

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

September 8, 2021 – 4:00 PM

Mendocino College – 1000 Hensley Creek Road – Room 4210 – Ukiah, CA 95482

Zoom meeting information: [September 8, 2021, zoom meeting link](#)

Or by telephone phone dial: +1 669 900 9128

Meeting ID: 975 0982 0370

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on August 11, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

At the appropriate time on the agenda, the Board President will ask individuals joining the meeting via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the meeting via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

2. CLOSED SESSION

- 2.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU
- 2.2 Conference with Legal Counsel – Existing Litigation – Pursuant to Government Code section 54957.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

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3. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 4.3 Consideration to approve List of Volunteers
Recommendation to approve the list of volunteers as presented
- 4.4 Consideration to Employ – Full-Time Faculty
Recommendation to employ full-time faculty as presented
- 4.5 Consideration to Employ – Full-Time Faculty – Contract Revision
Recommendation to approve the full-time faculty contract revision as presented
- 4.6 Consideration to approve Contract – Categorically Funded Faculty
Recommendation to approve the categorically funded faculty contract as presented
- 4.7 Consideration to approve Transfer – Classified
Recommendation to approve the classified transfer as presented
- 4.8 Consideration to ratify Resignation - Classified
Recommendation to ratify the classified resignation as presented
- 4.9 Consideration to ratify the Mendocino College Federation of Teachers (MCFT) Bargaining Unit/AFT/CFT 2021-24 Tentative Agreement
Recommendation to ratify the Mendocino College Federation of Teachers (MCFT) Bargaining Unit/AFT/CFT 2021/24 tentative agreement as presented
- 4.10 Consideration to ratify the Mendocino-Lake Community College Classified Bargaining Unit/SEIU Local 1021 2021-24 Tentative Agreement
Recommendation to ratify the Mendocino-Lak Community College Classified Bargaining Unit/SEIU Local 1021 2021-24 tentative agreement as presented
- 4.11 Consideration to ratify the Mendocino-Lake Community College Management Team, 2021/22 Agreement
Recommendation to ratify the Mendocino-Lake Community College Management team 2021/22 agreement as presented
- 4.12 Consideration to ratify the Vice President Salary Schedule 2021/22
Recommendation to ratify the Vice President salary schedule 2021/22 as presented

5. Other Items

- 5.1 Donations
Recommendation to accept the donated items as presented

6. PUBLIC HEARING ON THE PROPOSED ADOPTED BUDGET – TIME CERTAIN ITEM – 4:30 PM

7. ACTION ITEMS

- 7.1 2021/22 Adopted Budget
Recommendation to adopt the proposed 2021/22 adopted budget as presented and shown on attachments A through I

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
 - 8.1.A Mendocino College Foundation informational report
 - 8.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate
- 8.2 Constituent Group Reports
 - Reports from constituent groups are presented as information
- 8.3 Board Policy Additions and Revisions – First Reading
 - Revisions and additions to Board policies are presented for information and review

9. TRUSTEE COMMUNICATIONS

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

10. ADJOURNMENT

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

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be found on the college website at : [Board of Trustee meeting documentation](#)

Future Board Meetings:

- *Regular Meeting – Wednesday, October 13, 2021, 4:00 PM, Room 4210 and available via ZOOM*

**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, August 11, 2021, using ZOOM remote meeting technology.

Call to Order Trustee Pinoli, Board President, called the meeting to order at 4:30 PM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	absent
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	present

Secretary Timothy Karas, Superintendent/President (absent)

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

Staff Representatives Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)
 Debra Polak, Vice President of Academic Affairs (present)
 Ulises Velasco, Vice President of Student Services (present)
 Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Lauren Simmonds, President (present)
	Management Team	Janet Daugherty, President (present)

Agenda Approval M/S (Nickerman/Tomkins) to approve the agenda as presented. The matter was approved via the following vote:

Ayes	Nickerman, O’Neill, Martinez, Myers, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez – aye

Approval of Minutes M/S (Nickerman/Tomkins) to approve the minutes of the regular board meeting held on June 9, 2021, as amended. The amendment being the additions and/or changes to first and second paragraphs under the Big Picture Item. The matter was approved with the following vote:

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

Absent Anderson
Advisory Vote Rodriguez – aye

Board President Pinoli informed the meeting participants that Superintendent/President Karas is not present at tonight’s meeting due to a family emergency he needed to address, and it is anticipated he will be returning to campus next week.

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:37 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:08 PM with Board President Pinoli reporting the following from closed session:

There was no action taken by the Board on items 2.1 and 2.2. On item #2.3, the board took the following action:

“In closed session on June 10, 2021, the Board of Trustees unanimously took action to terminate a Facilities Specialist. The District has not received an appeal, and so the Board’s action is final.”

Public Comments

There following members of the public addressed the board at this time:

Lois O’Rourke, President of SEIU 1021 at the college addressed the board. Initially, she addressed the board regarding Board Policy 718 and spoke in opposition of deleting it.

She also addressed the current budget. She stated we currently have the largest reserve in college history and shared that now is the time for the Board to show its support of the staff especially in the area of a cost-of-living adjustment.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Karas. Assistant Superintendent/Vice President of Administrative Services Cichocki added the following information:

Assistant Superintendent/Vice President of Administrative Services extended an invitation to the trustees to attend the college’s inservice meeting which will be held this Friday beginning at 9:00 AM using a virtual format.

CONSENT AGENDA

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

Ayes Martinez, Myers, O’Neill, Tomkins, and Pinoli

Noes	None
Abstentions	None
Absent	Anderson and Nickerman
Advisory Vote	Rodriguez - aye

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

Personnel

Consideration to approve Personnel List – Short Term Non-Continuing Employees

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

Consideration to approve personnel List – Part-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

Consideration to approve the List of Volunteers

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

Consideration to approve Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Nicholas Orloff as Instructional Technology Specialist, effective August 1, 2021; and Amber Shrum as Learning Center Assistant, effective September 1, 2021; pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mr. Michael Pratt as a tenure-track full-time instructor in Automotive Technology, effective August 13, 2021; and Maria (Meztli) Avina Patino as a tenure-track full-time counselor in EOPS/CARE effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

Consideration to approve Transfer - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Beatriz Sanchez, Administrative Assistant II, effective October 1, 2021, as presented.

Consideration to approve Working Out of Class Compensation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the working out of class compensation for Amy Nelson and Jana Rauch as presented.

Consideration to ratify the Mendocino-Lake Community College Part Time Faculty Bargaining Unit/MPFA 2021-24

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Part Time Faculty Association (MPFA) as presented.

Tentative Agreement

Other Items

Fiscal Report as of June 30, 2021

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of June 30, 2021, as presented.

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Dave and Lisa Williams.

2021/2022 Mendocino College Catalog Addendum

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2021/2022 Mendocino College catalog addendum.

ACTION ITEMS

Contracts and Agreements – Quarterly Ratification

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

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of contracts and agreements as provided on the compilation with the following vote:

Ayes	Myers, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson, Martinez, Nickerman
Advisory Vote	Rodriguez - aye

2021/2022 Appropriation Limit – Resolution No 08-21-01

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

M/S (O’Neill/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution No. 08-21-01 establishing the Mendocino-Lake Community College District’s Appropriation Limit for fiscal year 2021/2022 at \$27,000,243 with the following vote:

Ayes	Martinez, Nickerman, Myers, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez - aye

Child Development Center Contract – Resolution 08-21-02

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-21-02, California Department of Education Contract Number CCTR-0148 in the amount of \$223,908.00 with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins,
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	and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez - aye

*Child Development
Center Contract –
Resolution 08-21-03*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-21-03, California Department of Education Contract Number CSPP-1295 in the amount of \$249,209.00 with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez - aye

*Board Policy
Deletion – Second
Reading*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve deletion of Board Policy 718 as presented with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson
Advisory Vote	Rodriguez – aye

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff. Joe Atherton, Director of Fiscal Services stated he had nothing to add.

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

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

Management Team

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

TRUSTEE COMMUNICATION

Establishment of Board Policies and Procedures Ad-Hoc Committee

The following board members were appointed to the board policies and procedures ad-hoc committee which will be responsible for reviewing the policies and procedures in section two prior to submission to the full board for final approval.

- Trustee O’Neill and Trustee Martinez will be working with the Superintendent/President on the policies and procedures in section two throughout the year. Superintendent/President Karas will reach out to them to finalize the next steps in the process.

Trustee Decorum

Board President Pinoli lead the discussion on trustee decorum.

Trustee Pinoli outlined the process in which he was involved regarding the paramedic program. He outlined how the initial discussion came about, how he presented the topic for discussion at the board meeting, and then talked about the college approval process which can be very lengthy.

He asked that when any trustee has something they would like to have introduced, please be sure to take it through the appropriate steps and don’t take it upon yourself to work outside the process.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez stated she had nothing to report at this time.

Trustee Myers added she had nothing to report.

Trustee Nickerman informed the board he had nothing to report.

Trustee O’Neill had nothing to report at this time.

Trustee Tomkins stated he had nothing to report.

Trustee Pinoli had nothing to add.

Student Trustee Rodriguez stated he had nothing to report.

Future Agenda Items

The current list of future agenda items includes the following with additional comments from members of the Board of Trustees:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes

- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.

Board President Pinoli informed the board we will have a big picture item presented at September's meeting.

The September regular meeting will be held on September 8th beginning at 4:00 PM in room 4210. Participants can still join this meeting via zoom if they prefer but this will be the last meeting date covered under the Governor's Executive Order.

In addition, future meetings will include a digital component which will allow others to participate without physically being on campus.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:45 PM.

Submitted by:

Eileen Cichocki, Assistant Superintendent/President and Vice President of
Administrative Services
Acting Secretary, Board of Trustees

ITEM NO: 3.1
DATE: September 8, 2021

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The academic term began on August 16th. We are delighted to be serving 3,137 students! The trend is for students to enroll in fewer units; however, we are still serving them. This number is due to the incredible resiliency of our students and the tremendous work of staff, faculty, counselors, librarians, managers, administrators, and everyone connected to the district to connect with students over the long pandemic. District employees continue to go above and beyond to keep higher education accessible to our community. Health and safety remain our touchstone.

On August 27, I had the pleasure of attending performances by the Mendocino College Repertory Dance Theater. This was the first live performance on campus since the beginning of the pandemic. It was inspirational to be outside under the oak trees watching our talented students. This was a collaborative effort amongst the dance, theater, and music departments. The arts fill the soul with hope during these challenging times.

In community college districts throughout the state vaccination mandate for employee and/or students are being discussed and implemented. Approximately 37 districts of the 73 California Community College Districts have initiated board dialog or policy implementation regarding vaccination requirements. Most district have focused on vaccination/testing mandates for employees.

I know everyone connected with our district has the people effected by the recent wildfires in Lake and Mendocino Counties in our hearts and minds. If any one part of our community is hurt, it is felt by all.

During our *Week of Welcome*, the college held a vaccination clinic open to all. It was great to see students, employees, and community members go to the Lowery Student Center to receive their vaccine. Many district employees were instrumental in making this happen. Thank you for being champions. There will be a second dose clinic on campus in September.

I was delighted to spend September 1 in Fort Bragg. I was able to connect with the Fort Bragg Rotary, met with city staff and stop into the Coast Center. In addition, Lake County News interviewed me about Mendocino College and our commitment to serving Lake County residents.

Again, I want to congratulate MLCCD Student Trustee Rodriguez on being elected to the California Community College Trustees (CCCT) Board for the 21/22 academic year. The press release can be read at <https://www.mendocino.edu/article/mendocino-college-student-trustee-selected-join-ccct-board-2122-academic-year>

The Centers

The Centers are excited to be welcoming students back on ground and planning for the future. Each Center maintains their relationships with our dual enrollment partners, welcoming 45 dual enrollment classes across 12 high schools supported by the Centers. This includes the addition of a new Digital Arts and Media pathway supported by the **Lake Center** at Upper Lake High School. This term's Photoshop classes are taught by adjunct instructor Heather Jones, who specifically moved from southern California to the Mendocino-Lake Community College District to instruct these courses.

We are very excited to have her and be able to open up this educational pathway to our dual enrollment students.

The **North County Center's** Weekend's to Success class offerings are a success and set to begin Monday 8/30/21. With a diverse offering of courses including biology, health, communications, English, and psychology. These classes are Friday evening and Saturday hybrid classes with 4 on ground meetings and the rest of the content available online.

The **Coast Center** is very excited to begin implementing the over \$70,000 raised by the Friends of the Mendocino College Coast Center, Mendocino Coast Healthcare Foundation, and the Strong Workforce Grant to establish a physiology lab and overarching health pathway at the Coast. Physiology is set to be offered in Spring of 2022, with Anatomy to take place in Fall 2022. These pre-nursing courses are an amazing asset for our Coast students to have access to local training for an in demand and lucrative career.

In-Person Support

Over the last month, faculty, classified and managers in student services have been providing daily in-person support for our students. While students are appreciative of these offerings, the number of students assisted is significantly lower than in previous years. And although we have fewer enrolled students, the reduction in requests for in-person support does not match the dip of overall students. We are attributing the large reduction of in-person visitors to the many improvements being made within student services to provide assistance remotely. Within the last two years, and certainly during the pandemic, students are now able to submit their documents online, meet with staff/faculty virtually, handle many transactions virtually through the launch of our College app, request transcripts in a faster and more streamlined way, and get many of their questions answered by Eddie the Eagle through our website and social media. We are also doing a better job of reaching out to students in more ways than before. This has all resulted in students receiving the service they need much faster and without needing to seek transactional services in person.

Mendocino College Vaccination Challenge

Starting September 13th, Mendocino College will provide a \$100 Visa gift card for each student who provides proof of being fully vaccinated. This incentive program, currently being marketed to students through internal emails, our webpage and social media, is in line with the White House's COVID-19 College Vaccine Challenge, which encourages institutional participation to get as many of our students vaccinated. The Challenge also comes on the heels of new local and federal efforts that make it easier and more accessible for people get vaccinated. To receive a \$100 Visa gift card, students must meet the following:

- Enrolled in the Fall 2021 semester in any number of units (Credit or Non-Credit)
- Must show student or government issued photo ID
- Must show completed vaccination card

Staff at each of our locations are ready to distribute the gift cards in an effort to get more of our students vaccinated.

Financial Aid

The Financial Aid Office staff are busily working on completing student files and awarding students their financial aid while also closing out the 2020-2021 academic year. Higher Education Emergency Relief Funds are still available for students experiencing financial needs due to COVID-19. The staff is also getting ready for the 2022-2023 FAFSA and CA Dream Act application which opens on

October 1, 2021. We are in communication with our local high schools to offer virtual FAFSA/CA Dream Act workshops for students and parents. We are also strategizing on how to possibly offer in-person workshops to our current and incoming students and parents.

EOPS/CARE

The EOPS program had 32 students attend the New Student Welcome who were accepted into EOPS. We currently have 70 students who are new to the EOPS program for Fall 2021 and 298 continuing students. Like last year, we are seeing a decline in students applying for the program and an increase in students who are not completing program requirements. We have 43 students who are eligible for EOPS but haven't completed the online orientation or Mutual Responsibility Contract. We are contacting these students by phone/text to remind them of the next steps for them to start receiving services. We continue to invite students to apply to the EOPS/CARE program. Final numbers for EOPS show that we served an unduplicated headcount of 437 students in 2020-2021, compared to 590 in 2019-2020. While CARE served an unduplicated headcount of 11 students in 2020-2021, compared to 30 in 2019-2020. Although there has been a decline in students participating in EOPS it is not surprising since we are seeing a decline in enrollment. In 2020-2021, 10.21% of the student population participated in EOPS compared to 11.28% in 2019-2020.

College Assistance Migrant Program

CAMP scholars have been connecting with recently hired CAMP Counselor Jose Hernandez, who comes to us from Central California where he graduated from CSU Stanislaus. Students are connecting with him and getting settled in the college experience. This includes participating in the CAMP Summer Bridge program, with CCS 124 and LIB 200 as the main courses. Approximately two-thirds of new CAMP scholars took part in the CAMP Summer Bridge. CAMP scholars also participated in the New Student Welcome. This fall semester we have Counselor Meztli Avina as the CAMP CCS 119 instructor (she previously served as CAMP counselor). All eligible CAMP scholars are now registered in the CAMP CCS 119 class. All, except for newly accepted CAMP scholars, have received their Fall Book vouchers and are starting their semester on the right path.

Online Enrollments

During the pandemic, the College has been often asked what percentage of our schedule is online. Because of the way sections are scheduled with sometimes multiple sections “stacked” into one course, this question is harder to answer than some would realize. A good way to look at online versus face-to-face instruction, is to look the ratio of enrollments in each modality. An enrollment is counted each time a student enrolls in any class. If one student enrolls in one class, that counts as one enrollment. If another student enrolls in three classes, that counts as three enrollments. The enrollment table below shows the tremendous shift that occurred from Fall 2019 to Fall 2020, and the continued emphasis on online education this semester in Fall 2021.

ONLINE VS FACE TO FACE ENROLLMENTS		
	ONLINE	FACE TO FACE
FALL 2019	2,770 (24%)	8,559 (76%)
FALL 2020	8,794 (97.5%)	224 (2.5%)
FALL 2021	5,150 (68%)	2,378 (32%)

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

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

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

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

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

MOTION/ACTION:

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

Short Term Non-Continuing (STNC) Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Escobedo	Katherine	Program Specialist (CalFRESH)	Student Services	10/1/2021	12/31/2021
Jacobs	Capri	Center Assistant	Centers (NCC)	9/9/2021	12/31/2021
Jones	Heather	Gallery Technician	Instruction	9/9/2021	12/31/2021
Kerrigan	Summer	Professional Expert - Art Model	Instruction	9/9/2021	12/31/2021
Kuhn Fornari	Melissa	Program Assistant	Centers (Coast)	9/9/2021	12/31/2021
Law	Heather	Gallery Technician	Instruction	9/9/2021	12/31/2021
Mitchel	Ingrid	Professional Expert - Art Model	Instruction	9/9/2021	6/20/2022
Rojas-Ortega	Rebeca	Administrative Assistant I	Student Services	8/2/2021	6/20/2022
Stone	Amber	Center Assistant	Centers (NCC)	9/9/2021	12/31/2021
Sunbeam	Ari	Event Worker	Instruction	8/27/2021	8/28/2021
Sunbeam	Ari	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Sunbeam	Moses	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Wegner	Jordan	Professional Expert - Floor Install	Instruction	8/23/2021	8/28/2021
Whittaker	Aura	Administrative Assistant I	Nursing	8/19/2021	10/31/2021
Whittaker	Aura	Administrative Assistant I	PTA	10/1/2021	10/31/2021

Student Employees

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

Last Name	First Name	Position	Department	Start Date	End Date
Caveney	Marisa	Tutor	Learning Center/Lake Center	9/9/2021	12/31/2021
Medina	Jennifer	Associate Teacher II - FWS	CDV	8/30/2021	12/31/2021
Pham	Nhung	Tutor	MESA	8/30/2021	12/3/2021
Shiu	Jon	Student Worker – Photography	Centers (Coast)	9/9/2021	12/31/2021
Sterns	Joshua	Tutor	FWW	7/6/2021	7/16/2021

Non-Student Tutors

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

Last Name	First Name	Position	Department	Start Date	End Date
Johnson	Richard	Tutor	Lake Center	9/6/2021	12/17/2021
Lauderdale	Josh	Tutor	Learning Center/Lake Center	9/9/2021	12/31/2021
Walker	Rayna	Tutor	MESA	8/30/2021	12/3/2021

ITEM NO: 4.2
DATE: September 8, 2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 2021 semester.

RECOMMENDATION:

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

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses a valid, applicable credential.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

Name	Position	Location
Britton, Kelda	Career and College Success (Dual Enrollment)	Covelo/Round Valley
Lewis, Tracey	Computer Science Instructor (Dual Enrollment)	Willits
Weiss, Elizabeth	Health Instructor	Lake Center

***Met minimum qualifications through equivalency process.**

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Emily Allen	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Melissa Atherton	Assistant softball coach and softball program support.	8/16/2021-05/30/2022
Julie Bawcom	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jim Bawcom	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Fred Bellows	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Clay Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Ian Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Maia Blundell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeff Bour	Assist with softball program.	8/16/2021-5/30/2022
Arianna Bowers	Assist with softball program.	8/16/2021-5/30/2022
Warren Cardimona	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022

Bonnie Carter	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jared Carter	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Phil Clark	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Roger Foote	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Douglas Forsell	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Connor Franz	Assistant baseball coach and general baseball program support	9/9/2021-6/30/2022
Jonah Freedman	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Mark Hancock	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Wade Koeninger	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Max Koeninger	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Julia Larke	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Preston Mello	Assistant baseball coach and general baseball program support	9/9/2021-6/30/2022
Lynda Myers	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeremy Ronco	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Richard Shoemaker	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Nick Sinclair	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Bill Smith	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Suni Smith	Gallery Volunteer for Exhibit "Mom, I Can't Do This Anymore"	8/13/2021-9/30/2021

Jeff Trouette	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Jeff Trouette	Assistant baseball coach and general baseball program support.	9/9/2021-6/30/2022
Dan Twyman	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Beverly Urton	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022
Courtney Wagner	As a member of the FMCCFSNS affiliate, will participate in work projects and/or outreach activities at the coastal field station.	9/9/2021-6/30/2022

Reference Board Policy 702, Volunteers

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the list of volunteers as presented.

SUBJECT: EMPLOYMENT – FULL TIME FACULTY

SYNOPSIS:

Employment of one (1) full-time Articulation Officer/Transfer Counselor

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under First One-Year Contract

Counselor, Tenure Track - Full Time – Articulation Officer/Transfer Counselor
211 Day Contract
Mark Osea
Effective: October 1, 2021

Mark Osea has worked as a Counselor and Articulation Officer and held the title of Transfer Center Director with Bakersfield College for the last five (5) years. Additionally, Mark worked as an Adjunct Instructor and Counselor at various colleges including Mt. San Antonio, Irvine Valley College, Moreno Valley College, and Santiago Canyon College for over ten (10) years. Mark received a Master of Science in Counseling and Guidance from California State University, San Bernardino and a Master of Arts in Teaching Elementary and Secondary Education from University of California, Irvine. Additionally, Mark currently holds a Pupil Personnel Service (PPS) Credential and a Single Subject Teaching Credential in Chemistry.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mark Osea as a tenure-track full-time counselor as Articulation Officer/Transfer Counselor effective October 1, 2021; pending receipt of all necessary employment eligibility requirements.

SUBJECT: EMPLOYMENT – FULL TIME FACULTY

SYNOPSIS:

Correction to employment contract of one (1) full-time counselor in EOPS/CARE.

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under Second One-Year Contract

Counselor, Tenure Track – Full-Time – EOPS/CARE
Maria (Meztli) Avina Patino, MFT
Effective: September 1, 2021

Ms. Avina Patino’s contract was brought for board approval at the August 2021 board meeting as the first-year probationary contract in consideration of the tenure process. However, based on her previous service of one full year in 19/20 and 8 months in 20/21 as a categorically funded, temporary counselor for the District; Ms. Avina Patino shall begin her probationary contract as second year contract.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Ms. Maria (Meztli) Avina Patino as a tenure-track full-time counselor in EOPS/CARE in her second year of probation effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RENEW CONTRACTS FOR CATEGORICALLY FUNDED FACULTY

SYNOPSIS:

Approval of renewal of categorically temporarily funded faculty contract.

RECOMMENDATION:

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

ANALYSIS:

Categorically funded faculty are reemployed on an annual basis based on continued funding. The grant funding associated with this position is a federal grant, with an end date of September 30, 2021. As such the FYI Counselor contract was written to end September 30, 2021.

On August 3, 2021 the District received notice that the request of a no-cost extension was approved through March 31, 2022.

As such a tail contract of six (6) months is recommended to finish out the grant period.

The following full-time, categorically temporarily funded faculty are recommended to be reemployed from 10/1/2021-3/31/2022

Brenda Estrada, FYI Counselor

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the six-month categorically funded faculty contract as presented.

SUBJECT: TRANSFER - CLASSIFIED

SYNOPSIS:

Transfer to Student Life Specialist

RECOMMENDATION:

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

ANALYSIS:

Naoto Horiguchi, currently an Athletic Trainer for the District, applied for a transfer to the vacant Student Life Specialist in the Student Services/Marketing Department.

A transfer/promotion/reassignment process was followed, and Mr. Horiguchi was the successful candidate selected for the position.

Effective November 1, 2021-November 31, 2021

Mr. Horiguchi shall work 50% in the Athletic Trainer (Range 31/Step 5) position and 50% in the Student Life Specialist (Range 24/Step 5) position.

Effective December 1, 2021

Mr. Horiguchi shall transfer 100% to the Student Life Specialist position, Range 24/Step 5.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Naoto Horiguchi, Student Life Specialist, effective December 1, 2021.

SUBJECT: RESIGNATION– CLASSIFIED

SYNOPSIS:

Resignation – Classified

RECOMMENDATION:

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

ANALYSIS:

Ginger Bushway
Nursing Support Specialist II
Effective: December 31, 2021

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Ginger Bushway, Nursing Support Specialist II effective December 31, 2021.

ITEM NO: 4.9

DATE: September 8, 2021

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT)
BARGAINING UNIT/AFT/CFT 2021-24 TENTATIVE AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers AFT/CFT Local 6322

RECOMMENDATION:

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

ANALYSIS:

District and MCFT representatives recently reached a Tentative Agreement (TA) regarding 2021-2024 contract revisions. A copy of the TA is attached.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT).

ITEM NO: 4.10

DATE: September 8, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE CLASSIFIED
BARGAINING UNIT/ SEIU LOCAL 1021 2021-24 TENTATIVE
AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021

RECOMMENDATION:

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

ANALYSIS:

District and SEIU 1021 representatives recently reached a Tentative Agreement (TA) regarding 2021-2024 successor contract revisions. A copy of the TA is attached.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021.

ITEM NO: 4.11
DATE: September 8, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE MANAGEMENT TEAM,
2021/22 TENTATIVE AGREEMENT

SYNOPSIS:

The 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

RECOMMENDATION:

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

ANALYSIS:

District and Management Team representatives recently reached a Tentative Agreement (TA) on the attached Meet and Confer Agreement regarding 2021/22 salary schedule adjustment effective September 1, 2021.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

SUBJECT: VICE PRESIDENT SALARY SCHEDULE 2021/22 (Rev. September 1, 2021)

SYNOPSIS:

2021/22 salary schedule adjustment effective September 1, 2021, between the Mendocino-Lake Community College District and the Vice Presidents reflects the equivalent salary adjustment offered to the Management Team (previously referred to as M/S/C).

RECOMMENDATION:

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

ANALYSIS:

Vice President of Academic Affairs
Debra Polak
Increase of salary schedule by 0.5% effective September 1, 2021

Vice President of Student Services
Ulises Velasco
Increase of salary schedule by 0.5% effective September 1, 2021

Assistant Superintendent/Vice President of Administrative Services
Eileen Cichocki
Increase of salary schedule by 0.5% effective September 1, 2021

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 effective September 1, 2021, salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

~1,500 board feet of Dalbergia Oliveri (Burmese Rosewood) donated by Donald Canaparo

~Hand sanitizer and wipes donated by Safeway, Ukiah

RECOMMENDATION:

The Superintendent/President recommends acceptance of the donations.

ANALYSIS:

The Burmese Rosewood will be used by students in the Fine Woodworking Program. The hand sanitizer and wipes will be handed out to students on campus to support safety from Covid-19.

A thank you letter will be sent to the donors.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donations to Mendocino College by Donald Canaparo and Safeway, Ukiah.

SUBJECT: 2021/22 ADOPTED BUDGET

SYNOPSIS:

Board of Trustees adoption of the proposed 2021/22 Adopted Budget.

A public hearing on the proposed 2021/22 Adopted Budget will be held at 4:30 p.m. on September 8, 2021 at the regular Board of Trustees meeting.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2021/22 Adopted Budget for the Mendocino-Lake Community College District Unrestricted General Fund, Restricted General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments "A" through "I". The Superintendent/President also recommends that Proposition 30 funds, estimated to total \$2,927,190 for 2021/22, be spent on salaries and benefits for instructional activities.

ANALYSIS:

California community college districts are required to adopt final budgets for the current fiscal year and file those adopted budgets with the County Superintendent of Schools and the Community College Chancellor by September 15 of each year. The attached Adopted Budget reflects the best estimates of current year revenue and expenditures known at the time of submission.

The COVID-19 pandemic has dramatically affected the daily lives of everyone at the national, state, and local levels. However, the pandemic has not had the negative impact on the finances of State of California that were predicted at this time last year.

The Governor signed the 2021/22 State Budget Act on July 12, 2021. State revenues are robust and continue to exceed estimates. State revenues continue to remain strong in the three most significant areas of income to the State: personal income tax, corporate tax, and sales tax. At the State level the budget focuses on pandemic relief and recovery for Californians, including:

- Significant deposits to protect the state from future economic downturns, including the Budget Stabilization Account (rainy day fund) and Public School System Stabilization Account.
- Direct payments to individuals and small businesses. Investments in childcare, food, homelessness, and anti-poverty programs.

The Community College Budget in particular focuses on Equity and Success. The budget includes significant investments in California Community Colleges, \$3.5 billion in total:

- \$765 million ongoing
- \$1.2 billion in one-time
- \$1.5 billion to completely eliminate cash deferrals
- \$250 million in Federal funds

The State funded COLA of 5.07% on apportionment comprised of the following:

- 2.31% to catch up for unfunded COLA in 2020/21
- 1.7% COLA for 2021/22, as statutorily required
- 1.0% COLA additional, beyond the statutorily required amount

It is important to note that not all categorical programs receive COLA from the State, and those that do received a COLA that varies by program from 1.7% to 5%.

The budget act included an extension of the Student-Centered Funding Formula (SCFF) Hold Harmless through 2024/25.

The State budget for Community Colleges also includes funding for many individual programs and initiatives, including:

- \$511 million for deferred maintenance and instructional equipment (\$1 million to MLCCD)
- Faculty
 - Full time faculty hiring
 - Part time faculty office hours
- Basic Needs/College Affordability
 - Cal Grant modernization
 - Emergency grants to students
 - Food and Housing insecurity
 - Basic needs center at each college
 - Mental health
 - Zero cost textbooks
 - Housing - \$2 billion over 3 years, CC, CSU, and UC
- Employment
 - Learning aligned employment, student work in field of study
 - Regional collaboratives for career pathways
 - Guided Pathways
 - Strong Workforce
- Diversity, Equity, and Inclusion
 - Anti-racism activities (CCCCO)
 - EEO best practices
 - CC Registry improvements
 - LGTBQ+ services
 - Enrollment, Outreach, and Re-engagement

The details and allocation methods for these initiatives are still under development by the State and the Chancellor's Office, therefore most of these programs are not yet included in this budget. Budgets will be added when details are known and will be included in the 2021/22 Revised Budget when it is presented to the board in April 2022.

REVENUE:

The General Fund revenue included herein is based on the most recent 2021/22 fiscal year budget information received from the Chancellor's Office. General Fund unrestricted revenue is projected to total \$27,183,365.

General Apportionment

General apportionment is budgeted at \$25,248,224. This proposed Adopted Budget assumes that the District will earn apportionment based upon the Student-Centered Funding Formula (SCFF) and the COVID-19 Emergency Conditions Allowance. The SCFF Hold Harmless specifies that districts will receive at least the 2017/18 total computational revenues (TCR), adjusted by COLA each year, through 2024/25. In 2019/20, the college no longer needed this hold harmless because we earned more funding under the new formula by increasing our FTES, assisting students in receiving financial aid, and improving student success metrics. However, the pandemic has caused our enrollment to decrease approximately 15%. We are receiving funding protection by way of the COVID-19 Emergency Conditions Allowance. That protection is for 2020/21 and 2021/22. Should that protection not extend into 2022/23 and our enrollments not recover, we may fall back into reliance on the SCFF Hold Harmless.

Deficit Factor

This budget includes a deficit factor on general apportionment of 1% or (\$255,000). A deficit factor on apportionment is a result of the difference between what the State assumes all 73 districts will receive for property taxes and enrollment fees and what districts actually receive. The actual deficit factor for 2021/22 will not be known until February 2023.

In order to close the books for 2020/21, a 0.5% deficit factor is being assumed. The actual deficit factor for 2020/21 will not be known until February 2022.

COLA Revenue

The State funded COLA in 2021/22 totals 5.07%. This is comprised of a 1.7% statutorily determined COLA for the current year, plus an additional 1%. The 5.07% also includes a 2.31% COLA to catch up for the fact that in 2020/21, the State did not fund the statutorily determined COLA of 2.31%. It is noteworthy that while the college will receive funding on a go forward basis, it will not receive the \$550,000 funding lost by not funding the COLA in 2020/21.

A history of Statutory COLA vs. Actual Funded COLA is below:

Fiscal Year	Statutory COLA due to college from State	Actual COLA funded to college from State
2007/08	4.53%	4.53%
2008/09	5.66%	0.00%
2009/10	5.02%	0.00%
2010/11	-0.38%	0.00%
2011/12	2.24%	0.00%
2012/13	3.24%	0.00%
2013/14	1.57%	1.57%
2014/15	0.85%	0.85%
2015/16	1.02%	1.02%
2016/17	0.00%	0.00%
2017/18	1.56%	1.56%
2018/19	2.71%	2.71%
2019/20	3.26%	3.26%
2020/21	2.31%	0.00%
2021/22	1.7%	5.07%
TOTAL	35.29%	20.57%
<u>Difference:</u>		-14.72%

Education Protection Account

Proposition 30 is the Schools and Local Public Safety Protection Act of 2012 passed in November 2012. Proposition 30 temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) was created in the State General Fund to receive and disburse these temporary tax revenues. The District has sole authority to determine how the funds received from the EPA are spent, estimated by the Chancellor’s Office to total \$2,927,190 on the 2021/22 Advance Principal Apportionment, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent as well as record the EPA expenditures annually on the CCFS-311.

Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. Proposition 30 was temporary, the sales tax increase ended in 2016 and the income tax portion was scheduled to terminate at the end of 2018. In 2016, Proposition 55 passed which extended the income tax portion of Proposition 30 to the year 2030.

EXPENDITURES:

General Fund unrestricted expenditures are projected to total \$28,652,663.

Salaries, Wages, and Benefits:

Projected 2021/22 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$230,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This budget includes the settlement agreements with the part-time faculty (MPFA) and the Management Team for 2021/22. This budget does not include the costs associated with the full-time faculty (MCFT) nor the Classified (SEIU) settlement agreements. 2021/22 tentative agreements with both groups are included elsewhere in this agenda.

The General Fund Budget includes a cost for health benefits of \$1,800 per plan participant per month or \$21,600 per year which is an increase from the \$1,700 level budgeted in 2020/21. This results in a cost increase of \$165,000.

The proposed Adopted Budget includes a PERS (Public Employees Retirement System) District contribution rate of 22.91% effective July 1, 2021. The 2020/21 contribution rate was 20.70%, an increase in costs of \$134,000 to the Unrestricted General Fund.

The STRS (State Teachers Retirement System) District contribution rate increased to 16.92% effective July 1, 2021. The 2020/21 rate was 16.15%, an increase of \$56,000 to the Unrestricted General Fund.

Categorical Programs:

The proposed Adopted Budget for the Restricted General Fund (12) includes approximately 60 categorical programs, totaling over \$19.2 million. Categorical revenues are projected based on information from various state and federal agencies. There are a number of new and increased categorical programs over the past few years including: Higher Education Emergency Relief Fund (HEERF), Hispanic Serving Institution (HSI), California Adult Education Program (CAEP), Equal Employment Opportunity (EEO), Student Equity and Achievement (SEA), and Strong Workforce Program (SWP). There are a few categorical program budgets not yet established for 2021/22 and, therefore, are not included in this proposed Adopted Budget.

Retiree Health Benefits:

The College provides post-employment health care coverage for eligible retired employees and their dependents in accordance with negotiated contracts with the various bargaining units. The College is required by GASB 75 to plan for Other Post Employment Benefit (OPEB) liabilities and disclose the Total OPEB Liability (TOL) in its financial statements. The College contracts with an actuary to estimate the future liability of these benefits. The most recent study conducted August 2021 determined the TOL to be \$5,614,919. In December 2013, PBC

reviewed a plan to address the OPEB liability and set aside funds from the Health Benefits Fund in years when that fund ends with a surplus. Based on PBC recommendation the District has set aside \$1,595,950 for the GASB 75 OPEB liability in the Special Reserve Fund, which is 28% of the total TOL. These funds are set aside in Fund 61.

Transfer to the Capital Projects Fund:

This budget includes a transfer of \$2,050,000 from the General Fund to the Capital Projects Fund. This transfer is made up of three purposes. First, \$400,000 is being transferred to the Capital Projects fund as a result of the debt service on the solar field having been paid off. The funds that had been used to pay the debt will now be allocated annually to the Capital Projects Fund to make investments in information technology and the physical plant.

Second, \$900,000 is being transferred to partially fund an emergency exit road out the western boundary of the College, across Foundation lands to Orr Springs Road. The College currently only has Hensley Creek Road as an entry/exit to the campus which can become very congested with emergency personnel entering campus while students and employees evacuate. Additionally, Hensley Creek Road passes under Highway 101, which could become impassable in a major earthquake. This single entry/exit option is a safety concern in times of emergency. Over many years, the Foundation purposely acquired parcels of land to make this exit road possible. The preliminary cost estimate for the emergency exit road is \$2.4 million. Additional planning and research is being conducted in an attempt to reduce the cost of the road. We will have revised, more accurate estimated costs in mid-October. \$1.5 million in HEERF funds have been earmarked for the road, but will require Federal Department of Education approval. The emergency exit road would allow the College to continue to respond to requests by the County and other partners in times of crisis such as acting as an evacuation site, shelter, testing or vaccine center.

The third portion of the transfer is for a temporary interfund loan to fund a Battery Energy Storage System (BESS) for the solar field. In May 2020, the board authorized administration to enter into an agreement with SunPower Corporation for a battery energy storage system. The project will be funded with a Self-Generation Incentive Program (SGIP) grant. Grant funding will cover the majority of the cost of the battery system but will be paid to the College over five years. The College could borrow funds from an outside agency over that five-year period, but it is more advantageous to avoid financing costs by funding the project with College funds and reimbursing the general fund as the grant funds come in. This is similar to how the debt service on the solar field was handled. The battery storage system will cost \$1.7 million, of which \$1.5 million will be covered by the SGIP grant, therefore the net cost to the District will be approximately \$200,000. The District is guaranteed to save \$146,000 each year for the next fifteen years, \$2.2 million in total savings. The District will purchase a service and maintenance agreement which will cost around \$17,000 per year, \$250,000 in total over 15 years. The net savings to the District over the 15-year period will be \$1.7 million.

ENDING BALANCE:

The projected 2021/22 Unrestricted General Fund beginning balance is \$9,526,540 based on unaudited actual revenues and expenditures for 2020/21. Not all accounts are closed for 2020/21, therefore, this amount may change when all accounts are reconciled.

The projected Unrestricted General Fund ending balance is \$8,057,242 or 28.12% of expenditures and transfers, meeting one of the Board of Trustees' budget parameters which requires a minimum 5% reserve and a targeted reserve of 15%. The Board has directed administration to set aside funds to address future STRS/PERS rate increases, this amount is estimated to be \$468,000 and lowers the General Fund reserve to 26.49%.

The most significant factors which could change the complexion of this budget, future budgets, and compliance with Board budget parameters are:

Economy of the State and Nation

The College budget is very dependent on the economy of the State of California. The State budget is currently robust, and the State is setting aside funds to have on hand during the next downturn. The COVID-19 pandemic has created great uncertainty and is not yet behind us.

Enrollment

The funding for the college is dependent upon student enrollment, the number of students receiving financial aid, and student success. All three of these metrics are in decline due to the pandemic. The COVID-19 Emergency Conditions Allowance is set to expire June 30, 2022. The college will need to see a rebound in student enrollments and restore FTES in 2022/23.

BOARD BUDGET PARAMETERS:

1. General Fund Budget Parameters

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

1.2 Balanced Budget

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

The unrestricted general fund is out of balance by \$1,469,298; however, there are \$1,798,000 in one-time expenditures. Therefore, the ongoing expenditures are \$328,702 less than ongoing revenues.

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

MET

This budget uses \$1,469,298 of reserves, all of which are for one-time expenditures.

OTHER FUND BUDGETS:

The Debt Service Fund Budget (Attachment "B"), this fund is no longer necessary as of 6/30/21, it will no longer be included in future budget documents.

The Child Care Fund Budget (Attachment "C"), reflects a program similar to the 2020/21 program. The transfer from the General Fund in 2020/21 was lower than budgeted due to higher contract earnings. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a General Fund subsidy of \$137,018. Also included are negotiated childcare subsidies for all four constituent groups of \$5,000 for each group, \$20,000 total.

The Capital Projects Fund Budget (Attachment "D"), includes projected revenues and expenditures as well as reserves set aside for capital projects. The proposed budget reflects a transfer in from the General Fund of \$400,000. This transfer is a result of funds made available by the end of debt service as mentioned above.

The Special Reserve Fund Budget (Attachment "E"), includes the reserves for accrued vacations, load banking, and self-insurance (active/retiree/GASB 75 health plan, property, liability, worker's compensation). Accrued vacation is reserved at 25% of the total value of vacation accruals projected as of June 30, 2021. Load banking is reserved at 25% of the book value as of June 30, 2021. The GASB 75 OPEB reserve now totals \$1,595,950.

The Health Fund Budget (Attachment "F"), this fund is no longer necessary as of 6/30/21, it will no longer be included in future budget documents.

The Student Representation Fee Fund Budget (Attachment "G"), is included to reflect the \$1 per semester that each student pays to support student government here at the College. As of January 1, 2020, an additional \$1 per semester, per student has been collected based on law to support student government at the State level. This additional dollar is not for College use and is paid to the State.

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

The Student Financial Aid Award Projections (Attachment "I"), reflects estimates of Student Financial Aid Awards for 2021/22.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2021/22 Adopted Budget as presented and shown on Attachments A through I:

Attachment A-1	Adopted Unrestricted General Fund Budget, 2021/22
Attachment A-2	Adopted Restricted General Fund Budget, 2021/22
Attachment B	Debt Service Fund – Information only for 2020/21 estimated actuals
Attachment C	Adopted Child Care Fund Budget, 2021/22
Attachment D	Adopted Capital Projects Fund Budget, 2021/22
Attachment E	Adopted Special Reserve Fund Budget, 2021/22
Attachment F	Adopted Health Fund - Information only for 2020/21 estimated actuals
Attachment G	Adopted Student Representation Fee Fund Budget, 2021/22
Attachment H	Adopted Student Center Fund Budget, 2021/22
Attachment I	Adopted Student Financial Aid Award Projections, 2021/22

The Board of Trustees also hereby determines to spend Proposition 30 funding on salaries and benefits for instructional activities.

ITEM NO: 8.1.A
DATE: September 8, 2021

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an informational report from the Mendocino College Foundation staff.

ANALYSIS:

The Foundation's Fall newsletter is underway. Content has been constructed for the newsletter and is beginning production. The estimated time of mailing will be the beginning of October.

Foundation and Fiscal staff have been working with the Nursing department to better inform students of the resources available to them. A presentation will be made to the nursing students on September 8th.

The Foundation continues to conduct outreach to AAFG recipients to take advantage of their AAFG scholarships for attending Mendocino College or completing HS graduation.

The annual AAFG flyer was sent out mid-August and has been well received.

The Foundation has received grant funding from the Community Foundation of Mendocino County for the purpose of providing food and basic needs supplies through the Mendocino College Food Pantry for those impacted by the COVID-19 pandemic. Thank you to the Community Foundation for your continued support!

During the Fall, we have seen an increase in the number of students who are accessing the student emergency fund and food pantry. The Foundation's role is to fundraise gifts to support these critical programs that support students at the most basic level.

The Governance Committee is actively recruiting new board members for the Foundation Board of Directors.

Reconstruction of the scholarship software, "AwardSpring", has begun. The scholarship application period will open on Monday, December 6, 2021 and close on Tuesday, March 1, 2022.

The next Foundation Board of Directors meeting will be held on Tuesday, October 5th tentatively in-person in Board Room 1060.

SUBJECT: FRIENDS OF THE MENDOCINO COLLEGE COASTAL FIELD STATION
AND NATURAL SCIENCES AFFILIATE

SYNOPSIS:

This is an informational report from Dr. Steve Cardimona, Professor of Earth Science

ANALYSIS:

- Thanks to the efforts of community members Richard Shoemaker and Phil Clark, a beautiful monument has been installed at the facility to highlight special donors to the Friends of the Mendocino College Coastal Field Station and Natural Sciences. Along with our plan to add “Anonymous” to represent a Keystone Donor who already asked for the faculty recognition on the monument, additional donor names will be added to commemorate those providing new donations of \$2500 or more.



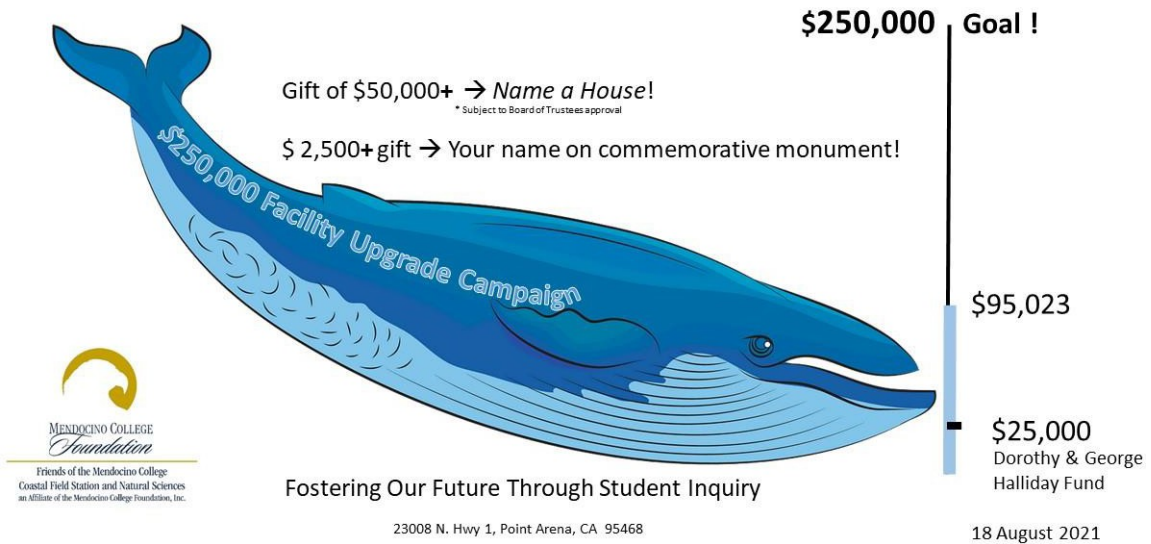
- Building on the Foundation’s donation to our affiliate of \$25K from the Halliday Trust fund, our capital campaign continues!
 - o Recent notable donations

\$500 donation in honor of Phyllis Curtis of Ukiah, whose many interests included preserving the integrity of the unique and valuable properties on the coast of Mendocino County.

\$500 donation in honor of Robert Nordman of Palo Alto, who supported the Friends of the Mendocino College Coastal Field Station and Natural Science since 2015.

- Please consider participating in this campaign with your own donation and help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.

Mendocino College Coastal Field Station



SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

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

ANALYSIS:

Academic Senate:

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

It is that time of year again to remind the Board of Trustees that the Academic Senate conducts an annual training related to participatory governance and the faculty's role in *leadership* and *collegiality*.

When I conduct these trainings I am re-energized by the degree of inclusivity the California Community College has. It is far and above other institutions of higher education. I am also humbled by this enormous responsibility. The Academic Senate does not take this obligation lightly and attempts to model good judgement, objectivity, and a student focused approach in all of our discussions and actions.

Therefore, we formally review the legislation and local protocols that regulate our roles and responsibilities. A cornerstone of this review includes the history of AB 1725 and how it laid the groundwork for establishing new and expanded responsibilities for faculty (as well as classified staff and students). It also significantly influenced the Education Code and Title 5. Of particular interest are Ed Code §70902 (b)(7) and Title 5 § 53203, § 53203(c) and §53200 (d). In addition, we discussed these legislation regulations as they relate to Board Policy 213 and Administrative Procedure 213.1; and how they specifically address our participation in the decision-making for the District.

I look forward to a productive year and engaging with the Board of Trustees to ensure we are making educationally sound decisions for the betterment of the student and their success.

Classified Senate:

The following report was submitted by Classified Senate President Lauren Simmonds:

The Classified Senate is currently working on improving classified representation on the various campus committees and identifying the classified professionals that will be reporting back to the Classified Senate at our monthly meetings. We see this as a way of showing the value and importance of communication and delegation across our constituent group. Through improved communication amongst the Classified Professionals, we hope to ease some of the tension felt during uncertain times.

We will be polling our Classified Professionals very soon regarding the proposed Board policies on COVID-19 vaccinations. Our staff members will be asked to choose between the following questions:

1. I support mandated vaccination by MLCCD
2. I do not support mandated vaccination by MLCCD

The results of our survey will be shared in our October board report.

We would also like to take this opportunity to share with you the latest edition of our Mendo Cares newsletter which was recently shared with the college staff.

Management/Supervisory/Confidential:

The following report was submitted by Management Team President Janet Daugherty:

The Management Team held their first meeting of the semester on August 24, 2021 where the following items were discussed:

- There will be sprinkler testing taking place on the Ukiah campus on Friday, August 27th.
- Vice President Polak updated the group about our fall enrollments.
- With a testing protocol in place, athletes will soon begin traveling to participate in sporting events.
- Superintendent/President Karas updated the group about the upcoming implementation of Board Docs which is a meeting platform software. Board Docs will provide a searchable database for all Board of Trustees documentation as well as all the campus committees. The anticipated result is to streamline the process with things like approvals which would be similar to what we are using with HR documents such as PAF's and absence reports.
- There are incentives in process which will be used to entice students to get vaccinated. Disbursement of those incentives (gift cards) will begin September 13, 2021.
- Director of Fiscal Services Atherton discussed the proxy approver procedure and reminded members to use the process if they will be out of the office on vacation, etc. He also informed the group the Finance Department will be providing ESCAPE training this semester with the dates to be announced.
- Human Resources Director Marin re-emphasized the importance of employees using the check-in form when on campus since it is used by HR to contact the necessary personnel that may have been exposed on campus. She added there is an emergency sick leave provision available which has been extended through September. Additionally, there are N-95 masks available for anyone that needs them. Contact HR to receive those masks.
- There was a request to place a COVID-19 vaccination message in Spanish on the digital sign at the intersection of Hensley Creek Road and State Street. Director of Community Relations and Communication Bird will help with implementing this request.

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

The ongoing COVID pandemic has created unique challenges to be responsive to the changing conditions. Board action is required to implement vaccination/testing requirements for employee and/or students. The mandates in place for California State employees announced by the Governor do not apply to community colleges. The State Chancellor Office does not have the authority to require or implement vaccination/testing mandates. The authority rests with each local community college district. There are no Education Code or Regulations enacted to guide or require vaccination/testing mandates; nor is there local public health order requiring vaccination/testing mandates. The current local health order requires indoor masking regardless of vaccination statuses. The district complies with the local health orders.

To respond to the increasing cases of COVID in Mendocino and Lake Counties, with both counties classified in the Center of Disease Control (CDC) high community transmission category. Two board policies have been drafted for review as a first read. The two policies are in Chapter 2 of the Board Policy manual. This chapter was chosen because, without a legal template from CCLC, Educational Code, Title 5 Regulations, or other specific legal directives the Board needs to exercise its authority in a measured and precise manner.

Approximately, 37 districts out of 73 community college districts are considering/implementing vaccination/testing mandates. Without a board policy template from CCLC or other regulatory agencies, we reviewed policies developed by other districts that have internal and external legal services. In the future, policy templates may come that embed items related to COVID-19 in existing policies, such as, *communicable diseases*.

Board Policy 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Employees – This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President's Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

Board Policy 2900 – SARS-COV-2 (COVID-19) Vaccination Requirement - Students – This new legally required board policy has been created using a template from another California Community College District as a guide. The policy was reviewed by the President's Policy Advisory Committee on August 27, 2021, and now comes to the Board of Trustees for final review.

Board members will review the policies and may offer suggestions for changes as deemed necessary. Discussion and/or adoption of the policies will take place at the October 2021 Board meeting.

ITEM NO: 8.1
DATE: September 8, 2021

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

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

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

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

ANALYSIS:

Items currently on the list include:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.