

Mendocino/Lake Adult and Career Education

(ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

ML ACE Admin Rm LLRC 4210 (Hybrid meeting)

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

October 14, 2022, 10 a.m. - 12:00 p.m.

MINUTES

1. Call to Order Start time: 10:02 am (Action)

2. Roll Call of Voting Members (Action)

Anderson Valley: Noor Dawood (voting member); Fort Bragg: Anali Caraballo (voting member);
Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Nicole Wells (voting member);
Leggett Valley: Jeff Ritchley (voting member); Mendocino College (MC): Amanda Xu (voting member),
Employer Partnership: Pamela Heston, Nikcole Whipple; Mendocino County Office of Education (MCOE): Tami Mee (voting member);
Ukiah Unified School District (UUSD): Eric Crawford, (voting member), Scott Paulin, Dave Gengoux, Kathy Kiely, UUSD/UVAH: Shawn Beanshaw, Babe Delgado;
Upper Lake: (absent); Willits: Mark Beebe ML ACE office: Maria Ceja, Euline Olinger

Absent Voting Members: Upper Lake, Willits

Guests/Community Partners:

- Babe Delgado, Mayacama Industries/UVAH, (707) 391-3121, bdelgado@uvah.org
- Francesca Seta, COPE Health Solutions, Regional Manager, fseta@copehealthsolutions.com
- Pamela Heston-Bechtol, Mendocino College AEDP, 707-694-6355, pheston@shastacollege.edu
- Sean Bashaw, Program Director Rural Adult Program and LIFE Services, sbashaw@uvah.org
- Wayne Everbeck, CareerPoint, Workforce Development Analyst, 707-932-5169, weverbeck@workforcealliancenorthbay.org

3. Changes/Modifications to the Agenda (Discussion/Action)

- Modification:
 - Motion to approve October 14, 2022 Agenda
 - First: Joe Second: Eric; ayes:8, nays:0, abstain:0, absent:2 (Willits, Upper Lake)
 - October 14, 2022 Agenda approved; no modifications

4. Consent (Action)

All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.

- Motion to approve September 16, 2022 Minutes –
 - Changes: None

- First: Joe, Second: Eric; ayes:8, nays:0, abstain:0, absent:2 (Willits, Upper Lake)
- September 16, 2022 Minutes approved; no modifications

5. Overview of the next 6 months

(Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. Joe DelPrete read the chart(See appendix A)
 - Next meetings –Nov. 18 (In-Person), Dec. 9, 2022, January 20, 2023, Feb. 10 and Mar. 10
 - Program review sheet Part 2 – MCOE, LCOE & UUSD
 - Budget and Work Plan due in NOVA – October 30, 2022
 - November in person meeting
 - NOTE: November, February, May, and August meetings will be fully in person
 - The strategic Review groups are scheduled for each program area (ESL, HSD/HSE,CTE, AWD, etc) each month in January to review the effectiveness of our programs.

6. Public Comments/ Correspondence --via Zoom

(Discussion)

MLACE (Mendocino Lake Adult & Career Education) welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.

- **Public comments received from:**

- Wayne Everbeck -
 - Upcoming disability employment awareness day/job fair; any organization willing to have a table and recruit people at this event is welcome
 - October 20, 2022 at the Ukiah Conference Center from 9am-2:30pm
 - If interested, reach out directly to Wayne Everbeck

7. One-time Proposals: (22/23 fiscal year Available: \$28,000)

(Discussion/Action)

- Mendocino County of Education for Facility use of Completion Ceremony (retroactive) \$ 420
 - Requesting funds to cover the Graduation ceremony for current graduates and previous graduates, which did not have a ceremony due to COVID.
 - This would cover the setup and sound system expenses
 - Ceremony was held on Friday, September 30, 2022
 - Greatly appreciated
 - Motion to approve MCOE's one-time proposal for Facility use of Completion Ceremony (retroactive)
 - First: Joe, Second: Eric; ayes:7, nays:0, abstain:1 (MCOE), absent:2 (Willits, Upper Lake)
 - Motion approved
- Mendocino County of Education–Credentialing Fee/Services for 2 instructors \$7350
 - Requesting money to cover the instructor fees... second and final year of teaching credentials

- The cost is \$3,500 for each instructor
- Motion to approve MCOE's one-time proposal for Credentialing Fee/Services for 2 instructors
 - First: Joe/Second: Jeff; ayes:7, nays:0, abstain:1 (MCOE), absent:2 (Willits, Upper Lake)
 - Motion approved

8. Annual Program Review Part 1: (Discussion/Action)

- **Anderson Valley – Noor**
 - All classes are in collaboration with Mendocino College except Citizenship and parenting classes
 - ESL program - Last year 3 classes (2 in fall), this year 1 advanced, 1 hybrid and 1 on line all levels; most student are using hot spots and chrome books from the school.
 - HSE - last year only online, not offering in person;
 - Parent education program – last year was not provided, the teacher retired. This year providing it with different instructors taking turns from other classes.
 - EL Civics is going well.
 - Citizenship - the community foundation is funding the \$750 citizenship fee. We do not have classes instead individual support is given.
- **Fort Bragg (will present next month)**
- **Kelseyville – Joe DelPrete**
 - High School Diploma - running 30 years with one teacher. Numbers have gone up; use all funding provided for us, biggest strength is consistency. Try to track down people. Get 20% to 25% of students from the Konocti area
- **Upper Lake (will present next month)**
- **Willits – Nikki Agenbroad**
 - Continuing the Diploma program. No changes at this time.
- **Leggett Valley – Jeff Ritchley**
 - Coastal Grove Adult School - new adult school
 - High school diploma program
 - Will have two teachers
 - Currently two students enrolled
 - Working on informational brochure to promote the program

9. Member Update—concerns, issues, information sharing (if appropriate) (Discussion)

Members update Google sheet shared (Link: [ML ACE Consortium Monthly Member Update](#))
(additional discussions below)

- **Anderson Valley – Noor**
 - We have a new wave of new and returning students coming back to class now that harvest is slowing down.
- **Fort Bragg Unified – Anali**
 -

- Kelseyville Unified – Joe
 - 19 returning students 18 new students 4 diplomas highly motivated group of students
- Lake County of Education – Nikki Wells
 - We are currently recruiting for our Spring CNA program and have many interested community members attending the informational sessions hosted by Beth Hampson.
 - Things are going well with our current MA and CNA cohorts.
 - CNA Information Sessions: We have two more in October for our Spring 23 program! Oct 17 in Lakeport, and Oct 26.
- Leggett Valley – Jeff
 -
- Mendocino County of Education – Tami
 - MA evening course - Nov 14 deadline for applications coming in
 - Dental & phlebotomy; working with a consortium of health clinics willing to help with student registration fees, the only requirements are HSE/Diploma and Registration fee
- Mendocino College (Centers, HSE/HEP) –
 - HEP/HSE - Jackie -
 -
 - Ukiah - Amanda –
 -
 - Coast Center – Amanda –
 - College Day October 20th 10AM-12AM; The Coast Center will be hosting our College Day on October 20th 32 table hosts including ESL and others will be present to share Mendocino College resources. Current and potential future students are very welcome. Over 150 local HS students will attend!
 - Lake Center – Monica –
 -
- Ukiah Adult School – Eric Crawford, Principal
 - Just had WASC for the accreditation come out, there were here for a day. They recommended for the 5-year accreditation.
 - **Ukiah Valley Association for Habilitation:**
 - They are using their van already and very grateful to have it.
 - **Eric Crawford:**
 - Online trainings are nearly complete. Looking forward to getting into classrooms to see the magic in the room. Preparing for Pumpkin Fest.
 - Looking to identify training gaps in our community so that we may increase our offerings next year.
 - UHS Career Fair on October 12, 5:30-7:30 pm. For Mendocino County
 - **ESL –**
 - Completed CASAS training this week! 70 students enrolled
 - **Citizenship –**
 - The next FREE Citizenship class starts on Monday November 7, 2022. For more information please visit: www.ukiahcitizenship.com
 - **High School Diploma –**
 - Student Success Coordinator has been working with ADEP at MCC to create "easy to use" lists for CTE, certificate & non-credit courses/programs. The purpose is for SSC to develop an "at a glance" half-sheet checklist to use at intake to help facilitate how to support HSD

students with their post-secondary goals and interests. Ask about it! Happy to share once it's completed.

- Our greatest issue with the HSD program continues to be keeping students coming back! We do however have a significant increase in students over Q1 last year. So, yay! Moreover, many are staying!
- Pumpkin Fest this weekend!
- HSD for Inmates –
 -
- **Vocational Nursing Program**
 - Board of Vocational Nursing visited on Tuesday. They have some input for improvement, but we are maintaining our accreditation! In addition, we heard from COE. They were so impressed by our paperwork in the prescreen that they decided to cancel the preliminary visit. They will do the site visit on October 3-4
 - Graduation for current cohort will be Dec. 20th at Ukiah High School. Next cohort will begin in August 2023. Considering IELCE program by offering the HHA class again this year.
- **Pearson Vue Testing Center**
 - Continue to test. We have a steady number of testers coming each week
 - Researching the tech requirements to offer the CSET for Math. Currently, testers have to go out of county to take this test.
- Upper Lake Unified –
 -
- Willits Unified –
 -

10. Director's Update

(Discussion/Action)

- A. Euline shared updates from CAEP and relevant information for the consortium
 - **Host a CAEP-WestEd Regional Training Conference in January 2023 - The research people for Launch board, want to come in and do a training on career pathways, by looking at regional and county data. Invite employers, community members, and consortium members. Working with facilities and catering.**
 - Focus on Adult Education: A gateway to College and Living Wage Employment using data to inform explore and create strategies and activities.
 - This will be a 5 hour/all day training conference
 - Open to all members, staff, partners an college personnel (be thinking of who needs to be invited)
 - Euline is considering having the January ML-ACE meeting during the conference; this would take place on January 20, 9am – 3pm;
 - College of the Siskiyous has closed their RN Programs due to lack of teachers.
 - **Budget and Work Plan Q & A with Joe Atherton, Director of Fiscal Services, Mendocino College**
 - i. Budget And Work Plan due in NOVA on October 31
 - ii. Euline is creating a chart of what is due in NOVA, what is due in My Professional Center and what is due in TE.
 - Please give Euline feedback when you receive the chart.
 - Two additional items not on the agenda
 - Thank you to those who have done the annual review form before the presentation.

- Let Euline know if there are other columns needed to be added to the annual review form.
- November meeting is fully in-person with zoom option for partners.
 - Members are encouraged to be in person
 - Employment and Earning survey will be discussed
 - Lunch provided; we have to get back to fully in person with safety precautions.
- Kathy reminded members to use the monthly spreadsheet, which took an hour off our meetings.

11. Adjournment **Time: 11:54 am** **(Action)**

- **Motion to adjourn (First motion/Seconded/Approved)**
 - First: Joe/Second: Tami; ayes:8, nays:0, abstain:0, absent:2 (Willits, Upper Lake)
 - Meeting adjourned at 11:54 a.m.
- Reminders:
 - a. **Meeting Date and Time: Friday, November 18, 2022, 10 am-12: 00 pm**
 - i. Meeting will be Fully in-person for members
 - 1. **Annual Program Review Part 2**
 - a. Ukiah Adult School
 - b. Mendocino County of Education Health Care Programs—DA, Phlebotomy, MA
 - c. Lake County of Education—CNA and MA
 - 2. TE Data Review— all Consortium members working lunch



MLACE One-Time Project Funding Request

Instructions:

1. **Please fill out pertinent information on pages 1-3.**
2. **Please attach formal estimates/invoices from companies/agencies with your request forms.**
3. **Please submit in pdf format to ML ACE director on or before due date.**

(One time request and proposal submissions reviewed at January, April, July or October ML ACE meetings. NOTE: **Do not include pages 4 through 13 with your submission**).

Title: Teacher Credentialing Support

Date of Request: 10/09/2022

Total Cost: \$7,350

Lead Member Organization: Mendocino County Office of Education

Other Partners: N/A

Contact Information: Tami Mee

Summary Description (1-2 Sentences): I would like to support our adult CTE teachers in completing second their training to clear their credential for their Designated Subjects Credential so that they may continue to teach our Adult CTE Medical Assistant and Phlebotomy Courses.

History/Need: All Adult CTE Instructors (as well as K-12 CTE instructors) must obtain a Designated Subjects Credential in order to teach. In most cases districts pay for this for their teachers. However, since the inception of LCFF, MCOE does not receive fund any longer to support adult programs.

Timeline of Request (funds must be spent within a fiscal year): Funds will paid paid to NCSOE immediately.

Details of Request:

Program Areas (See Definitions in Appendix I of this Document-- see pages 4-6):

Circle or highlight (in yellow) what CAEP program area is appropriate for this request:

Program Areas
1. Adult Education(ABE< ASE, Basic Skills)
2. English as a Second Language (ESL)
3. Pre-apprenticeship training
4. Career and technical training
5. Adults training to support child school success
6. Older adults in the workforce
7. Services to adults with disabilities

Explanation of how Project Fits Program Area as Defined in AB86 Plan:

Support for this allows MCOE to continue offering educational services that meet #6 Programs for adults wanting to enter or re-enter into the workforce. These programs follow the health care pathway. This would also support MCOE in being able to meet the goals of #4, which is providing students with short-term career technical education with a high employability potential.

Objectives and Activities (See Definitions in Appendix II of this Document--pages 7-12):

Circle or highlight (in yellow) ONE applicable Objectives and Activity from the list on pages 7-12:

Note: Objective 1 and Objective 2 are regional need objective in the consortium level)

Objectives
Objective 3: Seamless Transition Activity:
Objective 4: Gaps in Services Activity:
Obj. 5: Accelerated Learning Activity:
Obj. 6: Professional Development Activity:
Obj. 7: Leveraging Structures Activity:

Explanation of how Project Fits Objective as Defined in AB86 Plan:

Performance Measures:

Circle or highlight at least ONE (in yellow) the AEBG Outcome(s) this project works towards

- (A) Improved literacy skills
- (B) Completion of high school diplomas or their recognized equivalents
- (C) Completion of postsecondary certificates, degrees, or training programs
- (D) Placement into jobs
- (E) Improved wages

Explain how you will measure performance towards these outcomes:

By having credentialed teachers we are able to maintain CTE programs for adult students which will lead to their success in (C) completion of a training program and earning a post-secondary and industry recognized certificate; (D), placement in jobs; and (E) improved wages

Funding Request Budget:

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials		

5000 Other Operating Expenses		
6000 Capital Outlay		
7000 Other Outgo	\$7,000	Materials and instruction
Indirect / Administration (Cost re: district's admin cost)* Required.	\$350	indirect

NOTE: MLACE AGENCY MEMBERS: If approved, do not report one-time funds in expenses in NOVA

One-time ___X___ On-going _____

Agreement to spend funds in accordance with AB 104 allowable uses and abide by MLACE rules, regulations, and reporting requirements.

Sonoma County Office of Education

North Coast School of Education
5340 Skylane Blvd
Santa Rosa, CA 95403
(707)524-2818

Direct any questions to the North Coast School of Education at (707)524-2818

CUSTOMER INVOICE

Mendocino County Office of Ed
2240 Old River Road
Ukiah, CA 95482

Invoice # **IN23-00530**
 Invoice Date 09/28/2022
 Due Date 10/28/2022
 Customer # 000529
 Contract/Reference # Per MOU

2022-23 Program Service Fee

Description	Qty	Unit	Unit Price	Amount
North Coast School of Education program service fees to Mendocino COE Adult Education:	1.00		3,500.00	3,500.00
1. Program services, including Virtual Mentor services for Jessica Aikman, DS candidate Year 2 / Semester 3 & 4 for 2022-23.				
2. Program services, including Virtual Mentor services for Kay Snediker, DS candidate Year 1 Semester 2 & Year 2 Semester 3 for 2022-23.	1.00		3,500.00	3,500.00
Taxable Total		.00		
Non-Taxable Total		7,000.00		
Sales Tax (8.50%)		.00		
Less Payments Received		.00		
BALANCE DUE		\$7,000.00		

-----Detach this portion or make a copy of the invoice and mail it with the payment-----

District Account Number	Account Amount
08- 9072- 0- 8655- 2155- 8677- 585- 0000	7,000.00

Please make checks payable to: **Sonoma County Office of Education/North Coast School of Education**

Mail to:

**Sonoma County Office of Education
North Coast School of Education
5340 Skylane Blvd
Santa Rosa, CA 95403**

Invoice #	IN23-00530
Amount Due	\$7,000.00
Customer #	000529

Customer Copy



MLACE One-Time Project Funding Request

Instructions:

1. **Please fill out pertinent information on pages 1-3.**
2. **Please attach formal estimates/invoices from companies/agencies with your request forms.**
3. **Please submit in pdf format to ML ACE director on or before due date.**

(One time request and proposal submissions reviewed at January, April, July or October ML ACE meetings. NOTE: **Do not include pages 4 through 13 with your submission**).

Title: Adult Program Graduation Ceremony

Date of Request: 08/24/2022

Total Cost: \$300-420 (plus 5% admin cost: add \$15 to \$21

Lead Member Organization: Tami Mee

Other Partners: N/A

Contact Information: (707) 467-5133, tmee@mcoe.us

Summary Description (1-2 Sentences): Fee for use and set up for MCOE Adult CTE Program Graduation ceremony at the Pomo Plaza of Mendocino College

History/Need: Due to Covid we were not able to conduct in person graduation ceremonies for the past two years. We are now holding a ceremony for recent graduates, as well as previous graduates who did not have the opportunity to have ceremony due to Covid. MCOE does not have an area to host the event with the larger number of guests expected, therefore I have asked Mendocino College to use a space to host our event.

Timeline of Request (funds must be spent within a fiscal year):

Details of Request: Funds are to cover the expense of set up about 180-200 chairs, a podium, and there will be IT support for microphones, etc.

Program Areas (See Definitions in Appendix I of this Document-- see pages 4-6): Circle or highlight (in yellow) what CAEP program area is appropriate for this request:

Program Areas
1. Adult Education(ABE< ASE, Basic Skills)
2. English as a Second Language (ESL)
3. Pre-apprenticeship training
4. Career and technical training
5. Adults training to support child school success
6. Older adults in the workforce
7. Services to adults with disabilities

Explanation of how Project Fits Program Area as Defined in AB86 Plan:

. PROGRAMS IN CAREER TECHNICAL EDUCATION THAT ARE SHORT TERM IN NATURE AND HAVE HIGH EMPLOYMENT POTENTIAL

Objectives (See Definitions in Appendix II of this Document--pages 7-12):
 Circle or highlight (in yellow) ONE applicable Objectives:

Objectives
Objective 3: Seamless Transition
Objective 4: Gaps in Services
Obj. 5: Accelerated Learning
Obj. 6: Professional Development
Obj. 7: Leveraging Structures

Explanation of how Project Fits Objective as Defined in AB86 Plan:

Performance Measures:

Circle or highlight (in yellow) the AEBG Outcome(s) this project works towards

- (A) Improved literacy skills
- (B) Completion of high school diplomas or their recognized equivalents
- (C) Completion of postsecondary certificates, degrees, or training programs
- (D) Placement into jobs
- (E) Improved wages

Explain how you will measure performance towards these outcomes:

Funding Request Budget:

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials		
5000 Other Operating Expenses	\$300-\$420	
6000 Capital Outlay		
7000 Other Outgo		

Indirect / Administration (Cost re: district's admin cost)* Required.	Plus 5%	\$15 to \$21
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NOTE: MLACE AGENCY MEMBERS: If approved, do not report one-time funds in expenses in NOVA

One-time ___X___ On-going _____

Agreement to spend funds in accordance with AB 104 allowable uses and abide by MLACE rules, regulations, and reporting requirements.



Cover Sheet
USE OF FACILITY APPLICATION

Applications for individual use cannot be considered. A valid business license or proof of non-profit status from the IRS or California Secretary of State must accompany all applications.

Application Due Dates

Applications (and additional required documents) are **due no later than:**

20 working days before the date of the event for the following:

- Athletic Events
- Fund Raising Events
- Theatre use Performances/Concerts/Events

10 working days before the date of the event for all other uses.

Applications will not be accepted before the following dates and no priority will be given to applications received in advance of these dates:

April 1: Summer semester (June - July)

June 1: Fall semester (August - December)

November 1: Spring semester (January - May)

An application is processed in the order received after District classes and activities are scheduled. If the required documents are not received with the application, it will not be processed until the documents are received.

Blackout Dates

No events will be scheduled on any Federal and/or State holidays and official days of College closure (i.e. - Spring Break). Please check the Mendocino College Academic Calendar for updated campus closures.

Fees

Room Rental Fee/Equipment and other Rental Fees/Personnel Costs will be invoiced and the total is due on receipt and no later than 30 working days from date of invoice.

Cancellation Policy

A fifty percent reservation deposit shall be required as determined by the Facilities Department based on cost and prior use. Failure to submit a required deposit prior to the event will result in cancellation of the reservation. Reservation deposits are refundable up to ten (10) days prior to scheduled use.

Invoice

- After your application is approved, a permit will be sent and will include estimated costs and required deposit.
- The invoice with actual costs and/or revisions reflecting the addition/reduction of fees, if applicable, will be sent the week after the event and will be due 30 days after receipt of invoice.

Thank you in advance for your timely submittal of applications. If you have any questions, please call Facilities at 707.468.3076, Fax: 707.468.3042, or e-mail facilities@mendocino.edu



MENDOCINO COLLEGE

USE OF FACILITY APPLICATION

In House ☒
 NonProfit ☐ # _____
 (proof of status is required)
 For Profit ☐

Name of Organization Mendocino Lake Adult and Career Education Consortium and MCOE
 Billing Address Mendocino Lake Adult and Career Education Consortium AEBG
 Daytime Phone 707-468-1015 Cell/Bus. Phone 707-510-9468 Email Address eolinger@mendocino.edu
 Authorized Representative Euline Olinger and Tami Mee Title _____

Facility Requested	Day of Week	Dates	Entry Time	Exit Time	Event Time
Pomo Plaza	Friday eve	9/30/2022	4:00 pm	8pm	6-8pm
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

☐ If room requested is not available, do you want us to select an alternate room? Please check, if yes.

Estimated Attendees (participants & spectators) 300

Purpose of Use (be specific) Health Care Program Completion Ceremony

Amount charged per person \$ none Proceeds used for NA

- » Special arrangements/equipment needed beyond normal room furniture and facilities? Please attach separate sheet with requests.
- » All applicable pages of the application must be completed. Incomplete applications will not be processed.
- » A permit may be cancelled at any time for urgent college purposes or force majeure event (severe weather, power outages, etc.).

Hold Harmless

The organization agrees to hold the Mendocino-Lake Community College District, its Governing Board, the individual membersthereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of District property.

Insurance

A Certificate of Liability naming the Mendocino-Lake Community College District as the Additional Insured is required and MUST BE RECEIVED at least ten (10) days prior to use. Certificate should provide for \$1,000,000 single/\$3,000,000 combined general liability coverage and name MLCCD as Additional Insured.

Food/Concessions

Outside catering is allowed. Or, contact Mendocino College's Culinary Arts Program at npetti@mendocino.edu for catering information.

Damage

Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment returned to original configuration. In cases where District property has been damaged or abused, the cost of repair or replacement will be included in the final invoice to the department or organization.

Personnel Costs

The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The department or organization will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The department or organization agrees to abide by directives issued by District supervising staff in regards to health and safety compliance issues.

I have read, understand, and agree to all rules and regulations.

Authorized Signature Euline P. Olinger/ Date 9/13/2022

Print Name Euline P. Olinger/ Tami Mee

This is an application for use only. If approved, a permit will be mailed to the above address.



USE OF FACILITY APPLICATION (cont.)

Campus/Center: ☒ Ukiah ☐ Lake Center ☐ North County Center ☐ Mendocino Coast Center

- For athletic events, request an Athletic Facility Use Application.
- Mendocino College Coastal Field Station – Follow Link Below:
<https://docs.google.com/forms/d/e/1FAIpQLSe89FdYcLlHXMy7tkwir1PssUkak4Qpc12jlZ2AbojuhXPRgg/viewform>

CLASSROOM: (See Rental Fee Schedule for rates.) ☐ Small (25-49) ☐ Large (50-90)

- ☐ Tables/Chairs ☐ Tablet Armchairs ☐ Moveable Desks ☐ Ground-level room only
☐ Computer Lab ☐ White Board ☐ Piano (specify room and piano/s below)

SPECIAL NEEDS: (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby).
Be specific. Please indicate any special room setup needs below or attach additional sheet. Special setup needs are handled by MC Facilities Department. MC departments complete a Service Request form and submit it to Facilities. For outside organizations, an estimate of costs for this service will be included with your permit should your application be approved.

☒ **Tables/Chairs** \$8/Table; \$1/Chair, plus delivery charge. # 4 Tables # 200 Chairs
Set up chairs in the Pomo Plaza with platform stage and microphone

MEDIA REQUESTS:

Will audio/visual equipment be used?

☒ Yes ☐ No

Will WIFI be needed?

☐ Yes ☐ No

- ☒ Computer with Projection ☐ DVD with Projection ☐ Screen Only ☒ Equipment Operator?
☐ Other _____

Depending on the time/day of the event, personnel costs may be incurred. If so, an estimate of costs for this service will be included in your permit, should your application be approved.

COLLEGE GROUNDS AREAS:

- ☒ Learning Center Plaza (Quad) / Outdoor Stage ☐ Grove BBQ
☐ Sports Fields / Tennis Courts / Track ☐ Parking Area

SPECIAL FACILITIES: (See Rental Fee Schedule for fees/rates.)

VIDEO-CONFERENCING:

- ☐ **Library Learning Resource Center - Media Teaching Classrooms - Ukiah Campus**
3 screens, computer, data projection, DVD, video-conferencing equipment - computer controlled
☐ Room 4210: Seating Capacity 30-40 ☐ Room 4134: Seating Capacity 14
- ☐ **Round Room - Lake Center - Seating Capacity 40-50**
Mendocino College media tech required for duration of events if using media
- ☐ **Center for Visual and Performing Arts - Ukiah Campus - Seating Capacity 380-394 plus 6 ADA spcs.**
Mendocino College tech required at all times.
☐ Piano (Piano tuned by MC personnel only)
- ☐ **Little Theatre - Ukiah Campus - Seating Capacity 187 plus 4 ADA spcs.**
Mendocino College tech required at all times.



USE OF FACILITY APPLICATION (cont.)

FOOD REQUESTS:

Will food/beverages be served? ☒ Yes ☐ No

Food is only allowed in designated areas in Lowery Student Center and outside areas.

MUSIC:

Will music be used at your event? ☐ Yes ☐ No

☐ Live Music ☒ Recorded Music

OTHER ROOM LOCATIONS: (all Ukiah Campus)

Please check the room(s) you are requesting:

☐ **Board Room - Room 1060 - MacMillan Hall - Seating Capacity 16-50**

Regular setup is for 16 with long conference table; adding seating up to 50.

☐ **Student Activities Center - Room 770 - Seating Capacity 40-50**

Regular setup is for 40 with 10 small tables; 4 chairs per table plus sofa chairs up to 50 seats.

☐ **Dining Hall - Room 771 - Seating Capacity 50**

Regular setup is for 50 at a variety of tables for 2, 4, 6, & 8.

SPECIAL EQUIPMENT:

☒ **8-ft. Tables** # 4 Tables

☒ **Folding Chairs** # 200 Chairs

☒ **Stage Sections** # _____ Sections (3-ft. x 6-ft. x 6-in. high platforms with back curtain and bunting
(custodial fee required)

☒ **PA System in Student Activities Center** (MC media tech fee required)

For more detailed information for facility use please follow the link below:

<https://www.mendocino.edu/sites/default/files/docs/policies/AP6121.pdf>

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