



Mendocino College Part-Time Faculty Association

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October 25, 2024

Door codes for PT faculty workspaces



The door code for the PT faculty workspace in LLRC (lower floor) is the room number followed by the # sign. Room keys still work.

One of the PT offices in CVPA also has a keypad - same way to enter - room number followed by the # sign.

Part Time Faculty Health Benefits reimbursement process.

Please find the link to the side letter here:

[2024-26 One Time Agreement between MLCCD 20240513 Health Benefits.pdf](#)

This agreement includes eligibility requirements and timelines for submission and reimbursement, please review for full eligibility considerations.

The submission will require uploaded proof of coverage and premium amount, please see snip of acceptable documentation:

Microsoft Forms link to accept requests and documentation will be open from October 15, 2024-November 15, 2024. This is a hard cut off and the form will be closed at 11:59 pm on November 15, 2024.

The submission link will be provided in an email to be sent on October 14 from HR.

Benefits@mendocino.edu For all questions about the process can be directed here.



Canvas Training

DE Director Vivian Varela (assisted by Instructional Designer Erik Alfin) is going to offer a Canvas training for new online faculty this semester. It will run 10/28 through 11/22. Please use [this form](#) to sign up. The class is taught online via Canvas and is completely asynchronous. You can use this class towards flex.

This is the training that is required to teach an online class. If you are already teaching an online class, you are already qualified and don't need to take this training. If you haven't yet taught an online class but would like to be qualified to teach one in the future, this class is for you!