:00- 8:50pm	Windsor, Jenni	MPC	CLASSROOM	
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Section 9081 will be held at the Mendocino Presbyterian Church in Mendocino. For more information, contact the instructor.

Psychology

9090	PSY	206	Human Sexuality	3.0	LEC	W	9:00-11:50am	Siler, Steven	FBMC	111	
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Spanish

9221	SPN	100	Conversational Spanish I	2.0	LEC	MW	6:00- 8:05pm	Rojas, Ana	FBMC	114	
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(01/25/16 to 03/16/16)

Section 9221 is an EIGHT WEEK class.

9219	SPN	101	Conversation Spanish II	2.0	LEC	MW	6:00- 8:05pm	Rojas, Ana	FBMC	114	
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(01/25/16 to 03/16/16)

Section 9219 is an EIGHT WEEK class.

Speech

9089	SPE	200	Intro to Public Speaking	3.0	LEC	MTTh	8:00- 8:50am	Hee-Chorley, Lorraine	FBHS	F108	
9099	SPE	210	Interpersonal Communication	3.0	LEC	W	1:00- 3:50pm	Blair, Shirley	FBMC	111	

Agriculture

5800	AGR	58	Mushroom Identification	1.0	LEC	T	12:00- 3:50pm	Sholars, Teresa	FBMC	120	
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(10/25/16 to 11/15/16)

Art

1910	ART	191	Art and Craft Marketing	3.0	LEC	T	5:30- 8:20pm	Mayakis, Pavlos	FBMC	204	
9014	ART	210A	Drawing	3.0	LEC	MW	9:30-10:05am	Palmer, Jonathan	FBMC	206	\$28.00
					LAB	MW	10:15-12:20pm	Palmer, Jonathan	FBMC	206	
9026	ART	218A	Painting-Oils I	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$43.00
					LAB	MW	2:45- 4:50pm	Palmer, Jonathan	FBMC	206	
2180	ART	218B	Painting-Oils II	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$22.00
					LAB	MW	2:45- 4:50pm	Palmer, Jonathan	FBMC	206	
9029	ART	226A	Painting-Acrylics I	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$33.00
					LAB	MW	2:45- 4:50pm	Palmer, Jonathan	FBMC	206	
2260	ART	226B	Painting-Acrylics II	3.0	LEC	MW	2:00- 2:35pm	Palmer, Jonathan	FBMC	206	\$18.00
					LAB	MW	2:45- 4:50pm	Palmer, Jonathan	FBMC	206	
9037	ART	240A	Ceramics I	3.0	LEC	MW	9:30-10:05am	Hobart, Evan	FBMC	207	\$25.00
					LAB	MW	10:15-12:20pm	Hobart, Evan	FBMC	207	
2400	ART	240C	Advanced Ceramics I	3.0	LEC	MW	9:30-10:05am	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	10:15-12:20pm	Hobart, Evan	FBMC	207	
9050	ART	250B	Clay Sculpture I	3.0	LEC	MW	5:30- 6:05pm	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	6:15- 8:20pm	Hobart, Evan	FBMC	207	
2501	ART	250C	Clay Sculpture II	3.0	LEC	MW	5:30- 6:05pm	Hobart, Evan	FBMC	207	\$30.00
					LAB	MW	6:15- 8:20pm	Hobart, Evan	FBMC	207	

Biological Sciences

2430	BIO	243	Biology of Marine Mammals	3.0	LEC	Th	1:30- 4:20pm	Smart, Tanya	FBMC	122	
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Business

1320	BUS	132	Entrepreneurial Management	3.0	LEC	Th	5:30- 8:20pm	O'Mara, Stephen	FBMC	112	
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Child Development

0000	CDV	106	Special Learning Needs	3.0	LEC	T	5:30- 8:20pm	Leach, Carla	FBMC	111	
0234	CDV	202	Multi-Cultural Perspective	3.0	LEC	Th	5:30- 8:20pm	Leach, Carla	FBMC	111	

College and Career Success

0001	CCS	101	Career and Life Planning	3.0	LEC	T	1:00- 3:50pm	Blair, Shirley	FBMC	112	
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Cooperative Work Experience

9060	CED	195	General Work Experience	1.0-6.0	WE	TBA	TBA	Jenkins, Daniel	TBA	TBA
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English

9129	ENG	60	Reading and Writing Laboratory	0.5-1.0	LAB	TBA	TBA	Clark, Jennifer	FBMC	LRC
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Reading and Writing lab setting. This open lab is available Monday and Wednesday: 4:30-5:20 p.m. Location: Library/Learning Center.

0029	ENG	85	Accelerated College Writing	4.0	LEC	MW	6:00- 7:50pm	Brown, Katherine	FBMC	111
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9130	ENG	160	Transfer Level Read/Write Lab	0.5-1.0	LAB	TBA	TBA	Clark, Jennifer	FBMC	LRC
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Reading and Writing lab setting. This open lab is available Monday and Wednesday: 4:30-5:20 p.m. Location: Library/Learning Center.

0023	ENG	200	Reading and Composition	3.0	LEC	MW	3:30- 4:50pm	Brown, Katherine	FBMC	112
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9137	ENG	210	Creative Writing	3.0	LEC	S	9:00-12:50pm	Brown, Katherine	FBMC	111
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(09/17/16 to 12/10/16)

9140	ENG	212	Intermediate Creative Writing	3.0	LEC	S	9:00-12:50pm	Brown, Katherine	FBMC	111
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(09/17/16 to 12/10/16)

9142	ENG	560	Basic Reading and Writing Lab	0.0	LAB	TBA	TBA	Clark, Jennifer	FBMC	LRC
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Reading and Writing lab setting. This open lab is available Monday and Wednesday: 4:30-5:20 p.m. Location: Library/Learning Center.

English As a Second Language

0003	ESL	3	ESL: Oral Skills	3.0	LEC	T	6:00- 8:50pm	Arago, Marybeth	FBMC	112
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0004	ESL	5	ESL: Laboratory	0.5	LAB	MW	8:30- 9:10pm	Arago, Marybeth	FBMC	112
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0951	ESL	9A	ESL: Intermediate A	5.0	LEC	MW	6:00- 8:20pm	Arago, Marybeth	FBMC	112
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0012	ESL	9B	ESL: Intermediate B	5.0	LEC	MW	6:00- 8:20pm	Arago, Marybeth	FBMC	112
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0006	ESL	501	ESL: Lab Prep Level	0.0	LAB	MW	8:30- 9:10pm	Arago, Marybeth	FBMC	112
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5030	ESL	503C	ESL: Oral Communication C	0.0	LEC	T	6:00- 8:50pm	Arago, Marybeth	FBMC	112
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0016	ESL	509	ESL: Intermediate	0.0	LEC	MW	6:00- 8:20pm	Arago, Marybeth	FBMC	112
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History

0030	HST	202	The United States to 1877	3.0	LEC	T	5:30- 8:20pm	Bell, Joseph	FBMC	114
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Human Services

0019	HUS	152	Basic Skills for Svc Workers	3.0	LEC	T	5:30- 8:20pm	Mazur, Thais	FBMC	104
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0037	HUS	156	Case Management/Documentation	3.0	LEC	Th	5:30- 8:20pm	Mazur, Thais	FBMC	104
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Mathematics

0044	MTH	46	Pre-College Mathematics	5.0	LEC	MW	9:30-11:50am	Williams, Austin	FBMC	111
0062	MTH	60	Beginning Algebra	5.0	LEC	MW	1:00- 3:20pm	Williams, Austin	FBMC	111
9116	MTH	220	Statistics	4.0	LEC	MTThF	11:45-12:35pm	Koch, Amanda	FBHS	304
5400	MTH	540	Basic Mathematics Lab	0.0	LAB	T	3:30- 6:20pm	Dominguez, Diana	FBMC	LRC

Music

9150	MUS	280	Masterworks Chorale	1.0	LAB	T	6:00- 8:50pm	Windsor, Jenni	MPC	CLASSROOM
0018	MUS	281	Concert Choir I	1.0	LAB	T	6:00- 8:50pm	Windsor, Jenni	MPC	CLASSROOM

Philosophy

0242	PHL	220	Introduction to Philosophy	3.0	LEC	TThF	8:05- 8:55am	Dwyer, Molly	FBHS	309
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Psychology

0057	PSY	205	Introductory Psychology	3.0	LEC	MTTh	8:05- 8:55am	Siler, Steven	FBHS	206
2150	PSY	215	Psychology of Personal Growth	3.0	LEC	W	6:00- 8:50pm	Siler, Steven	FBMC	104

Spanish

9215	SPN	100	Conversational Spanish I	2.0	LEC	MW	6:00- 7:50pm	Rojas, Ana	FBMC	114
(08/22/16 to 10/17/16)										
1010	SPN	101	Conversation Spanish II	2.0	LEC	MW	6:00- 7:50pm	Rojas, Ana	FBMC	114
(08/22/16 to 10/17/16)										
2101	SPN	101	Conversation Spanish II	2.0	LEC	MW	6:00- 7:50pm	Rojas, Ana	FBMC	114
(10/24/16 to 12/14/16)										
0210	SPN	102	Conversation Spanish III	2.0	LEC	MW	6:00- 7:50pm	Rojas, Ana	FBMC	114
(10/24/16 to 12/14/16)										
0112	SPN	200	Elementary Spanish: Level I	4.0	LEC	MW	4:00- 5:50pm	Rojas, Ana	FBMC	114

Speech

9208	SPE	200	Intro to Public Speaking	3.0	LEC	TTh	10:00-11:25am	Hee-Chorley, Lorraine	MHS	12
(08/29/16 to 12/16/16)										
0110	SPE	210	Interpersonal Communication	3.0	LEC	Th	9:30-12:20pm	Blair, Shirley	FBMC	111

Appendices 9 – 12

9. EAP Program Proposal/Approval for Fine Woodworking

10. Curriculum Committee Agenda and Minutes Fine Woodworking Proposal

11. North –Far-North Proposal/Approval

12. Chancellor's Office Approval

PETITION FOR TRANSFER OF INHABITED TERRITORY**To the County Superintendent of Schools of Humboldt and Mendocino Counties:**

Pursuant to Education Code Section 74100 (b), the undersigned, constituting the majority of the governing board members of Redwoods Community College District (RCCD) and Mendocino-Lake Community College District (MLCCD), file this petition that the boundaries of the Redwoods Community College of Humboldt County, be changed to eliminate from its territory the area hereinafter described. The undersigned Board members, through this petition, seek to have the territory transferred to and included within the Mendocino-Lake Community College District of Mendocino County.

The property to be transferred is described as follows:

The area is generally described in Education Codes Section 72023. The college area contained in the Fort Bragg Unified School District and Mendocino Unified School District, that was initially annexed to the Redwood Community College District. The legal description of this area is attached as Exhibit 1.

The undersigned request the changes in the respective boundaries of the Redwoods Community College District and Mendocino-Lake Community College District for the following reasons:

1. Community Identity:

Due to the proximity of the described area to the Mendocino-Lake Community College District, there is a common community identity. Students live, participate in local activities, have friends and family near the proposed new service District (Mendocino-Lake Community College District). By contrast, the service area's primary educational center in Fort Bragg is located more than 125 miles from the main RCCD campus near Eureka. The most direct route requires traversing a lengthy, winding 2-lane road.

2. Geography:

The distance between social centers, school centers, and social ties at MLCCD, all provide a strong, substantial community identity. MLCCD is geographically better situated to provide these services to students.

3. Safety:

The proximity of the main campus of MLCCD to the new territory, will allow students a shorter distance to travel to obtain services, other classes, and educational assistance. The Boards have considered the effects of such factors as distance between districts, attendance centers, terrain, and geographic features on the safety of students and employees.

4. Impact of School District Organization:

Transferring this territory with its student population will have little or no impact on current school district organization plans, as the majority of the current student population base currently live in the service area. Approval of the petition will bring students back to their local community college district.

Analysis of State Criteria (Education Code sections 74106 and 74108):

The County Committee, by state law, shall make available a description of the petition and a report that includes a description or analysis of the criteria in Education Code section 74106 and

PETITION FOR TRANSFER OF INHABITED TERRITORY

may approve a petition only if the conditions are satisfied under Education Code section 74108, subdivision (b).

On July 28, 2015, RCCD and MLCCD approved a Memorandum of Understanding (MOU) for purposes of providing programs and services during the transitional period of the territory transfer. This is an operational MOU and is attached as Exhibit 2 of this petition. In addition to the MOU, the Governing Boards of RCCD and MLCCD, provide the following summary of their consent regarding all the conditions of the territory transfer required to be satisfied under Education Code sections 74106, subdivision (b) and 74108, subdivision (b).

Education Code section 74106, subdivision (b):

1. The rights of the employees in the affected districts to continued employment.

The rights of the employees in the affected districts are governed by Education Code section 74270.

74270. (a) The reorganization of any district or districts shall not affect the classification of academic employees already employed by any district affected. Those employees shall have the same status with respect to their classification by the district, including time served as probationary employees of the district, after the reorganization as they had prior to it. If the reorganization results in the college or other place in which any of these employees is employed being maintained by another district, the employee, if a permanent employee of the district that formerly maintained the college or other place of employment, shall be employed as a permanent employee of the district which thereafter maintains the college or other place of employment, unless the employee elects prior to February 1 of the year in which the action will become effective for all purposes to continue in the employ of the first district.

2. The financial impact of the proposed change on each affected district.

The proposed transfer of inhabited territory will not cause a negative effect on the fiscal management or status of any district. Center status and FTES calculations are described in Exhibit 2. There will be no increased costs to the state as a result of the proposed transfer of territory. The transfer of territory will not result in a reduction in state aid to community college districts not party to the petition. The reallocation of local property tax revenues have been accurately determined and will be appropriately transferred. The reallocation estimates are provided as Exhibit 3.

3. Whether the districts involved will be governed, in part, by provisions of a city charter and, if so, in what way.

Neither district is or will be governed by a city charter. This criteria is not applicable.

4. A description of the territory affected.

A description of the territory affected is attached as Exhibit 1.

5. A description of how the property, obligations, and bonded indebtedness of existing districts will be divided.

RCCD and MLCCD have agreed to adhere to Education Code sections 74280, 74281 and 74284 regarding the disposition of Records, Funds, Property, and Obligations and Education Code section 74290 in regards to Bonded Indebtedness of the Districts.

PETITION FOR TRANSFER OF INHABITED TERRITORY

After analysis and public hearings regarding the general obligation bond indebtedness, it is agreed that six million, thirty-nine thousand and three hundred eighty-four dollars (\$6,039,384) of general obligation bond indebtedness principal and interest payments plus its pro-rata share of other charges applicable to the debt service schedules will be repaid by taxes collected on the properties within the territory under consideration for transfer “until the bonded indebtedness for which the acquiring district is liable has been repaid”, effective simultaneously on the date of the transfer of territory. This represents 13.6601% of the bond indebtedness. The approval or ratification of this Petition by the Boards of Trustees of both RCCD and MLCCD along with the approval or ratification of this petition by the Board of Governors of the California Community Colleges shall be the sole approval required to effect this bond indebtedness repayment requirement.

6. Whether the reorganization will significantly affect racial or ethnic composition of districts.

The proposed reorganization will not significantly affect the racial or ethnic composition of the affected districts. Census data provided by Planwest Partners, Inc., and attached as Exhibit 4, reflects minimal changes in the racial or ethnic composition of the Districts.

7. Determination of impact of proposed change upon boards of trustees.

Education Code Section 72023 provides that a community college district must have a board of five or seven members. Education Code section 72023 gives RCCD special authority regarding board size. As a result of this proposed transfer, RCCD would no longer have Trustee Area 8 and the Board member representing that area. The County Elections Office and State Board of Equalization would be notified of the transfer.

Education Code Section 74263 governs how trustee areas are adjusted when territory is transferred between community college districts. The territory becomes part of existing trustee areas. It does not become a new trustee area in the district acquiring the territory. In 2014, RCCD obtained authorization from the County Committees in each of the counties where it has territory, to reduce the existing size of its board from nine to eight trustees. That authorization included a contingency authorizing a further reduction in the size of its board to seven trustees if and when this territory transfer becomes final. The territory being transferred will become part of Trustee Area 1 and Trustee 4 of the MLCCD trustees to which it is adjacent.

8. A draft statement of the terms of the agreement regarding all conditions of the transfer, when applicable, for consideration by governing boards of affected districts.

This petition, the attached MOU and the report of the County Committees will constitute the terms of the agreement regarding all conditions of the transfer.

9. Whether the change is compatible with the district master plan of the county.

The proposed territory change does not negatively impact the district master plan of each county and it is compatible with each district master plan of the counties.

Education Code section 74108, subdivision (b):

PETITION FOR TRANSFER OF INHABITED TERRITORY

1. **The governing board of the receiving district has consented to all conditions of transfer by an agreement signed by a majority of the members of the board.**

By submittal of this Petition by the Chief Petitioners, and approval of Resolution(s) by the RCCD Governing Board on September 8, 2015 and the MLCCD Governing Board on September 9, 2015, the Boards of Redwoods Community College District and Mendocino-Lake Community College District give initial consent to all conditions of the transfer. In addition to this initial consent to initiate the Petition, the Governing Boards recognize that Education Code Section 74107 provides that after the public hearing(s) held by the County Committees, the County Committees shall forward a copy of the petition, the County Committee report documents to each Governing Board and the board of governors for review. The Governing Boards understand, that at that time, no transfer shall be made unless a majority of the members of the Governing Boards sign a statement agreeing to all conditions of the transfer.

2. **In order to approve the petition, the county committee must make certain findings as set out in Education Code section 74108, subdivision (b). RCCD and MLCCD submit that these findings are appropriate on the following basis:**

- (A) **The transfer will not result in any increased cost to the state.**

- 1.) Neither District's "basic single college district" funding will increase as a result of the proposed transfer of territory.

- 2.) All grand parented Center funding and enrollment funding generated within the territory and currently received by RCCD will be received by MLCCD after the proposed transfer of territory. The proposal of RCCD and MLCCD is that FTES base would be re-allocated from RCCD to MLCCD to the extent that MLCCD is over cap in 2016-17, up to the 250 FTES, less the Fine Woodworking FTES at RCCD during 2016-17. Therefore, we anticipate up to about 200 FTES to be subject to transfer from RCCD to MLCCD during 2016-17. The source of the 2016-17 FTES transfer from Redwoods would be its *Unrestored Decline as of July 1st of Current Year* as reflected on Chancellor's Office periodic *Principal Apportionment* reports. This will not result in the State funding any more FTES than could have been funded if no transfer of territory were contemplated.

After analysis and public hearings, it is agreed that for 2017-18, the California Community Colleges Chancellor's Office (Chancellor's Office) will make the following two adjustments to its *SB361 Principal Apportionment* funding model: First, the transfer of 250 full-time equivalent students (FTES) enrollment cap from RCCD to MLCCD. The FTES transfer will reduce RCCD's *Unrestored Decline as of July 1st of Current Year* as reflected on the Chancellor's Office's periodic *Principal Apportionment* reports. The transfer will increase the FTES funding cap available to MLCCD. Second, the Chancellor's Office will transfer one *Grandfathered or Previously Approved Center* at the approximately 249 or greater FTES from RCCD to MLCCD, and MLCCD will have up to three years from the date of the transfer of territory to restore enrollments to approximately 249 or greater FTES at the Center before losing the *Grandfathered or Previously Approved* funding. The changes in this paragraph will be effective simultaneously on the date of the transfer of territory. The approval or ratification of this Petition by the

PETITION FOR TRANSFER OF INHABITED TERRITORY

Boards of Trustees of both RCCD and MLCCD along with the approval or ratification of this petition by the Board of Governors of the California Community Colleges shall be the sole approval required for the Chancellor's Office to effect these changes to the *SB 361 Principal Apportionment* funding model.

3.) RCCD's funding will not increase as a result of the proposed transfer of territory.

4) The transfer will not increase costs to the state and the districts will work with the County Committees and State to verify that fact.

(B) The transfer will not result in a reduction in state aid to community college districts not party to the petition.

1.) The entire territory proposed for transfer is currently in the RCCD and is proposed to transfer in its entirety to MLCCD.

2) The transfer will not result in a reduction in state aid to community college districts not party to the petition and the districts will work with the County Committees and State to verify that fact.

(C) The reallocation of local property tax reduction revenue has been accurately determined and will be appropriately transferred.

Both the RCCD and MLCCD have worked with the Mendocino County Tax Assessor and have determined the amount of property tax reduction revenue that will be accurately and appropriately transferred.

(D) The transfer will not significantly affect the racial or ethnic composition of the districts affected.

The proposed reorganization will not significantly affect the racial or ethnic composition of the affected districts. Census data provided by Planwest Partners, Inc., and attached as Exhibit 4, reflects minimal changes in the racial or ethnic composition of the districts.

(E) The transfer will not decrease educational opportunities for residents of all districts involved.

The proposed transfer of inhabited territory will continue to promote sound educational opportunities and will not significantly disrupt the educational programs at RCCD or MLCCD. The Memorandum of Understanding (Exhibit 2) between RCCD and MLCCD provides clarity regarding all instructional, student services and other services that support student access, and equity. During the transition and consistent with the MOU, MLCCD will provide exclusive instructional and student services in the Service Area. If approved, the transfer of educational opportunities will be seamless.

The MOU will be effective until June 30, 2017. At that time, the Districts anticipate that the transfer of territory will be effective. At that time, MLCCD will assume the educational opportunities for the residents of the territory transferred.

Additionally, RCCD submitted to the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges a "Substantive Change Proposal" (Exhibit 5) on April 8, 2015. This document details how the RCCD has made appropriate arrangements for current RCCD students to compete their

PETITION FOR TRANSFER OF INHABITED TERRITORY

programs of study, and how continuing and new students in the service area will be well served by MLCCD.

California Environmental Quality Act Public Resources Code sections 21000 et seq.):

The Governing Boards understand that the territory transfer of inhabited territory is considered a project under the California Environmental Quality Act (CEQA), and is a responsibility of the County Committee and the County Superintendent having jurisdiction.

A Notice of Exemption was prepared for a categorical exemption under California Code of Regulations § 15320, Title 14, Division 6, Chapter 3, Article 19, and stated the reason for the exemption was that it met the terms of a Class 20 categorical exemption (Changes in Organization of Local Agencies).

“The Notice of Exemption was filed with the Mendocino County Clerk’s Office on November 10, 2015. The Local Agency Formation Commission (“LAFCO”) received a copy of the Notice of Exemption. No legal challenge to the Notice of Exemption was filed within the 35-day statute of limitations under Public Resources Code § 21167.

PETITION FOR TRANSFER OF INHABITED TERRITORY

The Chief Petitioners:

The President/CEO of Redwoods Community College District and the President/CEO of Mendocino-Lake Community College District are designated as Chief Petitioners for the purpose of receiving notices of any public hearing to be held on the petition.

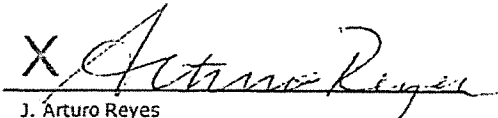
Name (print or type)

Address

X 

Keith Snow-Flamer
President/Superintendent

College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

X 

J. Arturo Reyes
Superintendent/President

Mendocino Lake Community College
1000 Hensley Creek Road
Ukiah, CA 95482

REGULARLY PASSED AND ADOPTED THIS 13 DAY OF April, 2016.

AYES: 7

NOES: 0

ABSTENTIONS: 0

ATTEST: 
Clerk Board of Trustees

RESOLUTION NO. 04-16-01

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

CONSENT TO ALL CONDITIONS LISTED IN THE
PETITION FOR TRANSFER OF INHABITED TERRITORY DOCUMENT

Ukiah, California

April 13, 2016


Pursuant to Education Code Section 74100 (b), the undersigned, constituting the majority of the governing board members of the Mendocino-Lake Community College District (MLCCD) consent to all the conditions listed in the Petition For Transfer of Inhabited Territory document and file this petition requesting that the boundaries of the Redwoods Community College of Humboldt County, be changed to eliminate from its territory the area described in the petition. The undersigned Board members, through this petition, seek to have the territory transferred to and included within the Mendocino-Lake Community College District of Mendocino County.

PASSED AND ADOPTED THIS thirteenth day of April, 2016, by the Board of Trustees of the Mendocino-Lake Community College District.

AYES 7 NAYES 0 ABSTENTIONS 0 ABSENT 0

Signatures of a majority of the Board of Trustees:

Janet Chanot



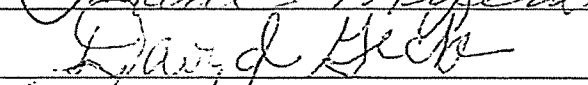
Joel Clark



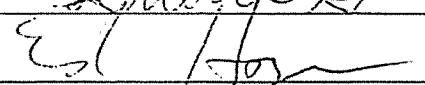
Marie Myers



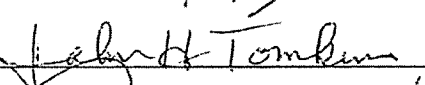
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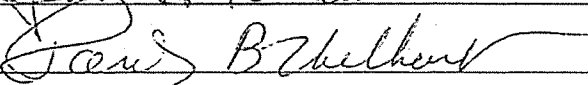
Ed Haynes



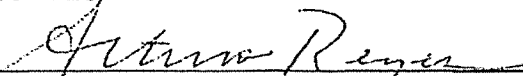
John Tomkins



Paul Ubelhart

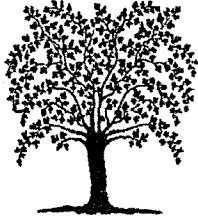


ATTEST:



Arturo Reyes, Secretary - Board of Trustees
Mendocino-Lake Community College District

Mendocino County Committee on School District Organization



MINUTES

May 9, 2016, Approximately 10:15 a.m.

Meeting Location:

Pomolita Middle School - Library

740 North Spring Street

Ukiah, CA 95482

Integrity Customer Service Accountability Teamwork Innovation Passion

CALL TO ORDER at 10:16 a.m. by Chairperson Donald Cruser

INTRODUCTION OF MCCSDO MEMBERS PRESENT: Mary Misseldine, Trustee Area 2; Stephanie Stratford Hoy, Trustee Area 4; Donald Cruser, Trustee Area 5

STAFF PRESENT: Warren Galletti, Superintendent; Paul Joens-Poulton, Associate Superintendent; Becky Jeffries, Asst. Superintendent; Frank Zotter, Legal Counsel; Dorothy Mazzanti, Conf. Admin. Asst. as recording secretary

MCCSDO MEMBERS ABSENT: Camille Schraeder, Trustee Area 1; Charline Ford, Trustee Area 3

ALSO PRESENT: Arturo Reyes, Superintendent/President Mendocino College; Eileen Cichocki, Vice President of Administrative Services Mendocino College

1.0 ***Approval and Adoption of Agenda, May 9, 2016**
 MSC *Mary Misseldine/Stephanie Stratford Hoy*, to Approve and Adopt the agenda for May 9, 2016, carried (3/0)

2.0 **Public Comment – Non-Agenda Items**
 None

INFORMATION/DISCUSSION

3.0 **Information/Discussion**

3.1 *Notice is hereby given* that a public hearing will be held by the Mendocino County Committee on School District Organization to approve the final petition to transfer inhabited territory described as that portion of the

College of the Redwoods territory contained in the Fort Bragg Unified School District and Mendocino Unified School District, and that was formerly annexed to the Redwoods Community College District under Education Code Section 72023.

The County Committee will consider, discuss and receive public comments regarding the final petition. At the close of the Public Hearing, the County Committee will take action regarding the final petition. The final petition and supporting documents are available for inspection at the Mendocino-Lake Community College District (Ukiah and Fort Bragg Campus) and the Redwoods Community College District (Eureka Campus).

4.0 Discussion/Action

- 4.1 *Resolution #04-16-01 Mendocino Lake Community College District Consent to All Conditions Listed in the Petition for Transfer of Inhabited Territory Document.

*Lake County Board of Education endorsement letter.

Becky Jeffries, Assistant Superintendent Mendocino County Office of Education and Arturo Reyes, Superintendent/President Mendocino College both described the specific changes that were made to the petition and previously reviewed/approved at the March 24, 2016 Public Hearing. Specifically, the bond indebtedness mentioned on page 3 and the three-year grace period to achieve the 250 FTES mentioned in the last paragraph of page 4.

Arturo Reyes also addressed the board in response to questions about trustee areas and the number of employees on the coast. He talked about the fine wood working program and one College of the Redwoods employee who will transfer to the coast as an employee of Mendocino-Lake Community College School District.

- 4.2 *Action/Approve Final Petition
MSC – *Stephanie Stratford Hoy/Mary Misseldine, to Approve the Final Petition for Transfer of Inhabited Territory from Redwoods Community College District to Mendocino-Lake Community College District, carried (3/0)*

ADJOURNMENT at 10:24 a.m.



CALIFORNIA STATE BOARD OF EDUCATION

JULY 2016 AGENDA

General Waiver

<p>SUBJECT</p> <p>Request by Mendocino County Board of Education, on behalf of Mendocino-Lake Community College District, to waive California <i>Education Code</i> Section 74230, which requires an election for approval of a transfer of territory from Redwoods Community College District to Mendocino-Lake Community College District.</p> <p>Waiver Number: 6-5-2016</p>	<p><input checked="" type="checkbox"/> Action</p> <p><input checked="" type="checkbox"/> Consent</p>
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SUMMARY OF THE ISSUES

California *Education Code (EC)* Section 74230 requires that an election be called following approval by the Board of Governors of the California Community Colleges (Board of Governors) of a transfer of territory from the Redwoods Community College District (CCD), which is under the jurisdiction of the Humboldt County Superintendent of Schools (County Superintendent), to the Mendocino-Lake CCD (under the jurisdiction of the Mendocino County Superintendent). This territory transfer already has been approved by the Mendocino County Committee on School District Organization (County Committee) and endorsed by the Humboldt County Committee.

EC Section 33050 does not authorize community college districts to submit waiver requests to the SBE. Therefore, the Mendocino County Board of Education (County Board) has submitted the waiver request on behalf of the Mendocino-Lake CCD.

Authority for Waiver: *EC* Section 33050

RECOMMENDATION

Approval **Approval with conditions** **Denial**

The California Department of Education (CDE) recommends that the SBE approve the Mendocino County Board request to waive *EC* Section 74230, which requires an election to approve a transfer of territory from the Redwoods CCD to the Mendocino-Lake CCD.¹

¹ The Mendocino County Board requested waiver of a portion of *EC* Section 74230 (see Attachment 2). To ensure the election is eliminated (which is the intent behind the waiver request), the CDE recommends waiver of the entire *EC* Section 74230. The Mendocino County Board supports this recommendation.

SUMMARY OF KEY ISSUES

Approval of this waiver request would eliminate the election required to give final approval to an action by the Board of Governors to approve a transfer of territory from the Redwoods CCD to the Mendocino-Lake CCD. The Board of Governors is scheduled to take action on the territory transfer on July 18, 2016. The transfer previously has been approved by the Mendocino County Committee and endorsed by the Humboldt County Committee and Humboldt County Superintendent. Thus, the territory transfer would be finalized following approval of the Board of Governors (and the previous approvals of the listed county entities).

The territory proposed for transfer from the Redwoods CCD to the Mendocino-Lake CCD is the entire portion of Mendocino County that currently is within the Redwoods CCD. The Redwoods CCD is under the jurisdiction of the Humboldt County Superintendent and the Mendocino-Lake CCD is under the jurisdiction of the Mendocino County Superintendent. Thus, the transfer will place the Mendocino County portion of the Redwoods CCD under the jurisdiction of the Mendocino County Superintendent, who also has jurisdiction over the school districts operating high schools in this area.

The transfer of territory was initiated by resolutions from both the Redwoods CCD and the Mendocino-Lake CCD. No one opposed the transfer at the public hearings held by the Mendocino County Committee—all public hearing participants fully supported the transfer. The transfer also is supported by every affected local education agency in Humboldt, Mendocino, and Lake counties.

EC Section 74230 requires that an election be held upon Board of Governors approval of any territory transfer “which results in an increase in taxes levied on behalf of the districts involved or which requires changes in district governing boards.” Although the transfer will not result in an increase in taxes levied,² the proposed transfer area includes a trustee area of the Redwoods CCD governing board—thus, the transfer will require changes to the composition of the districts’ governing boards.³

Both the Redwoods CCD and the Mendocino-Lake CCD support the request to waive the election required by *EC* Section 74230. There was no public opposition to the waiver at the public hearings held by the Mendocino County Board. The CDE also has determined that none of the grounds specified in *EC* Section 33051, which authorize denial of a waiver, exist. The CDE recommends the SBE approve the Mendocino County Board request to waive *EC* Section 74230, which requires an election to approve a transfer of territory from the Redwoods CCD to the Mendocino-Lake CCD.

² The Mendocino-Lake CCD and the Redwoods CCD have entered into an agreement that the liability for the transferred territory’s existing pro-rata share of the Redwoods CCD general bonded indebtedness will remain with the property owners in the transferred territory. Thus, the territory transfer will not result in any increased tax levy.

³ The governing boards of the Mendocino-Lake CCD and the Redwoods CCD each will address effects on respective governing board composition (trustee areas and number of members on the board) after final approval of the territory transfer. *EC* Section 72023 gives the Redwoods CCD special authorization regarding governing board size. As a result, the Redwoods CCD may seek future SBE approval to waive appropriate *EC* sections to assist in reducing the size of its governing board.

Demographic Information:

The Mendocino-Lake CCD has a student population of 6,849 and is located in rural areas and small cities of Mendocino and Lake counties.

The Redwoods CCD has a student population of 7,360 and is located in rural areas and small cities of Humboldt, Trinity, Mendocino, and Del Norte counties.

Because this is a general waiver, if the SBE decides to deny the waiver, it must cite one of the seven reasons in EC 33051(a), available at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=33051.

SUMMARY OF PREVIOUS STATE BOARD OF EDUCATION DISCUSSION AND ACTION

The SBE has approved similar requests to eliminate elections required for final approval of a territory transfer—most recently for the Santa Clara County Office of Education at the January 2013 SBE meeting. The SBE also has approved waivers submitted by county boards of education on behalf of community college districts—most recently for the Redwoods CCD (submitted by the Humboldt County Board) at the March 2015 SBE meeting.

FISCAL ANALYSIS (AS APPROPRIATE)

Approval of the waiver request will not have negative fiscal effects on any local or state agency. Failure to approve the waiver request will result in additional costs of up to \$50,000 for a local election.

ATTACHMENT(S)

Attachment 1: Summary Table (2 pages)

Attachment 2: Mendocino County Board of Education General Waiver Request 6-5-2016 (3 pages). (Original waiver request is signed and on file in the Waiver Office.)

Summary Table
 California Education Code Section 74230

Waiver Number	District	Period of Request	Bargaining Unit, Representatives Consulted, Date, and Position	Public Hearing and Board Approval Date	Public Hearing Advertisement
6-5-2016	Mendocino-Lake Community College District	<p>Requested: July 1, 2016 to June 29, 2018</p> <p>Recommended: July 1, 2016 to June 29, 2018</p>	<p>Mendocino College Federation of Teachers, Phil Warf President 5/5/16 Support</p> <p>Management/Supervisors/Confidential Employees Group, Debra Polak President 5/3/16 Support</p> <p>Part-time Faculty Association, Jessica Crofoot President 5/2/16 Neutral</p> <p>Service Employees International Union, John Loucks Vice President 5/6/16 Neutral</p>	5/9/2016	<p>Notice was published in both the Ukiah Daily Journal and the Fort Bragg Advocate, and was placed on the Web site of the Mendocino County Office of Education. Notice also was posted at the Humboldt County Office of Education, the Mendocino County Office of Education, the Mendocino-Lake Community College District, the Redwoods Community College District, and the Pomolita Middle School (public hearing location).</p>

Waiver Number	District	Period of Request	Bargaining Unit, Representatives Consulted, Date, and Position	Public Hearing and Board Approval Date	Public Hearing Advertisement
6-5-2016	Redwoods Community College District*	<p>Requested: July 1, 2016 to June 29, 2018</p> <p>Recommended: July 1, 2016 to June 29, 2018</p>	<p>College of the Redwoods Faculty Organization, Mike Hailey President 4/26/16 Support</p> <p>California School Employees Association, Crystal Morse President 5/2/16 Neutral</p> <p>President/Management Council, Ron Waters Council Member 4/28/2016 Support</p>	5/9/2016	<p>Notice was published in both the Ukiah Daily Journal and the Fort Bragg Advocate, and was placed on the Web site of the Mendocino County Office of Education. Notice also was posted at the Humboldt County Office of Education, the Mendocino County Office of Education, the Mendocino-Lake Community College District, the Redwoods Community College District, and the Pomolita Middle School (public hearing location).</p>

Created by California Department of Education
 May 17, 2016

*The waiver request, although submitted by the Mendocino County Board, is on behalf of the Mendocino-Lake CCD and also affects the Redwoods CCD. Therefore, information reported in this attachment pertains to those districts.

California Department of Education
WAIVER SUBMISSION - General

CD Code: 2310231

Waiver Number: 6-5-2016

Active Year: 2016

Date In: 5/13/2016 10:02:30 AM

Local Education Agency: Mendocino County Office of Education
Address: 2240 Old River Rd.
Ukiah, CA 95482

Start: 7/1/2016

End: 6/29/2018

Waiver Renewal: N

Previous Waiver Number:

Previous SBE Approval Date:

Waiver Topic: School District Reorganization
Ed Code Title: Elimination of Election Requirement
Ed Code Section: 74230
Ed Code Authority: 33050

Ed Code or CCR to Waive: If approval is given pursuant to Section 74205 to a reorganization proposal which results in an increase in taxes levied on behalf of the districts involved or which requires changes in district governing boards, [such as a change that results in the reapportionment of trustee areas or a change in the number of trustee areas], the county superintendent of schools, within 30 days after receiving notification pursuant to Section 74205, shall call an election. The election shall be called in the manner prescribed in Part 4 (commencing with Section 5000), and shall be conducted at the next available regular election scheduled in the territory of districts defined in the approved proposal according to the procedures prescribed by Sections 35757 to 35764, inclusive.

Outcome Rationale: This waiver is necessary to avoid the expense of an election to confirm the transfer of territory in Mendocino County from College of the Redwoods to Mendocino-Lake Community College District. Mendocino College is assuming operational control of the Fort Bragg campus formerly under the control of College of the Redwoods, and once the transfer has been approved by the Board of Governors of the Community College Chancellor's Office, the election will otherwise have to be called within 30 days.

Student Population: 14209

City Type: Small

Public Hearing Date: 5/9/2016

Public Hearing Advertised: Newspaper, Site Posting, Website Posting,

Local Board Approval Date: 5/9/2016

Community Council Reviewed By: All advisory agencies consulted were employee bargaining units

Community Council Reviewed Date: 4/26/2016
Community Council Objection: N
Community Council Objection Explanation:

Audit Penalty YN: N

Categorical Program Monitoring: N

Submitted by: Mr. Warren Galletti
Position: Superintendent
E-mail: wgalletti@mcoe.us
Telephone: 707-467-5002
Fax:

Bargaining Unit Date: 05/02/2016
Name: California School Employees Association
Representative: Crystal Morse
Title: President
Position: Neutral
Comments:

Bargaining Unit Date: 04/26/2016
Name: College of the Redwoods Faculty Organization
Representative: Mike Hailey
Title: President
Position: Support
Comments:

Bargaining Unit Date: 05/05/2016
Name: Exec. Comm. of the Mendo College Fed. of Teachers
Representative: Phil Warf
Title: MCFT President
Position: Support
Comments:

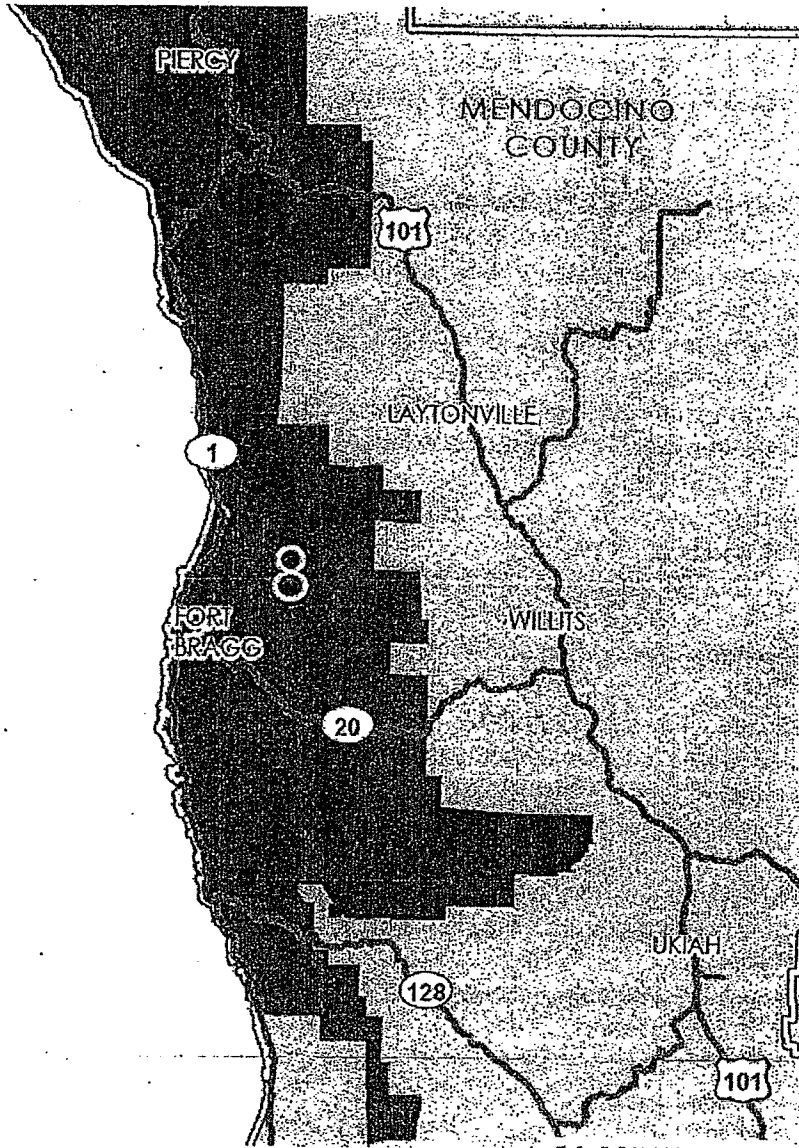
Bargaining Unit Date: 05/03/2016
Name: Management/Supervisors/Confidential Employees Grp
Representative: Debra Polak
Title: President
Position: Support
Comments:

Bargaining Unit Date: 05/02/2016
Name: Part-time Faculty Association
Representative: Jessica Crofoot
Title: President
Position: Neutral
Comments:

Bargaining Unit Date: 04/28/2016
Name: President/Management Council
Representative: Ron Waters
Title: Council Member
Position: Support
Comments:

Bargaining Unit Date: 05/06/2016
Name: SEIU 1021
Representative: John Loucks
Title: Classified Union Vice President
Position: Neutral
Comments:

Attachment A



Trustee Area #8

Along the southerly and easterly boundaries of "Exterior Boundaries - Mendocino Unified School District - County of Mendocino", as per description prepared by Robert R. Newhouse, Registered Professional Engineer, stamped and dated November 1968 (the language of that description has not been taken verbatim, but paraphrased below):

Beginning at a point on the shore of the Pacific Ocean where said shore is intersected by the line between Lots 2 and 3 of Section 11, Township 14 North, Range 17 West, Mount Diablo Meridian (hereafter assume to be Mount Diablo Meridian unless noted otherwise);

- 1) Easterly about four and one-quarter miles along said line through the center of Sections 12, 7, 8 and 9, to the east quarter-corner of said Section 9, Township 14 North, Range 16 West.
- 2) South along section lines, about one and one-half miles to the southwest corner of Section 15.
- 3) East, about 3 miles to the range line common to Range 15 West and Range 16 West, at the southeast corner of Section 13.
- 4) South along said range line, six and one-half miles to the northwest corner of Section 19, Township 13 North, Range 15 West.
- 5) East, about 3 miles along the north line of Sections 19, 20, and 21 to the northeast corner of said Section 21.
- 6) North about 3 miles along the east line of Sections 16, 9 and 4 to the township line common to Township 13 North and Township 14 North.
- 7) West along said township line, about two and one-quarter miles to the south quarter-corner of Section 32, Township 14 North, Range 15 West.
- 8) North through the center of Sections 32 and 29, about 2 miles to the north quarter-corner of Section 29.
- 9) West, about one half mile to the northwest corner of Section 29.
- 10) North about two and one-half miles to the east quarter-corner of Section 7, Township 14 North, Range 15 West.
- 11) Westerly, about 1 mile through the center of said Section 7 to the Range Line common to Range 15 West and Range 16 West.
- 12) Northerly, along said Range Line, about 1.5 miles to the south boundary of the Township Line of Township 15 North, Range 16 West.
- 13) Westerly, along said Township Line, about 0.5 miles to the southwest corner of Section 36, Township 15 North, Range 16 West.
- 14) Northerly, along the west lines of said Section 36 and Section 25, about 2 miles to the northwest corner of said Section 25. Thence the following courses along boundaries of Sections:
 - 15) West 2 miles.
 - 16) North 1 mile.
 - 17) West 1 mile.
 - 18) North 3 miles to the northeast corner of Section 5, Township 15 North, Range 16 West.
Continuing the following courses:
 - 19) West, about 0.5 miles to the southwest corner of Section 33, Township 16 North, Range 16 West.
 - 20) Northwesterly, and northerly, along the westerly lines of said Section 33, about 1 mile in total, to the northwest corner thereof.

- 21) Easterly, along the northerly lines of Sections 33 and 34, about 1.5 miles to the north quarter corner of Section 34.
- 22) Southeasterly, along the center quarter section line of Section 34, about 1 mile to the south quarter corner thereof.
- 23) Westerly, along the township line, about one-quarter mile to the northeast corner of Section 4, Township 15 North, Range 16 West. Thence the following courses along boundaries of Sections or fractional parts thereof:
 - 24) South 1 mile.
 - 25) East three-quarters of a mile.
 - 26) North one-quarter mile.
 - 27) East one-quarter mile.
- 28) South one-quarter mile to the southwest corner of Section 2, Township 15 North, Range 16 West. Continuing the following courses:
 - 29) Easterly, along the southerly lines of Sections 2, 1, 6, 5, 4 and 3, about 6 miles to the southeast corner of Section 3, Township 15 North, Range 15 West.
 - 30) Northerly, along the east line of Section 3, about 1 mile to the township line.
 - 31) Easterly, along said township line, about 4.5 miles to the southeast corner of Section 33, Township 16 North, Range 14 West.
 - 32) Northerly, along the easterly lines of Sections 33 and 28, about 2 miles to the northeast corner of Section 28.
 - 33) Easterly, along the southerly lines of Sections 22, 23 and 24, about 2 and three-quarters miles to the east sixteenth corner on the south line of Section 24.
 - 34) Northerly, along the sixteenth sectional line, about one-quarter mile to the southeast sixteenth corner of Section 24.
 - 35) Easterly, along fractional sectional boundaries, about 1 mile to the intersection thereof with the centerline of Orr Springs Road.
 - 36) Northwesterly along the centerline of Orr Springs Road, about one half mile to the intersection thereof with the property line dividing the lands of Lawrence Singley and Guy L. Greenfield.
 - 37) Northeasterly, along said property line, about 1 mile to the intersection thereof with the east-west quarter sectional line through the center of Section 17, Township 16 North, Range 13 West.
 - ~~38) Easterly, along said quarter sectional line, about one-quarter mile to the center-east sixteenth corner of said Section 17.~~
 - 39) Northerly, about half a mile to the east sixteenth corner to Sections 17 and 8.
 - 40) Easterly, along the north line of Section 17, about one-quarter mile to the northeast corner of Section 17, Township 16 North, Range 13 West.
 - 41) Northerly, along the easterly lines of Sections 8 and 5, about 2 miles to the northeast corner of said Section 5, Township 16 North, Range 13 West.
 - 42) Westerly, along the township line between Township 16 North and Township 17 North, about 9 miles to the northwest corner of Section 1, Township 16 North, Range 15 West.
 - 43) Northerly, along the east lines of Sections 35 and 26, about 2 miles to the northeast corner of Section 26, Township 17 North, Range 15 West.
 - 44) Westerly, along the north line of Section 26, about 1 mile to the southeast corner of Section 22. 45) Northerly, along section lines, about 6.5 miles to the east quarter-corner of Section 22, Township 18 North, Range 15 West.

- 46) Westerly, along fractional sectional lines, about 2.5 miles to the center of Section 20, Township 18 North, Range 15 West. Thence leaving the boundaries of Mendocino Unified School District and going along the boundaries of "Exterior Boundaries - Fort Bragg Unified School District - County of Mendocino", per description prepared by Stephen K. Farr, LS 5900, Deputy County Surveyor, stamped and dated October 6, 1989, the following courses (the language of that description has not been taken verbatim, but paraphrased below):
- 47) Northerly, along fractional sectional lines, about 2 miles, to the center of Section 8 of said Township.
- 48) Easterly, along fractional sectional lines, about 2.5 miles to the east quarter-corner of Section 10 of said Township.
- 49) Northerly, along section lines, about 1.5 miles to the north boundary of said Township.
- 50) Westerly, along said township boundary, about three-quarters of a mile to the southwest corner of Section 34 of Township 19 North, Range 15 West.
- 51) Northerly, along section lines, about 3 miles to the northeast corner of Section 21, Township 19 North, Range 15 West.
- 52) Westerly, along section lines, about 3 miles to the range line common to Range 15 West and Range 16 West.
- 53) Northerly, along said range line, about 3 miles to the northwest corner of Township 19 North, Range 15 West.
- 54) Easterly, along the north boundary of said Township, about 3 miles to the northeast corner of Section 4 of said Township. Thence the following courses along boundaries of Sections or fractional parts thereof:
 - 55) North about 2 miles.
 - 56) West about 2.5 miles.
 - 57) North about 1.5 miles.
 - 58) West about 3.5 miles.
- 59) North about 2.5 miles, to the northeast corner of Section 4, Township 20 North, Range 16 West. Thence continuing the following courses:
- 60) Westerly, along the township line, about 3.2 miles to the southwest corner of Section 31, Township 21 North, Range 16 West.
- 61) Northerly, along the range line common to Range 16 West and Range 17 West, about 8.25 miles to the southeast corner of Section 24 of Township 22 North, Range 17 West. Thence leaving the boundaries of Fort Bragg Unified School District and going along the boundaries of the "Mendocino County Community College District", as per existing description, unidentified and undated, the following courses (the language of that description has not been taken verbatim, but paraphrased below):
- 62) Continuing northerly, along the range line, about 1 mile to the northwest corner of Section 19, Township 22 North, Range 16 West. Thence the following courses along boundaries of Sections or fractional parts thereof:
 - 63) Easterly, along the north lines of Sections 19 and 20, about 2 miles.
 - 64) North about 1 mile.
 - 65) East about 3 miles to the range line common to ranges 15 West and 16 West.
- 66) Northerly, along said Range Line, about 8 miles to the northeast corner of Section 2, Township 23 North, Range 16 West.
- 67) West, about 1 mile.
- 68) North, about 1 mile.
- 69) West, about 3.5 miles, to the south quarter-corner of Section 30, Township 24 North, Range 16 West.

- 70) Northerly, through the center of Sections 30, 19, 18, 7, and 6, Township 24 North, Range 16 West, about 5.5 miles to the south boundary of Township 5 South, Range 4 East, Humboldt Meridian.
- 71) Easterly, along said Township boundary, about 500 feet to the southeast corner of Township 5 South, Range 4 East.
- 72) Northerly, along the range line common to Range 4 East and 5 East, about 2.2 miles to the Humboldt County Line, being a point on the boundary of Trustee Area #7.
- 73) Westerly, along the Humboldt County Line, about 19 miles to the Point of Beginning (northwest corner of Mendocino County, at the Pacific Ocean).

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

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

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

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

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

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

Summary: Needed Areas of Study for Specific Students

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

Liberal Arts: (CRGE)

- A: Natural Science – 24 students need this area
- B: Social Science – 12 students need this area
- C. Humanities – 17 students need this area
- D. Writing – 27 students need Engl 1A
- E. Oral Communications – 20 students need Spch 1 or 7
- F. Analytical Thinking – 33 students need Math 120
- G. Core/Specific Courses – 11 students need courses within this category

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

Appendix 8/19

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

Notes:

FT instructors are COR instructors and will stay with them

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

Need to make informational handout for students regarding our equivalent courses

Appendix 20. Current Mission Vision Value Goals

Planning Priorities

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

2012 Planning Priorities	2014 Additions to ongoing Planning Priorities
Addressing professional development needs	Address professional development needs as related to Student Equity and the implementation of the Student Success and Support Program
Building K-12 alliances	Develop a Dual Enrollment/Middle College/Early College program
Developing effective technology	Maximize Distance Education classroom technology to broadcast classes to remote sites throughout the District
Improving retention and student services	Meet the needs of Veterans, Foster Youth, Native American, African American and other special populations of students as determined by the institution.
Addressing growth in areas beyond the main Ukiah campus (including North County and Lake County)	Continue to grow and expand efforts to deliver instruction in the Fort Bragg/ Mendocino Coast area.
Addressing growth in Latino population District-wide	Maintain Hispanic Serving Institution (HIS) status
Addressing aging of community and faculty	Address the changing demographics of our District
Meeting state mandates	Implement the Student Success and Support Program and Student Equity Plan mandates
Linking facilities planning to educational needs	Maximize completed Measure W projects
Scheduling maintenance/sustainability	Utilize four –semester sequence and student education plan data to inform scheduling
Supporting Basic Skills	Link Instruction and Student Services

ENROLLMENT MANAGEMENT PLAN

Enrollment Management Committee Initiatives

Initiative: Build out the Fort Bragg / Mendocino Coast schedule to reach 250 FTES by 2017.

Strategy	Benchmarks	Timeline

Initiative: Develop a Dual / Concurrent Enrollment program.

Strategy	Benchmarks	Timeline

Initiative: Build out the schedule at the North County Center and the Lake Center.

Strategy	Benchmarks	Timeline

ENROLLMENT MANAGEMENT PLAN

Initiative: Implement a Faculty Advising program.

Strategy	Benchmarks	Timeline

Mendocino Coast Center

Appendix M 23

	Breakeven	Estimated Actuals 2014/15	Projection 2015/16	Projection 2016/17	Projection 2017/18
REVENUE					
Center Funding	\$281,141	\$281,141	\$281,141	\$281,141	\$281,141
2014/15 Advance Principal Apportionment Rate					
FTEs	95	75	150	250	250
Credit FTES	\$4,676	\$350,700	\$701,400	\$1,169,000	\$1,169,000
Non-Credit FTES	\$2,812				
Non-Credit CDCP FTES	\$3,311				
	\$444,220	\$350,700	\$701,400	\$1,169,000	\$1,169,000
Woodworking Revenue		\$307,768	\$307,768	\$307,768	\$307,768
Lease revenue	\$0	\$60,000	\$60,000	\$60,000	\$60,000
	\$725,361	\$999,609	\$1,350,309	\$1,817,909	\$1,817,909
EXPENDITURES					
College of the Redwoods Costs					
Cost of Instruction (at 230 WSCH/FTEF)	\$205,000	\$367,268	\$367,268	\$367,268	\$0
Cost of Woodworking Program		\$180,000	\$325,000	\$540,000	\$540,000
1.0 Center Coordinator	\$82,000		\$82,000	\$82,000	\$82,000
1.0 Center Maintenance	\$70,000		\$66,000	\$66,000	\$66,000
1.0 Center Support	\$66,000		\$42,000	\$42,000	\$42,000
0.50 PT Counselor	\$42,000		\$72,000	\$72,000	\$72,000
0.50 Dean of Instruction	\$72,000		\$34,000	\$34,000	\$34,000
0.50 Library Technician	\$34,000		\$13,000	\$13,000	\$13,000
0.25 Technology Support	\$13,000		\$20,000	\$20,000	\$20,000
Travel	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000
Supplies	\$15,000				
Utilities	\$100,000				
	\$719,000	\$567,268	\$1,036,268	\$1,251,268	\$1,279,000
	\$6,361	\$432,341	\$314,041	\$566,641	\$538,909

Planning and Budgeting Committee Minutes
October 21, 2014

Core Members

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

Resource Members

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

Minutes: Mary Lamb

Others: Phil Warf, Faculty Union - present

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

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

Substantive Change Report

Vice President Guleff presented a copy of the Fort Bragg/Mendocino Coast substantive change timeline and planning matrix was presented to the committee for review. The question was asked if the sub change will lock us into the plan proposed to which S/P responded by stating it does not commit us to take over the territory. There are still many details which will need to be worked out.

Revenue & Expenditures - First Draft

Vice President Cichoeki presented a copy of the possible revenue and expenditures for the Fort Bragg facility for review. She stated she used the numbers provided to us last May to develop this information and would like to receive feedback over next few months regarding this information.

The expenditures were modeled after our centers currently in Lake & Willits. The information will also be vetted through the various groups as part of the substantive change report. While this information is very preliminary, we are aware of several differences which will need to be considered. We are aware of the tech support needs, maintenance expense, and the fact it is twice as expensive to advertise in the Fort Bragg area as it is locally. We will also need to review the need for personnel in that area.

Feedback on the first draft of the revenue and expenditures for the Fort Bragg area should be sent to Vice President Cichoeki.

Point Arena Field Station

Recommendation from the Ad-Hoc Committee

Academic Senate President Edelman informed the committee that the recommendation from Board of Trustees Ad-Hoc committee was a compromise agreement which includes moving ahead with the sale of the land but keeping the buildings with a Memorandum of Understanding allowing us to continue using the site for educational purposes. There are many things yet to be worked out with this agreement.

Board of Trustees to make a decision regarding the Point Arena Field Station at their November meeting.

S/P Reyes added that it is the goal of the college to continue to do what we are currently doing and we don't want to get bogged down with issues such as the size of signage or the height of a fence.

From a planning and budgeting perspective, this is a long term commitment. If partnerships do not materialize or if the Friends of the Point Arena Field Station do not come forward with funding, we will be forced to look at removing the buildings.

This has been a great process which has been very inclusive. The Board is scheduled to make a decision regarding this property at their November meeting.

Other/Future Agenda Items

Appendices 25- 28

25. Punch list of repairs CR is doing for us

26. List of locks with map of Center

27. TLCD Proposed Plans

28. Technology Inventories

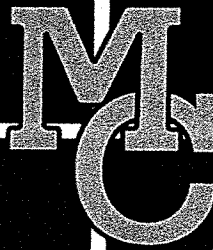
MENDOCINO COLLEGE

Tuesday, July 7th
10:00 a.m. - 4:00 p.m.

- Application/Registration Assistance
- Assessments
- Financial Aid Assistance
- Counseling

Monday, August 10th
10:00 a.m. - 4:00 p.m.

- Application/Registration Assistance
- Assessments
- Financial Aid Assistance
- Counseling (9:00 - 2:00)



Tuesday, August 11th
12:00 - 6:00 p.m.

- Application/Registration Assistance
- Assessments
- Financial Aid Assistance

Friday, September 11th
10:00 a.m. - 4:00 p.m.

- Application/Registration Assistance
- Assessments
- Financial Aid Assistance
- Counseling (10:00 - 3:00)

Classes begin Monday, September 14th!

1211 Del Mar Drive, Fort Bragg, CA 95437
707.468.3000 • www.mendocino.edu
Or call our North County Center at 707.459.6224



Appendix 30

Mendocino Coast Center

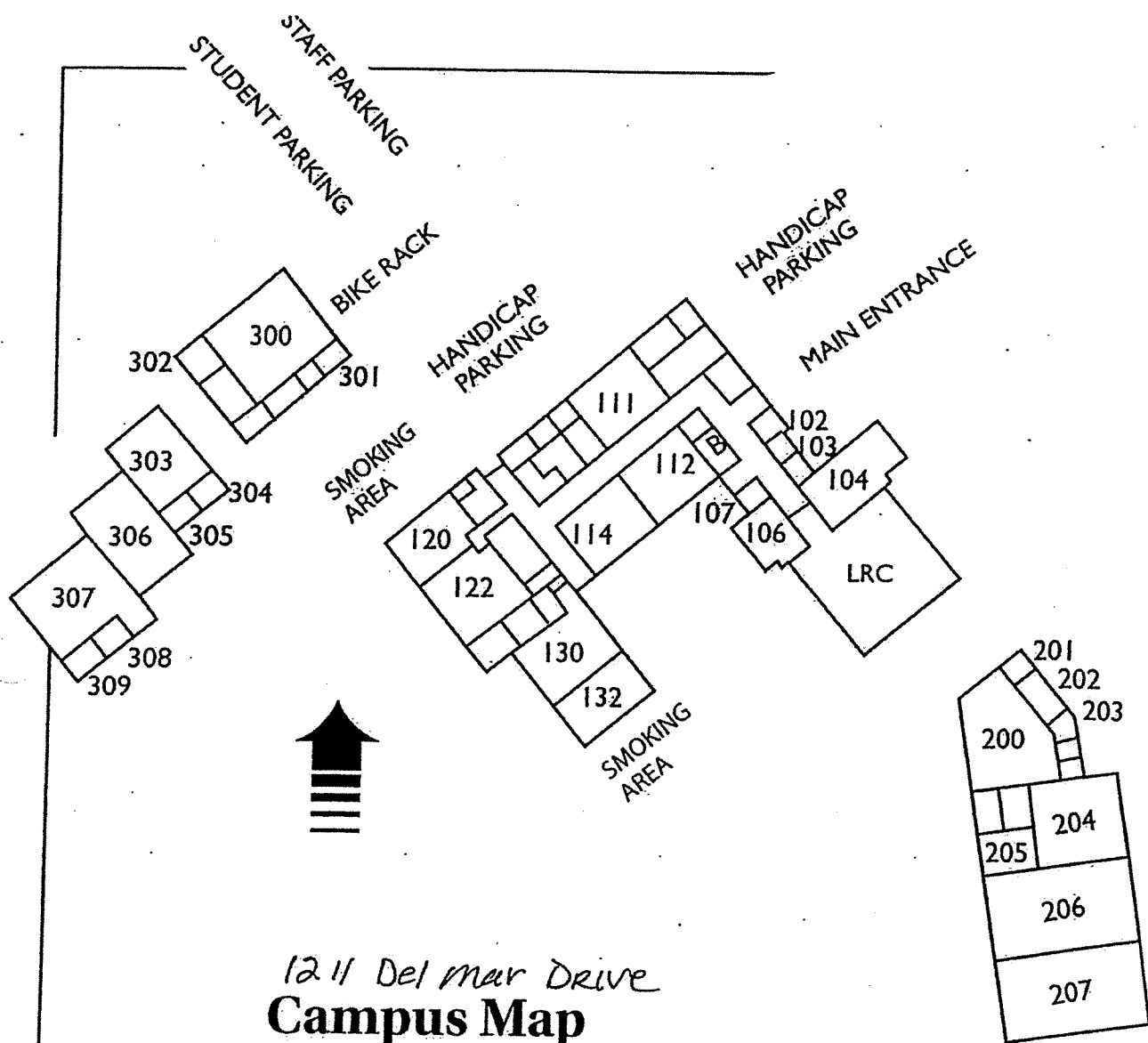
REVENUE	Actuals 2014/15	Estimated Actuals 2015/16	Projection 2016/17	Projection 2017/18	Projection 2018/19 & forward
Center Funding	\$281,141	\$297,221	\$300,108	\$300,108	\$300,108
FTES @ MLCCD	88	114	130	200	250
Credit FTES	\$411,488	\$538,422	\$650,520	\$1,000,800	\$1,251,000
	\$411,488	\$538,422	\$650,520	\$1,000,800	\$1,251,000
Woodworking Revenue	\$305,149	\$305,180	\$305,180	\$15,192	\$15,192
(2014/15 CR: 54.56 FTES & 212 Non-Res units)					
(2015/16 CR: 59.12 FTES & 72 Non-Res units)					
Charter School Lease	\$58,815	\$53,067	\$53,067	\$53,067	\$53,067
MPIC and Facilities Use Fees	\$6,061	\$6,061	\$7,200	\$7,200	\$7,200
REVENUE	\$1,056,593	\$1,199,951	\$1,316,075	\$1,376,367	\$1,626,567
EXPENDITURES					
College of the Redwoods Costs	\$371,068	\$387,631	\$387,631	\$430,000	\$538,000
Cost of Instruction (at 230 WSCH/FTEF)	\$190,000	\$245,000	\$280,000	\$200,000	\$200,000
Cost of Woodworking Program				\$86,000	\$86,000
1.0 Center Supervisor (Jan 2017)		\$13,200	\$43,000	\$73,000	\$73,000
1.0 Center Facilities (Apr 2017)			\$18,250	\$73,000	\$73,000
1.0 Center Support (Apr 2017)			\$17,250	\$69,000	\$69,000
Hourly Center Support	\$3,696	\$25,845	\$12,922		
Hourly Lab Assistants	\$3,367	\$5,060			
PT Counselors		\$1,528	\$1,528	\$1,528	\$1,528
0.33 Dean of Instruction		\$1,500	\$60,000	\$60,000	\$60,000
0.25 Technology Support					
Benefits on salaries above		\$4,646			
Services (including Travel)	\$7,948	\$20,974	\$20,974	\$20,974	\$20,974
Supplies	\$4,964	\$24,454	\$25,000	\$25,000	\$25,000
Equipment		\$24,040	\$24,000	\$24,000	\$24,000
Utilities				\$100,000	\$100,000
EXPENDITURES	\$581,043	\$753,878	\$890,556	\$1,089,502	\$1,197,502
TOTAL	\$475,550	\$446,073	\$425,519	\$286,865	\$429,065
Net from CR:	\$274,037	\$267,837	\$270,724		
Net at MLCCD:	\$201,513	\$178,236	\$154,795	\$286,865	\$429,065
TOTAL:	\$475,550	\$446,073	\$425,519	\$286,865	\$429,065

Fall 15: 54
 Spring 16: 53
 Summers: 7
 Total: 114

Fall 16: 50-60 FTES
 Spring 17: 70-80 FTES
 Total: 120-140

Appendix 31. Examples of PBC an Board Minutes with references to Coast

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

KILNS

Appendix 33. Inventory of Wiring Infrastructure

Appendix 34

Mendocino Coast Center

REVENUE	Actuals 2014/15	Estimated Actuals 2015/16	Projection 2016/17	Projection 2017/18	Projection 2018/19 & forward
Center Funding	\$281,141	\$297,221	\$300,108	\$300,108	\$300,108
FTES @ MLCCD	88	114	130	200	250
Credit FTES	\$411,488	\$538,422	\$650,520	\$1,000,800	\$1,251,000
	\$411,488	\$538,422	\$650,520	\$1,000,800	\$1,251,000
Woodworking Revenue (2014/15 CR: 54.56 FTES & 212 Non-Res units) (2015/16 CR: 59.12 FTES & 72 Non-Res units)	\$305,149	\$305,180	\$305,180	\$15,192	\$15,192
Charter School Lease MPIC and Facilities Use Fees	\$58,815	\$53,067 \$6,061	\$53,067 \$7,200	\$53,067 \$7,200	\$53,067 \$7,200
REVENUE	\$1,056,593	\$1,199,951	\$1,316,075	\$1,376,367	\$1,626,567
EXPENDITURES					
College of the Redwoods Costs					
Cost of Instruction (at 230 WSCH/FTEF)	\$371,068	\$387,631	\$387,631	\$430,000	\$538,000
Cost of Woodworking Program	\$190,000	\$245,000	\$280,000	\$200,000	\$200,000
1.0 Center Supervisor (Jan 2017)			\$43,000	\$86,000	\$86,000
1.0 Center Facilities (Apr 2017)		\$13,200	\$18,250	\$73,000	\$73,000
1.0 Center Support (Apr 2017)			\$17,250	\$69,000	\$69,000
Hourly Center Support	\$3,696	\$25,845	\$12,922		
Hourly Lab Assistants		\$5,060			
PT Counselors	\$3,367	\$1,528	\$1,528	\$1,528	\$1,528
0.33 Dean of Instruction		\$1,500	\$60,000	\$60,000	\$60,000
0.25 Technology Support					
Benefits on salaries above		\$4,646			
Services (including Travel)	\$7,948	\$20,974	\$20,974	\$20,974	\$20,974
Supplies	\$4,964	\$24,454	\$25,000	\$25,000	\$25,000
Equipment		\$24,040	\$24,000	\$24,000	\$24,000
Utilities				\$100,000	\$100,000
EXPENDITURES	\$581,043	\$753,878	\$890,556	\$1,089,502	\$1,197,502
TOTAL	\$475,550	\$446,073	\$425,519	\$286,865	\$429,065
Net from CR:	\$274,037	\$267,837	\$270,724	\$286,865	\$429,065
Net at MLCCD:	\$201,513	\$178,236	\$154,795	\$286,865	\$429,065
TOTAL:	\$475,550	\$446,073	\$425,519	\$286,865	\$429,065

Fall 15: 54
Spring 16: 53
Summers: 7
Total : 114

Fall 16: 50-60 FTES
Spring 17: 70-80 FTES
Total: 120-140

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

Wednesday, May 7, 2014 - 5:00 PM

Mendocino College - 1000 Hensley Creek Road - Ukiah CA 95482

Board Room, Room 1060, MacMillan Hall

35
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2015 Mon
approval

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

1 APPROVAL OF AGENDA AND MINUTES

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

RECOGNITION

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

2 PRESIDENT'S REPORT

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

3 & 4 CONSENT AGENDA

3. Personnel

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

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

4. Other Items

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

5 ACTION ITEM

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

6 INFORMATIONAL ITEM

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

7 INFORMATIONAL REPORTS

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

8 BIG PICTURE

- 8.1 College Assistance Migrant Program Grant
Presentation by Alicia Mendoza

9 TRUSTEE COMMUNICATIONS

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

10 CLOSED SESSION

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

10.4 Public Employee Performance Evaluation – GC 54957
Superintendent/President

11 **ADJOURNMENT**

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

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA or on the College's website at www.mendocino.edu.

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

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

Wednesday, June 4, 2014 - 5:00 PM

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

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

PRESENTATION: TIME CERTAIN ITEM - 5:15 PM

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

1. APPROVAL OF AGENDA AND MINUTES

1.1 Agenda Approval

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

2. PRESIDENT'S REPORT

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

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment - Short-Term Employees

Recommendation to approve the employment of the short-term employees as presented

3.2 Employment - Part-Time Faculty

Recommendation to approve employment of faculty for the summer 2014 session as presented

3.3 Volunteers

Recommendation to approve the list of volunteers as presented

3.4 Employment - Football Coach and Women's Golf Coach

Recommendation to approve employment of the football and women's golf coaches as presented

3.5 Employment - Tenure-Track Faculty

Recommendation to approve the employment of tenure-track faculty as presented

3.6 Faculty Contract - Categorically-Funded

Recommendation to approve a non-tenure-track, categorically-funded contract as presented

3.7 Employment - Management/Supervisory/Confidential

Recommendation to approve the employment of the Management/Supervisory/Confidential positions as presented

3.8 Promotion - Educational Administrator

Recommendation to approve an Educational Administrator contract as presented

3.9 Resignations

Recommendation to accept the resignations as presented

3.10 Retirements

Recommendation to accept the retirements as presented

4. Other Items

4.1 Fiscal Report as of April 30, 2014

Recommendation to accept the report as presented

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

Recommendation to adopt the 2015-2019 Plan

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

6. **INFORMATIONAL ITEM**
- 6.1 Draft Memorandum of Understanding, Redwoods Community College District
Update on status of MOU with RCCD

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

8. **BIG PICTURE**
- 8.1 Student Achievement Standards & Scorecard
Presentation by Minerva Flores, Director of Institutional Effectiveness, Research and Grants

9. **TRUSTEE COMMUNICATIONS**
- 9.1 Trustee Reports
Written and oral reports from Trustees are presented as information

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

11. **ADJOURNMENT**

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

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

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

GENERAL MATTERS

- Call To Order* Trustee Clark, Board President, called the meeting to order at 5:02 PM.
- Board Members*
- | | | |
|-----------------|-----------------|---------|
| President | Joel Clark | present |
| Vice President | Paul Ubelhart | present |
| Clerk | John Tomkins | present |
| Trustee | Edward Haynes | present |
| Trustee | Joan M. Eriksen | present |
| Trustee | Janet Chaniot | present |
| Trustee | Dave Geck | present |
| Student Trustee | Kevin Leal | present |
- Secretary* Arturo Reyes, Superintendent/President
- Support Staff* Mary Lamb, Interim Executive Assistant II to Superintendent/President
- Staff* Virginia Guleff, Vice President of Education & Student Services
- Representatives* Eileen Cichocki, Director of Fiscal Services
Sue Goff, Dean of Career Technical Education
Debra Polak, Dean of Instruction
- Constituent* Academic Senate John Koetzner, President
- Representatives* Classified Senate Larry Lang, President (absent)
Management/Supervisory/Confidential Karen Christopherson, President (absent)
- Agenda Approval* M/S/C (Tomkins/Chaniot) to approve the amended agenda. Item 4.6 Awarding of Contract(s) – Parking Lot and Hensley Creek Road Repairs Project was removed from the consent agenda.
- Minutes/Approval* M/S/C (Tompkins/Chaniot) To approve the minutes of the regular meeting held on April 2, 2014 & the Board workshop held on April 2, 2014 as submitted.
- Recognition of Retirees* Bob Alto, Pat Thygesen, Jacque Bradley, Cary Templeton, Larry Perryman, and Gwen Chapman were recognized on their retirement from Mendocino College with a plaque and a personal note from the Board. A short biography of each retiree was read by Board President Clark followed by the retirees addressing the Board briefly.

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

Public Comments

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

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

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

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

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

PRESIDENT'S REPORT

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

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

responsible to any costs incurred.

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

CONSENT AGENDA

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

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

Personnel

*Employment –
Short-Term
Employees*

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

*Employment –
Summer Session
Faculty*

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

Volunteers

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

Retirement

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

Resignation

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

*Employment -
Classified*

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

*Employment –
Acting Vice
President of
Administrative*

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

Services

*Employment –
Management/Supervisory/Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Mary Lamb as the Executive Assistant II, Superintendent/President as submitted and presented at the meeting.

*Employment –
Interim Student Discipline Officers, Interim Student Life Coordinator, and Interim Athletic Director*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Guillermo Garcia, Rodney Mitchell, and Lucy Kyne as Interim Student Discipline Officers; Jody Steliga as Interim Student Life Coordinator; and Matt Gordon as Interim Athletic Director as the as submitted and presented at the meeting.

Postponement of Retirement

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

Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) Side letter

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of April 30, 2014 as submitted and presented at the meeting.

Other Items

Fiscal Report as of March 31, 2014

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

Quarterly Fiscal Status Report – AB 2910

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

Donation of Automobiles

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donations of a 1997 Ford F-250 from Leigh Halvorsen and a 1995 Ford Mustang from Ashley Tate. A letter of thanks will be sent to both of the donors.

Student Trustee Privileges

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

Sale and/or Disposal of Surplus Property

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale and/or disposal of surplus property as submitted and presented at the meeting.

Award of Contract – Parking Lot and Hensley Creek

Trustee Haynes requested this item be removed from the Consent Agenda to allow the Board to have an opportunity to review and discuss the information provided about the overall scope of the project.

Road Repair

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

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

ACTION ITEMS

*Board Priorities
for 2014-2015*

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

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

INFORMATIONAL ITEM

*Draft
Memorandum of
Understanding –
Redwood
Community
College District*

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

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

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

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

INFORMATIONAL REPORTS

Education and Student Services Report

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

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

Administrative Services Report

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

Mendocino College Foundation, Inc.

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

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

Constituents Group Reports

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

ACADEMIC SENATE

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

Big Picture- College Assistance Migrant Program

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

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

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

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

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

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

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

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

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

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

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

This process will take place over the next several months.

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

Oral report by Trustee Chaniot:

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

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

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

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

Oral report by Trustee Eriksen:

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

Oral report by Trustee Ubelhart:

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

Oral report by Trustee Clark:

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

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

Wednesday, July 9, 2014 - 5:00 PM

Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482

Board Room, Room 1060, MacMillan Hall

CALL TO ORDER /PLEDGE OF ALLEGIANCE

RECOGNITION - TIME CERTAIN ITEM 5:05PM

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

PUBLIC COMMENTS

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

1. APPROVAL OF AGENDA AND MINUTES

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

2. PRESIDENT'S REPORT

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

CONSENT AGENDA

3. Personnel

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

4. Other Items

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

5. ACTION ITEMS

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

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

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

GENERAL MATTERS

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

Board Members

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

Secretary Arturo Reyes, Superintendent/President

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

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

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

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

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

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

*Presentation:
Time Certain Item*

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

Agenda Approval

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

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

Minutes/Approval

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

PRESIDENT'S REPORT

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

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

CONSENT AGENDA

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

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

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

Personnel

*Employment –
Short-Term
Employees*

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

*Employment –
Part-Time Faculty*

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

Volunteers

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

*Employment –
Football Coach &
Women's Golf
Coach*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment the Football coach and Women's Golf coach as submitted and presented at the meeting.

*Employment –
Tenure-Track
Faculty*

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

*Faculty Contract –
Categorically-
Funded*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a non-tenure-track, categorically-funded contract as submitted and presented at the meeting.

*Employment –
Management/Supe
rvisory/Confidenti
al*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Management/Supervisory/Confidential positions as submitted and presented at the meeting.

*Promotion –
Educational
Administrator*

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

Resignations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Mary (Tola) Levison, Karen Wilson, and Guillermo Garcia as submitted and presented at the meeting.

Retirements

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of Larry Perryman and Jacqueline K.

Bradley as submitted and presented at the meeting.

Other Items

*Fiscal Report as of
April 30, 2014*

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

ACTION ITEMS

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

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

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

*2014-15 Tentative
Budgets*

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

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

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

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

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

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

*Signature
Authorization for
Vice President of*

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

Administrative Services – Resolution 06-14-03

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

Draft Memorandum of Understanding – Redwoods Community College District

INFORMATIONAL ITEM

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

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

Education and Student Services Report

INFORMATIONAL REPORTS

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

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

Administrative Services Report

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

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

Mendocino College Foundation, Inc.

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

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

Constituents

A written report was submitted by the Academic Senate President Reid

Group Reports

Edelman. The following was offered in addition:

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

The following oral reports were presented at the meeting:

Management/Supervisory/Confidential:

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

*Big Picture-
Student
Achievement
Standards and
Scorecard*

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

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

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

Trustee Tomkins stated he attended the Mendocino College commencement ceremonies.

Oral report by Trustee Chaniot:

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

Oral report by Trustee Eriksen:

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

commencement for our students.

Oral report by Trustee Ubelhart:

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

Oral report by Trustee Clark:

Trustee Clark stated he had nothing to add.

Oral report by Trustee Haynes:

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

CLOSED SESSION

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

ADJOURNMENT

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

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

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees

need 2015
MOU Approval

Planning and Budgeting Committee Minutes

May 28, 2014

Core Members

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

Resource Members

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

Minutes: Mary Lamb

Others: Phil Warf, Faculty Union

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

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

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

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

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

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

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

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

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

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

Additional marketing is

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

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

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

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

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

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

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

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

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

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

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

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

Appendix 37-39 placeholder

37. part-time and full-time Faculty Evaluation instrument

38. Mendocino Coast Steering Committee Description

39. PPAC Agenda/Minutes for naming Coast locations