



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – MAY 18, 2023
BOARDROOM (T-200) – OCEANSIDE CAMPUS
1 BARNARD DRIVE – OCEANSIDE, CA

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

- A. Special Meeting/Closed Session of April 20, 2023
- B. Regular Meeting of April 20, 2023

IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on any one item, unless waived by the board. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. Consent items are considered routine and customary district business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

ITEMS NOT ON THE AGENDA: Members of the audience may address the Board of Trustees on any topic not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff (superintendent/president) or other resources for factual information, request staff (superintendent/president) to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff (superintendent/president) to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

DECORUM: Board Policy 2355 requires members of the public to observe order and decorum at board meetings and to conduct themselves in a courteous manner, avoiding profanity, obscenity, other abusive language, and threats of violence. The board president, as presiding officer, has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Speakers shall speak to the issues and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the district. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any assembly or meeting with lawful authority.

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

- A. Phi Theta Kappa Officer Introductions
- B. Equal Employment Opportunity (EEO) Plan Update

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Adopt Annual Resolution Authorizing Designated Agents, Resolution No.16-23/24
- C. Approve Reorganization, Student Services and Instructional Services
- D. Approve Classification of New Positions and Job Descriptions – Information Technology Services
- E. Approve Employment Contract for Interim Administrator
- F. Approve Increase to Hourly Pay Rates for College for Kids Counselors
- G. Ratify Memorandum of Understanding 23-02 between MiraCosta Community College District and Academic Associate Faculty
- H. Ratify Memorandum of Understanding 23-03 between MiraCosta Community College District and Faculty Assembly - Child Development
- I. Ratify Memorandum of Understanding 23-04 between MiraCosta Community College District and Faculty Assembly
- J. Approve Emeritus Status for Full-Time and Associate Faculty Members
- K. Approve Gold Circle Membership for Retired Classified Employees
- L. Approve the Appendix Oceanside Unified School District CCAP Summer 2023 Program Components
- M. Approve the Cathedral Catholic High School Summer 2023: Exhibit A Course Agreement
- N. Approve Correction to Instructional Material Fees List 2023/24
- O. Adopt Resolution No. 14-22/23: Education Protection Account
- P. Approve Agreement with MTS for Discounted Pronto Bus Passes
- Q. Approve Agreement with Open Biopharma Research & Training Institute
- R. Approve Agreement with Promineo Education, LLC
- S. Approve Agreement with Dovetail for Fixtures, Furniture & Equipment Coordination Services for Communication Hub, Equity Village, and Student Center Complex Project
- T. Approve Purchase for AV/IT Equipment for OCN Library Renovation Project – Cisco
- U. Approve Purchase for FF&E for OCN Health and Wellness Project – Parron Hall
- V. Approve Holman Professional Counseling Centers Agreement
- W. Ratify Budget Transfers/Revisions
- X. Ratify and Approve Contracts and Purchase Orders

VIII. ACTION ITEMS

- A. Adopt Resolution No. 17-22/23 to Officially Withdraw Membership in the San Diego County Property and Liability Joint Powers Authority and Declare Membership in the Statewide Association of Community Colleges Joint Powers Authority
- B. Approve Addendum to the Olivenhain Municipal Water District Mitigated Negative Declaration for the Manchester Avenue Recycled Water Pipeline Project (State Clearinghouse No. 2019129097) and Resolution No. 15-22/23
- C. Approve Authorization for Assistant Superintendent/Vice President, Administrative Services to Award and Execute Construction Contract for Oceanside Theater Installation Project
- D. Authorize District Staff to Exercise Second and Final One (1) Year Extension to Term of Commissioning, Inspector of Record Services, and Special Inspection Services Master Services Agreements

IX. FIRST READ – BOARD POLICIES

- A. Board Policy 7800 – Employee Residency

X. INFORMATION

- A. Third Quarter Fiscal Report

XI. COLLEGE-RELATED REPORTS

- A. Trustees Activities
- B. Students
- C. Classified Employees
- D. Faculty
- E. Vice Presidents
 - 1. Instructional Services
 - 2. Student Services
 - 3. Administrative Services
 - 4. Human Resources
- F. Office of the President
- G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. DECLARE NEED FOR CLOSED SESSION

- A. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng
Employee organizations: All Groups

- B. Conference with Legal Counsel
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 2
 - JPA 21-05582
 - JPA 23-05816

- C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president

XIV. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION

- A. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng
Employee organizations: All Groups

- B. Conference with Legal Counsel
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 2
- JPA 21-05582
 - JPA 23-05816
- C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president

XV. ADJOURNMENT

UPCOMING MEETING

**4 p.m. – June 15, 2023
Board Workshop**

**4 p.m. – June 22, 2023
Regular Meeting**

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustees' website at <http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm>. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at jbollerud@miracosta.edu.



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
One Barnard Drive, Oceanside, CA**

MINUTES OF SPECIAL MEETING/CLOSED SESSION

**APRIL 20, 2023
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, April 20, 2023, in Room 204 at the Community Learning Center. The meeting was called to order at 2:40 p.m. when quorum was reached. Due to I-5 freeway closures, three trustees were late to arrive.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	George McNeil
Raye Clendening	Frank Merchat
William Fischer	Anna Pedroza
	Jackie Simon

Administrators present:

Superintendent/President Sunny Cooke

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:40 p.m., the board announced the need to enter closed session to discuss the following topics:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng

Employee organizations: All Groups

B. Conference with Legal Counsel

(Pursuant to Government Code section 54956.9(d)(2))

Anticipated Litigation, Number of Potential Cases: 1

- JPA 21-05582

- C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president

V. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION

At 3:50 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng

Employee organizations: All Groups

No report.

B. Conference with Legal Counsel

(Pursuant to Government Code section 54956.9(d)(2))

Anticipated Litigation, Number of Potential Cases: 1

- JPA 21-05582

No report.

C. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)

Title: superintendent/president

No report.

VI. ADJOURNMENT

The meeting adjourned at 3:50 p.m.

MINUTES APPROVAL:

Frank Merchat
President

Sunita V. Cooke, Ph.D.
Superintendent/President



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
One Barnard Drive, Oceanside, CA**

MINUTES OF REGULAR MEETING

**APRIL 20, 2023
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, April 20, 2023, in the Community Room at the Community Learning Center. President Frank Merchat called the meeting to order at 4:03 p.m.

The board observed a moment of silence in honor of the passing of Larry Barry, a community member on the Independent Citizens' Bond Oversight Committee (ICBOC) and long-time supporter of MiraCosta, as well as Jon Fuzell, who worked at the Community Learning Center and was a champion for serving students across MiraCosta.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Raye Clendening	Anna Pedroza
William Fischer	Jackie Simon
George McNeil	Inayah Abdulmateen (Student Trustee)

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Tim Flood
Assistant Superintendent/Vice President Denée Pescarmona
Assistant Superintendent/Vice President Alketa Wojcik

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of March 16, 2023

B. Workshop of March 16, 2023

C. Regular Business Meeting of March 16, 2023

By motion of Trustee Clendening, seconded by Trustee Fischer, the board approved the minutes of the special meeting/closed session, the workshop, and the regular business meeting of March 16, 2022.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Accreditation Update: Next Steps

Dean Chris Tarman provided an update on the ACCJC comprehensive peer review process, identified next steps, and reviewed a summary of key areas for improvement that were identified through the self-evaluation process. The peer review team reviewed all of the standards, all of the standards were met, and no core-inquiries remained, which is the best possible outcome of the process so far. Areas were self-identified around our processes that determine our progress, which the college will continue to work on. A focused site visit is scheduled for September 18 to include a college tour, a public forum, and an exit report. The commission will review the team's report at their January 2024 meeting, where we expect the commission will reaffirm our accreditation.

Outcomes and Assessment Committee members, the Academic Senate, completed meaningful student learning outcomes assessments, and will continue to monitor SLO progress, Program Reviews, and streamline the process. Enrollment planning to support the work around Redesigning the Student Experience is a second focus for the college. A new dashboard was built for data gathering, however, Tarman noted the dialogue among faculty about the data was rich and helped to develop meaningful assessments.

Three goals were established: 1) strengthen the capacity to monitor assessments, 2) strengthen the assessment of program student learning outcomes, and 3) broaden the assessment of core competencies.

Tarman expressed gratitude for all those individuals who put forth an incredible amount of work to accomplish this effort.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Classification of New Position, Description of Duties, and Hourly Rate of Pay for Learning-Aligned Program Student Intern**
- C. Approve Assistant Superintendent/Vice President Sabbatical Leave Request**
- D. Approve Classification of New Position, Job Description, and Salary for Director of Child Development Center**
- E. Approve Increase to George Brown College Partnership Agreement for Distance Education Certificate Programs**
- F. Approve Purchase of Digital Resources through the Community College Library Consortium for FY2023/24**
- G. Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software Update Licensing, Maintenance and Technical Support Services**
- H. Approve Renewal of Palo Alto Network Security Software Licensing Subscriptions, Technical Support Services and Maintenance Agreements**
- I. Approve San Elijo's Data Storage Area Network Equipment Replacement**
- J. Award of Contract for Bid C11-23 San Elijo Building 800**
- K. Award of Contract for Bid C15-23 Building OC4400 Roof Replacement**
- L. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee McNeil, seconded by Trustee Cassar, consent items A-L were approved.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

VIII. ACTION ITEMS

A. Ratify Memorandum of Understanding 23-01 Health Benefits between the MiraCosta Community College District and Associate Faculty

By motion of Trustee McNeil, seconded by Trustee Fischer, the board ratified the Memorandum of Understanding 23-01 Health Benefits between the MiraCosta Community College District and Associate Faculty as presented.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

B. Adopt Resolution No. 12-22/23: Authorizing Renewal of Workday Enterprise Resource Planning Software and Related Services

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution Number 11-22/23 to authorize the energy conservation services agreement and approve the energy conservation services agreements with Johnson Controls, Inc.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

C. Adopt Resolution No. 13–22/23: Authorizing Approval of Agreement for Purchase and Sale of Modular Buildings

By motion of Trustee Simon, seconded by Trustee Clendening, the board adopted Resolution No. 13–22/23: Authorizing Approval of Agreement for Purchase and Sale of Modular Buildings.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

D. Appoint Independent Citizens' Bond Oversight Committee Members

By motion of Trustee McNeil, seconded by Trustee Simon, the board appointed Josh Mazur, ICBOC chair and business community representative, and William Howe, who represents the community at large, a third term for each of them

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 2015 –Student Trustee

Proposed edits to Board Policy 2015 – Election of Student Trustee were reviewed and discussed. By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 2015.

Vote: 7/0/0

Aye: Cassar, Clendening, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: None

Student Trustee: Aye (Advisory Vote)

X. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Simon and McNeil attended the 50th Anniversary of Title IX in Athletics event, hosted by the Athletics Department. She especially enjoyed hearing the student athlete speak about the history of Title IV.

Trustees Cassar, McNeil, and Merchat attended the Facilities Liaison meeting. Trustee Cassar also attended the Hispanic Network breakfast held at the San Elijo Campus and the Family Community event at Eden Garden. He left the meeting slightly early to attend the grand opening ribbon cutting for a multi-media building in Cardiff.

Trustees Clendening and McNeil attended the Classified Professionals breakfast, and Trustee McNeil also attended a rugby game.

Trustee Clendening attended the NCPCL luncheon, where Dr. Cooke and the presidents of Palomar and CSUSM participated in a panel discussion about women in leadership. She attended a reception for Robbie Hass who was recognized as citizen of the year. Trustee Clendening has been serving on an Ethnic Studies committee with Oceanside Unified School District to ensure they are meeting the needs of their students. She thanked Denée Pescarmona, Charlie Ng, Carl Banks for hosting the North County African American Women's Association's "Becoming a Global Citizen" session. The girls who attended provided great feedback. She attended the service for former Trustee Henry Holloway, who served on the Board for 30 years.

B. Students

Student Trustee Inayah Abdulmateen reported the ASG ratified its constitution, students are actively campaigning, and elections take place next week. ASG is sponsoring a photo booth for the CLC graduation, and ASG leadership is reviewing nominations for the annual outstanding faculty and staff awards.

C. Classified Employees

Classified Senate (CS) President Carl Banks reported the Classified Senate has decided it will end each year with a committee evaluation and an annual report for Program Review purposes.

The following classified professionals were recently elected to serve in classified leadership roles
President – Omar Jimenez
Vice President – Ingrid Phillips
Secretary – Jennifer Streagle
Senators – Brayon Astorga, Sarah Carpenter, Susan Corley, and Kate Scaife.

D. Faculty

Academic Senate President Leila Safaralian reported office assignments and committee assignments (approximately 50) were just completed for the next year and will be shared with faculty. Bylaws have been updated, and she looks forward to two days of professional development work coming soon on April 25-26.

E. Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported she has been meeting with curry Mitchell regarding ways in which the academic calendar needs to

shift to meet the needs of our students going forward. The college's first zero text book cost degree in sociology will soon be offered.

2. Student Services

Assistant Superintendent/Vice President Wojcik submitted a written report. Trustees highlighted the fact that MiraCosta students are accepted to universities at a higher rate than students overall.

Wojcik added many departments in the Student Services Division have collaborated in next week's Black Student Success Week activities.

3. Administrative Services

Assistant Superintendent/Vice President Flood reported the 2023/24 budgets are being established. Facilities is updating their Five-Year Plan and will present to the board in an upcoming board workshop. Flood attended a ribbon cutting at a Olivenhain water recycling facility. He appreciates the collaboration with these partners who are helping MiraCosta meet its sustainability goals. Flood reported that Katie White is retiring and will be sorely missed. ITS positions are being filled after a long period of unfilled positions.

4. Human Resources

Superintendent/President Cooke shared the written report provided by Assistant Superintendent/Vice President Ng. Pending Board of Governors approval, the Chancellor's Office has informed us that we will be awarded a \$300,000 EEO grant (\$150,000 each year for two years). MiraCosta is the only SDICCCA college that received the grant. Human Resources has been contributing to the conversations around professional development. Our coaches will be here on April 25-26 to help to facilitate, document, and bring this across the finish line. HR coordinated a new enhanced mental health component for employees, as the current component, EASE, is leaving the state. Retirement planning for employees through the County Office of Education's Empower program has also been enhanced. Four faculty finalist interviews (chemistry, computer science, history, and philosophy) start next week.

F. Superintendent/President

Superintendent/President Cooke shared the Spring Celebration of Excellence is tomorrow. Many end-of-year activities are upcoming, and she encouraged all to attend. She noted a student speaker and student artist have been selected for commencement.

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.


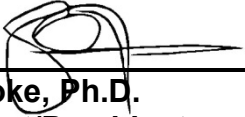
XII. ADJOURNMENT

The meeting adjourned at 5:39 p.m.

MINUTES APPROVAL:

Frank Merchat
President

Sunita V. Cooke, Ph.D.
Superintendent/President

Subject: Phi Theta Kappa Update	Attachment: None
Category: Presentations	Type of Board Consideration:  Information Consent Action
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

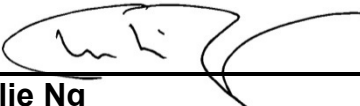

The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

STATUS

Phi Theta Kappa officers will report on the activities and accomplishments of the 2022/23 academic year.

RECOMMENDATION

For information only.

Subject: Equal Employment Opportunity (EEO) Plan Update	Attachment: PowerPoint Presentation
Category: Information	Type of Board Consideration: ✓ Information Consent Action
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In July 2021, the Board of Governors adopted a number of amendments to the existing title 5 regulations regarding Equal Employment Opportunity (EEO) programs in community college districts. Among other things, the amendments made changes to the process for submitting EEO plans to the Chancellor’s Office, the content of those plans, and certain timelines for submissions. The proposed amendments were certified by the Department of Finance (DOF) last year and are now effective.

Human Resources has been working with the Equal Employment Opportunity Advisory Committee (EEOAC) to update the EEO plan for FY 2023/2024 using the new format and a status update will be provided. With the new format, the Multiple Method Allocation Certifications will no longer be required.

STATUS

Vice president Charlie Ng will provide an update on the EEO Plan.

RECOMMENDATION

For information only.



EQUAL EMPLOYMENT OPPORTUNITY (EEO) UPDATE

- 
- EEO Update
 - Current Data Update
 - EEO Plan Update





EEO Advisory Committee

- Maria Bucio, Classified Professional
- Lesley Doig, Faculty
- Emily Gutierrez, Student
- Kristina Londy, Classified Professional
- Nick Mortaloni, Administrator
- Charlie Ng, Chair
- Al Nyman, Community Member
- Edward Pohlert, Faculty
- Shawna Sourivanh, Human Resources
- Wendy Stewart, Inclusion, Diversity, Equity, and Accessibility
- Chris Tarman, Research and Planning

EEO Update

- New Work with Research and Planning
 - › New EEO dashboard
 - › New location of applicant dashboard



EEO Update

- EEO Grant
 - › Onboarding
 - › Leadership Development
- AACC/SHRM Employing Abilities at Work
- EEO Training for Associate Faculty Hiring



Tools For Applicants

HOME / HR / HR / TOOLS FOR APPLICANTS

Select Language ▼

CONTACT & HOURS

View Other Human Resources ▼

About Human Resources

Prospective Employees

- Current Job Openings
- Why We Work at MiraCosta College
- FAQs
- [Tools for Applicants](#)

Current Employees

- Forms
- Professional Development
- Board Policies/Administrative Procedures
- Chairs and Deans Guidebook

Inclusion, Diversity, Equity, and Accessibility/Equal Employment Opportunity

Job Descriptions

Salary Schedules

Benefits

Title IX & Discrimination

- [Assessing Inclusion, Diversity, Equity, and Accessibility \(IDEA\) Contributions](#)
- [Guides Higher Education Recruitment Consortium \(HERC\)](#)
 - [2022 HERC Job Seeker Survey Report](#)
 - [How to Apply for Higher Education Careers](#)
 - [A Guide for Job Seekers with Disabilities](#)
 - [Veterans Transitioning into Higher Ed](#)
- [Rubrics](#)
- [Campus Security Report](#) As per the Clery Act of 1998, the campus security report is posted here.
 - Location: Various community colleges in San Diego County
 - For information regarding this program (sponsored by SDICCCA, San Diego and Imperial Counties Community Colleges Association), contact [Dr. Bridget Herrin](#).
- [The California Community Colleges \(CCC\) Registry](#)
The California Community Colleges (CCC) Registry is a centralized website for faculty, administrative/management and support staff/classified positions for the 108 community colleges in California.
- [San Diego Life Changing](#)
Looking to live the good life (or maybe you are one of the lucky ones that already does in SD)? Visit this site to keep up with all things San Diego: Life. Changing.

Full-time Faculty

Race/Ethnic Group	30-Jun-20			30-Jun-21			30-Jun-22			7-May-23		
	FT Faculty	N	% Student	FT Faculty	N	% Student	FT Faculty	N	% Student	FT Faculty	N	% Student
American Indian or Alaska Native	1	0.5%	0.40%	1	0.5%	0.3%	1	0.5%	0.4%	1	0.5%	0.3%
Asian	12	6.0%	8.40%	12	5.9%	8.3%	16	7.9%	8.5%	17	8.2%	8.5%
Black or African American	9	4.5%	3.10%	10	5.0%	3.2%	11	5.4%	3.2%	13	6.3%	3.1%
Decline to State/Not Applicable	13	6.5%	2.60%	13	6.4%	2.1%	12	5.9%	2.4%	11	5.3%	2.8%
Hispanic or Latinx	39	19.6%	41.00%	41	20.3%	40.0%	43	21.2%	41.7%	45	21.7%	42.2%
Middle Eastern or North African	2	1.0%	0.70%	2	1.0%	1.1%	2	1.0%	1.3%	2	1.0%	1.3%
Native Hawaiian or Other Pacific Islander	1	0.5%	0.60%	1	0.5%	0.6%	1	0.5%	0.6%	1	1.0%	0.6%
Two or More Races/Ethnicities	14	7.0%	6.00%	15	7.4%	6.4%	16	7.9%	6.5%	15	7.2%	6.6%
White	107	53.8%	37.20%	106	52.5%	38.0%	100	49.3%	35.4%	100	48.3%	34.6%
(Blank)	1	0.5%	0.00%	1	0.5%	0.0%	1	0.5%	0.0%	1	0.5%	0.0%
Total	199	100%	100.00%	202	100%	100.0%	203	100%	100.0%	207	100%	100.0%

Associate Faculty

Race/Ethnic Group	30-Jun-20			30-Jun-21			30-Jun-22			7-May-23		
	PT Faculty	N	% Student	PT Faculty	N	% Student	PT Faculty	N	% Student	PT Faculty	N	% Student
American Indian or Alaska Native	4	0.5%	0.40%	3	0.4%	0.30%	1	0.2%	0.40%	2	0.3%	0.30%
Asian	45	5.4%	8.40%	48	5.8%	8.30%	46	7.1%	8.50%	54	8.0%	8.50%
Black or African American	25	3.0%	3.10%	29	3.5%	3.20%	23	3.6%	3.20%	26	3.8%	3.10%
Decline to State/Not Applicable	56	6.8%	2.60%	57	6.9%	2.10%	37	5.7%	2.40%	39	5.8%	2.80%
Hispanic or Latinx	96	11.6%	41.00%	100	12.1%	40.00%	90	14.0%	41.70%	100	14.8%	42.20%
Middle Eastern or North African	4	0.5%	0.70%	4	0.5%	1.10%	4	0.6%	1.30%	8	1.2%	1.30%
Native Hawaiian or Other Pacific Islander	10	1.2%	0.60%	8	1.0%	0.60%	7	1.1%	0.60%	6	0.9%	0.60%
Two or More Races/Ethnicities	24	2.9%	6.00%	26	3.1%	6.40%	24	3.7%	6.50%	25	3.7%	6.60%
White	560	67.8%	37.20%	551	66.5%	38.00%	412	63.9%	35.40%	410	60.6%	34.60%
(Blank)	2	0.2%	0.00%	2	0.2%	0.00%	1	0.2%	0.00%	7	1.0%	0.00%
Total	826	100%	100.00%	828	100%	100.00%	645	100%	100.00%	677	100%	100.00%

Classified Professionals

Race/Ethnic Group	30-Jun-20			30-Jun-21			30-Jun-22			7-May-23		
	Classified		Student	Classified		Student	Classified		Student	Classified		Student
	N	%		N	%		N	%		N	%	
American Indian or Alaska Native	1	0.3%	0.4%	1	0.3%	0.30%	1	0.3%	0.40%	1	0.3%	0.30%
Asian	15	4.0%	8.4%	14	3.8%	8.30%	16	4.3%	8.50%	17	4.7%	8.50%
Black or African American	17	4.6%	3.1%	17	4.6%	3.20%	16	4.3%	3.20%	13	3.6%	3.10%
Decline to State/Not Applicable	21	5.7%	2.6%	22	5.9%	2.10%	19	5.1%	2.40%	19	5.2%	2.80%
Hispanic or Latinx	105	28.3%	41.0%	111	29.8%	40.00%	116	31.2%	41.70%	116	31.9%	42.20%
Middle Eastern or North African	2	0.5%	0.7%	2	0.5%	1.10%	2	0.5%	1.30%	4	1.1%	1.30%
Native Hawaiian or Other Pacific Islander	4	1.1%	0.6%	4	1.1%	0.60%	4	1.1%	0.60%	5	1.4%	0.60%
Two or More Races/Ethnicities	16	4.3%	6.0%	15	4.0%	6.40%	17	4.6%	6.50%	16	4.4%	6.60%
White	184	49.6%	37.2%	180	48.4%	38.00%	175	47.0%	35.40%	166	45.6%	34.60%
(Blank)	6	1.6%	0.0%	6	1.6%	0.00%	6	1.6%	0.00%	7	1.9%	0.00%
Total	371	100%	100.0%	372	100%	100.00%	372	100%	100.00%	364	100%	100.00%

Administrator

Race/Ethnic Group	30-Jun-20			30-Jun-21			30-Jun-22			7-May-23		
	Administrator		Student	Administrator		Student	Administrator		Student	Administrator		Student
	N	%		N	%		N	%		N	%	Student
American Indian or Alaska Native	0	0.0%	0.40%	0	0.0%	0.30%	0	0.0%	0.40%	0	0.0%	0.30%
Asian	2	5.9%	8.40%	2	6.3%	8.30%	2	6.1%	8.50%	2	5.3%	8.50%
Black or African American	4	11.8%	3.10%	3	9.4%	3.20%	4	12.1%	3.20%	6	15.8%	3.10%
Decline to State/Not Applicable	0	0.0%	2.60%	0	0.0%	2.10%	0	0.0%	2.40%	1	2.6%	2.80%
Hispanic or Latinx	5	14.7%	41.00%	7	21.9%	40.00%	8	24.2%	41.70%	8	21.1%	42.20%
Middle Eastern or North African	1	2.9%	0.70%	1	3.1%	1.10%	1	3.0%	1.30%	1	2.6%	1.30%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.60%	0	0.0%	0.60%	0	0.0%	0.60%	0	0.0%	0.60%
Two or More Races/Ethnicities	0	0.0%	6.00%	0	0.0%	6.40%	0	0.0%	6.50%	0	0.0%	6.60%
White	22	64.7%	37.20%	19	59.4%	38.00%	18	54.5%	35.40%	18	47.4%	34.60%
(Blank)	0	0.0%	0.00%	0	0.0%	0.00%	0	0.0%	0.00%	2	5.3%	0.00%
Total	34	100%	100.00%	32	100%	100.00%	33	100%	100.00%	38	100%	100.00%

Employee Total

Race/Ethnic Group	30-Jun-20			30-Jun-21			30-Jun-22			7-May-23		
	Total		Student	Total		Student	Total		Student	Total		Student
	N	%		N	%		N	%		N	%	Student
American Indian or Alaska Native	6	0.4%	0.40%	5	0.3%	0.30%	3	0.2%	0.40%	4	0.3%	0.30%
Asian	74	5.2%	8.40%	76	5.3%	8.30%	80	6.4%	8.50%	90	7.0%	8.50%
Black or African American	55	3.8%	3.10%	59	4.1%	3.20%	54	4.3%	3.20%	58	4.5%	3.10%
Decline to State/Not Applicable	90	6.3%	2.60%	92	6.4%	2.10%	68	5.4%	2.40%	70	5.4%	2.80%
Hispanic or Latinx	245	17.1%	41.00%	259	18.1%	40.00%	257	20.5%	41.70%	269	20.9%	42.20%
Middle Eastern or North African	9	0.6%	0.70%	9	0.6%	1.10%	9	0.7%	1.30%	15	1.2%	1.30%
Native Hawaiian or Other Pacific Islander	15	1.0%	0.60%	13	0.9%	0.60%	12	1.0%	0.60%	13	1.0%	0.60%
Two or More Races/Ethnicities	54	3.8%	6.00%	56	3.9%	6.40%	57	4.5%	6.50%	56	4.4%	6.60%
White	873	61.0%	37.20%	856	59.7%	38.00%	705	56.3%	35.40%	694	54.0%	34.60%
(Blank)	9	0.6%	0.00%	9	0.6%	0.00%	8	0.6%	0.00%	17	1.3%	0.00%
Total	1,430	100%	100.00%	1,434	100%	100.00%	1,253	100%	100.00%	1,286	100%	100.00%

EEO Plan Update

- EEO Plan Process Changes
 - › Multiple Method Allocation Certification No Longer Required
 - › Send to Chancellor's Office for Feedback Before Board of Trustees Approval

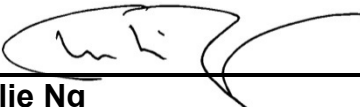
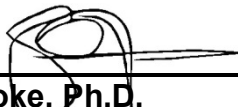


EEO Plan Update

- EEO Plan Goals
 - › Pre-hire
 - › Hire
 - › Post-hire



Questions?

Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: Reduced Workload Agreements (2)
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div>
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Retirement of the following classified and/or academic employees:

Steven Wezniak, Instructor, AHSDP Math, position P-00457, effective May 26, 2023.

Natalia Roofener, Instructional Computer Lab Assistant, ITS Technology Support Services, position P-00244, effective May 26, 2023.

2. Employment of the following regular classified employees:

Adela Sanchez, College Health Nurse, Health Services, position P-00105, salary range 28, step 3, \$6,702.83 per month, 32 hours per week, 10 months spread over 12 months, effective May 1, 2023. Adela was selected through an open recruitment process.

Ryan Jeffers, Building Maintenance Mechanic II, Facilities Maintenance, position P-08140, salary range 22, step 1, \$5,643.17 per month, full-time, 12 months per year, effective May 1, 2023. Ryan was selected through an open recruitment process.

Atefeh Nikoukary, Accounting Specialist, position P-05805, salary range 24, step 1, \$5,978.50 per month, full-time, 12 months per year, effective April 19, 2023. Atefeh was selected through an open recruitment process.

Mariana Grindley, Accounting Specialist, position P-05114, salary range 24, step 1, \$5,978.50 per month, full-time, 12 months per year, effective April 19, 2023. Mariana was selected through an open recruitment process.

Robert Ford, Infrastructure Systems Engineer, position P-00197, salary range 40, step 3, \$10,530.41 per month, full-time, 12 months per year, effective May 1, 2023. Robert was selected through an open recruitment process.

3. Permanent change of assignment for Tiffany Pennant-Jones, Library Technician I, Technical Services, position P-00272, has accepted the position of Library Technician II, Technical Services, position P-00274, salary range 22, step 5, longevity pay year 13, \$7,640 per month, full-time, 12 months per year, effective May 8, 2023. Tiffany was selected through an open recruitment process.

4. Temporary change of assignment for the following classified employees:

Sylvia Vasquez, Human Resources Assistant, position P-07414, continued increase in hours from 18 to 32 hours per week, effective July 1, 2023 - June 30, 2024.

Giselle Ordaz, Library Technician I, Public Services, position P-00268, will increase in hours up to 32 hours per week, as needed, effective June 1 – June 30, 2023.

Justin Kidwell, Performing Arts Technical Director, position P-00300, will work additional hours over the summer months, up to 25 hours, \$50.10 per hour, effective May 19 – June 30, 2023.

5. Temporary additional assignment for the following employees:

Denise Jessup, Instructional Assistant, Student Accessibility Services, position P-00226, will continue to serve as Campus Aide III, Student Accessibility Services, \$19.50 per hour, as needed, effective July 1, 2023 – June 30, 2024.

Dannie Haemig, Police Support Assistant I, position P-00319, will continue to serve as Campus Aide III, Cashiering Services, \$19.50 per hour, as needed, effective July 1, 2023 – June 30, 2024.

Travis Blunt, Police Community Service Officer, position P-00302, will continue to serve as Custodian, Hourly, \$23.03, as needed, effective July 1, 2023 – June 30, 2024.

6. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Tracy Gibson, Facilities Manager, position P-00164, will continue to serve as Interim Director, Facilities, position P-10065, range CM19, step 2, longevity year L-5, \$13,655.67 per month, full-time, effective May 6 – June 30, 2023.

Michael Turner, Lead Building Maintenance Mechanic, Facilities Maintenance, position P-00254, will continue to serve as Interim Facilities Manager, position P-10063, classified salary range 37, step 5, longevity year 13, \$11,867.50 per month, full-time, effective May 6 – June 30, 2023.

Briana Schaeffer, Benefits Technician, Human Resources, position P-07051, will serve as Interim Benefits Coordinator/Human Resources Specialist, confidential classified salary range 29, step 5, longevity year 6, \$8,678.50 per month, full-time, effective April 1 – June 30, 2023.

Eva Brown, Executive Assistant to Vice President, Human Resources, position P-00161, will serve as Interim Human Resources Analyst, confidential classified salary range 29, step 5, longevity year 8, \$8,852.92 per month, full-time, effective May 8 – June 30, 2023.

Chelsea Chavira-Verdin, Administrative Assistant to the Dean, Counseling, position P-05823, will serve as Interim Executive Assistant to Vice President, Human Resources, confidential classified salary range 26, step 4, \$7,376.92 per month, full-time, effective May 8 - June 30, 2023.

Sara Delgado-Padilla, Administrative Support Assistant II, Student Life and Leadership, position P-06167, will serve as Interim Administrative Assistant to the Dean, Student Affairs, salary range 24, step 1, \$5,978.50 per month, full-time, effective May 15 – June 30, 2023.

Cindy Arce, Student Services Coordinator, Student Equity, will serve as Interim Program Manager, First Year Forward, salary range 31, step 2, \$7,719.67 per month, full-time, effective April 10 – June 13, 2023.

Gregorio Reyes, Student Services Specialist, Student Equity, will serve as Interim Student Services Coordinator, Student Equity, salary range 26, step 1, \$6,335.08 per month, full-time, effective April 10 – June 13, 2023.

Maria Gallardo, Administrative Assistant to the Dean, Student Affairs, position P-06161, will serve as Interim Student Services Coordinator, CARE, salary range 26, step 3, \$7,029.67 per month, full-time, effective May 4 - June 30, 2023.

Heidi Johnson, Instructional Assistant, Automotive Technology, position P-00227, will serve as Interim Instructional Associate, salary range 25, longevity year 9, \$7,965.50 per month, full-time, effective June 9 – June 30, 2023.

Sandy Muryasz, Senior Human Resources Technician, position P-00192, will serve as Interim Human Resources Supervisor, confidential classified salary range 35, longevity year 22, \$12,175.58 per month, full-time, effective May 29 – June 30, 2023.

Shawna Sourivanh, Human Resources Supervisor, position P-00194, will serve as Interim Director, Labor Relations, CM-19, step 1, longevity year L-1, \$12,848.58 per month, full-time, effective May 29 – June 30, 2023.

7. Adjustment to effective date for temporary reclassifications per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Gwendolyn Partlow, Instructional Technology Support Specialist, Instructional Services, position P-00247, will serve as Interim Enrollment Database Specialist, classified salary range 31, longevity year 22, \$10,849.17 per month, full-time, effective April 25 – June 30, 2023.

Heidi Willis, Business Systems Analyst, Instructional Services, position P-00096, will serve as Interim Enrollment Database Specialist, classified salary range 31, longevity year 19, \$10,566.67 per month, full-time, effective April 25 – June 30, 2023.

8. In accordance with Administrative Procedure 7340, employee 00002857, requests a leave of absence without pay effective May 1 – August 4, 2023.

9. Reduced workload requests for the following faculty members:

Change to reduced workload for Lynne Miller, Anthropology Instructor, Social Science, position P-00459, from 80 percent to 60 percent, beginning August 11, 2023 – May 24, 2024 (see attached).

David Detwiler, Spanish Instructor, International Languages, position P-00612, beginning August 11, 2023, and ending May 31, 2025, at which time Professor Detwiler will retire from the district. Professor Detwiler will maintain a 50 percent assignment throughout the agreement period (see attached).

10. Ariana Solis, Counselor, position P-09156, has given notice of their intent to advance on the academic salary schedule due to the completion of SAC approved coursework, from salary class 2 to class 3, effective July 1, 2023.

11. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, Elizabeth Clarke, Associate Noncredit English as a Second Language Instructor, position P-00582, requests advancement on the associate faculty salary schedule due to the completion of SAC approved coursework, from salary class 2 to 3, effective July 1, 2023.

12. Employment of associate faculty members for the 2023 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty.

Veronica	Hartman	Counselor
Lourdes	Maldonado	Counselor
Bindiya	Singh	Librarian
Karen	Wharton	Librarian
Cheryl	Yanek	Librarian

13. Employment of the following associate faculty members for the 2023 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Delia	Evans	Design
Michael	Buckley	Letters, Pre-Transfer
Silvia	Castaneda	Nursing and Allied Health
Sharon	Rennick	Nursing and Allied Health

14. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Matthew Soldano	Senior Science Lab Associate	Substitute	Chemistry	\$36.55/hr	4/17/23	6/30/23
Susy Morales Benitez	Outreach Assistant	Substitute	School Relations/Diversity Recruitment	\$23.69/hr	4/24/23	6/30/23
Nico Macchione	Apprentice I	Short-Term	Chemistry	\$15.50/hr	5/1/23	6/30/23
Gonzalo Lozano	Accounting Specialist	Substitute	Accounting	\$34.49/hr	5/8/23	6/30/23
Valerie Varela	Administrative Assistant to the Dean	Short-Term	Counseling and Student Dev	\$34.49/hr	5/15/23	6/30/23

Ceara Carson	Campus Aide I	Short-Term	Student Equity	\$15.50/hr	5/19/23	6/30/23
David Kjos	Campus Aide I	Short-Term	International Languages Lab	\$15.50/hr	5/19/23	6/30/23
Nicholas Rich	Apprentice II	Short-Term	Chemistry	\$16.50/hr	5/19/23	6/30/23
Peter Kordell	Program Consultant II	Short-Term	Veterans Business Outreach Center	\$53/hr	5/19/23	6/30/23
Raphael-Monet Cooke	Campus Aide I	Short-Term	Student Equity	\$15.50/hr	5/19/23	6/30/23
Sabrya Mosely	Campus Aide I	Short-Term	Student Equity	\$15.50/hr	5/19/23	6/30/23
Tomomi Maeda	Campus Aide I	Short-Term	International Languages Lab	\$15.50/hr	5/19/23	6/30/23
Tyler Dean	Campus Aide III	Short-Term	Theatre and Film	\$19.50/hr	5/19/23	6/30/23
Dominique Torres	Campus Aide I	Short-Term	Theatre and Film	\$15.50/hr	5/26/23	6/30/23
Paige Oberholtzer	Theater Aide III	Short-Term	Theatre and Film	\$17.50/hr	5/26/23	6/30/23
Spencer Bryce	Campus Aide II	Short-Term	Community Education and Workforce Development	\$17.50/hr	5/29/23	6/30/23
Adriana Zamora	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Alex King Alaoen	Campus Aide I	Short-Term	Honors	\$15.50/hr	6/1/23	6/30/23
Ana Antonio Hernandez	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Daja Marks	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Jacob Casey	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Janil Arrabal	Campus Aide II	Short-Term	Community Education and Workforce Development	\$17.50/hr	6/1/23	6/30/23
Kasey Granza	Campus Aide III	Short-Term	Career Center	\$19.50/hr	6/1/23	6/30/23
Katherine Hidalgo	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Mayra Angon-Salgado	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Nicholas Rich	Apprentice I	Short-Term	Chemistry	\$15.50/hr	6/1/23	6/30/23
Olivia Miller	Campus Aide I	Short-Term	Honors	\$15.50/hr	6/1/23	6/30/23
Sarah Lopez	Apprentice II	Short-Term	Chemistry	\$16.50/hr	6/1/23	6/30/23
Thomas Hornbuckle	College for Kids Counselor IV	Short-Term	Community Education and Workforce Development	\$22/hr	6/1/23	6/30/23
Teya Searles	Campus Aide III	Short-Term	GEAR UP	\$19.50/hr	6/1/23	6/30/23
Victoria Morison	Campus Aide I	Short-Term	Honors	\$15.50/hr	6/1/23	6/30/23
Kristina Quandt	Campus Aide III	Short-Term	Cashiering Services	\$19.50/hr	6/23/23	6/30/23
Jazmin Garcia	Campus Aide III	Short-Term	Cashiering Services	\$19.50/hr	6/30/23	6/30/23
Abraham Bustamante	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Abraham Bustamante	Learning Coach	Short-Term	Tutoring and Academic Support	\$32.56/hr	7/1/23	6/30/24
Adam Snyder	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Adnan Al Joubi	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Adriana De Alba	Campus Aide III	Short-Term	Admissions and Records, SEC	\$19.50/hr	7/1/23	6/30/24
Albert Cox	Police Officer	Substitute	Police Enforcement Unit 2	\$36.55/hr	7/1/23	6/30/24
Alessa Ramos	Campus Aide III	Short-Term	Supplemental Instruction Program	\$19.50/hr	7/1/23	6/30/24
Alex Beltran Nunez	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Alexa Lee	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Alexander Lowery	Police Support Assistant I	Substitute	Police Administrative	\$25.84/hr	7/1/23	6/30/24
Alexandria Hammond	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Alfredo Hernandez	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Alison Williams	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Allura Murray-Cruz	Student Services Specialist	Substitute	Student Life and Leadership	\$31.64/hr	7/1/23	6/30/24
Amanda Fry	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Amber DeFreitas	Learning Coach	Short-Term	STEM Learning Centers	\$32.56/hr	7/1/23	6/30/24

Andrea Amezcuita	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Andrea Amezcuita	Campus Aide III	Short-Term	STEM Learning Centers	\$19.50/hr	7/1/23	6/30/24
Andrew Lee	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Andrew Pegg	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Angelica Porras	Clinical Case Manager	Short-Term	Health Services	\$41.02/hr	7/1/23	6/30/24
Angelina Rakestraw	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Angelina Rakestraw	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Annel Echevarria	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Antonio Lopez	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Antony Lin	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Arianna Escobar	Pre-licensed Mental Health Counselor	Short-Term	Mental Health	\$22/hr	7/1/23	6/30/24
Armando Leon	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Armon Hodaee	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Aryan Arnold	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Ashley Wozow	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Autumn Hill	Campus Aide III	Short-Term	Student Equity	\$19.50/hr	7/1/23	6/30/24
Bobby Sterling	Police Officer	Substitute	Police Enforcement Unit 2	\$36.55/hr	7/1/23	6/30/24
Brianna De La Mora	Campus Aide III	Short-Term	STEM Learning Centers	\$19.50/hr	7/1/23	6/30/24
Bridgette Roberson	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Brooke Menezes	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Calah Ortega	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Calah Ortega	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Callista Dantes	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Carlos Ortiz	Campus Aide III	Short-Term	Admissions and Records, OCN	\$19.50/hr	7/1/23	6/30/24
Carlos Rodriguez Dominguez	Admissions and Records Specialist	Short-Term	Admissions and Records, SEC	\$30.73/hr	7/1/23	6/30/24
Carly Monahan	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Casey Ducharme	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Christian Saunders	Police Officer	Substitute	Police Enforcement Unit 1	\$36.55/hr	7/1/23	6/30/24
Christina Chantrill	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Christopher Chitren	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Christopher Martin	Learning Coach	Short-Term	STEM Learning Centers	\$32.56/hr	7/1/23	6/30/24
Christopher Moore	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Colin Delaney	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Colleen Veneri	Nurse Practitioner	Short-Term	Health Services	\$95.23/hr	7/1/23	6/30/24
Connor Brigandi	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Connor Brigandi	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Connor Brigandi	Campus Aide III	Short-Term	Supplemental Instruction Program	\$19.50/hr	7/1/23	6/30/24
Cory Raetz	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Cory Raetz	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Curtis Mueller	Campus Aide III	Short-Term	Dance	\$19.50/hr	7/1/23	5/31/24
Cynthia Bazan	Learning Coach	Short-Term	Writing Center	\$32.56/hr	7/1/23	6/30/24
Daniel Fukunaga	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Daniel Martinez Chavez	Police Support Assistant I	Substitute	Police Administrative	\$25.84/hr	7/1/23	6/30/24

Dannia Saldivar	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Daphne Demarchi	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Darren Ang	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Darryl McFarlin	Custodian	Substitute	Custodial	\$23.03/hr	7/1/23	6/30/24
Dax Taraleskof	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Deborah Cummins	Testing Services Assistant	Short-Term	Testing Services	\$23.69/hr	7/1/23	6/30/24
Diego Flores	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Diego Flores	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Dominic Wiedemeier	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Elizabeth Allen	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Elizabeth Allen	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Elizabeth Garza	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Elizabeth Pogue	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Ella Isachsen	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Ellissa Elder	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Elnaz Roodaki	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Emily Better	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Emma Ferreira	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Esteban Garza	Police Community Service Officer	Substitute	Police Enforcement Unit 1	\$27.37/hr	7/1/23	6/30/24
Estefania Dieguez Hernandez	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Estefania Dieguez Hernandez	Admissions and Records Specialist	Short-Term	Admissions and Records, CLC	\$30.73/hr	7/1/23	6/30/24
Estefania Dieguez Hernandez	Learning Coach	Short-Term	Tutoring and Academic Support	\$32.56/hr	7/1/23	6/30/24
Ethan Brown	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Fatima Enriquez	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Francisco Moreno	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Gadi Dayan	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Gene Ma	Physician	Short-Term	Health Services	\$95/hr	7/1/23	6/30/24
Gerardo Mendoza Cruz	Learning Coach	Short-Term	STEM Learning Centers	\$32.56/hr	7/1/23	6/30/24
Gilbert Barbo	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Giuliana Guanilo	Campus Aide III	Short-Term	Admissions and Records, CLC	\$19.50/hr	7/1/23	6/30/24
Gladis Onate	Human Resources Assistant	Substitute	Human Resources	\$30.73/hr	7/1/23	6/30/24
Graciela Fabiano	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Greta Cavo	Campus Aide III	Short-Term	Admissions & Records, OCN	\$19.50/hr	7/1/23	6/30/24
Haley Murphy	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Hannah Lichtenberger	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Hannah Muskal	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Hannah Schmidtler	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Helaina Baes Erbs	Campus Aide III	Short-Term	Facilities	\$19.50/hr	7/1/23	6/30/24
Henry Cohn-Geltner	Campus Aide III	Short-Term	Student Accessibility Services	\$19.50/hr	7/1/23	6/30/24
Ismael Pohlert	Campus Aide III	Short-Term	Career Education Grants	\$19.50/hr	7/1/23	7/30/23
Israel Gutierrez-Hernandez	Student Services Specialist	Substitute	Orientation and Student Support	\$31.64/hr	7/1/23	6/30/24

Ivette Martinez	Campus Aide III	Short-Term	Admissions and Records, OCN	\$19.50/hr	7/1/23	6/30/24
Ivette Martinez	Admissions and Records Specialist	Short-Term	Admissions and Records, OCN	\$30.73/hr	7/1/23	6/30/24
Jacqueline Gracey	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jade MacEoghain	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Jahon Shapouri	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jaice Bishop	Health Services Assistant	Substitute	Health Services	\$29.85/hr	7/1/23	6/30/24
James Kelley	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jason Fortunato	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jaycee Fallatt	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Jaycee Fallatt	Campus Aide III	Short-Term	Supplemental Instruction Program	\$19.50/hr	7/1/23	6/30/24
Jazmin Cueva	Administrative Support Assistant II	Substitute	Career Center	\$27.37/hr	7/1/23	6/30/24
Jeanne Santoriello Kaspar	Nurse Associate	Substitute	Health Services	\$35.51/hr	7/1/23	6/30/24
Jennifer Wetzell	Campus Aide III	Short-Term	Student Accessibility Services	\$19.50/hr	7/1/23	6/30/24
Jenny Lagervall	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jerica Kays	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jermane Cooper	Learning Coach	Short-Term	Writing Center	\$32.56/hr	7/1/23	6/30/24
Jesse Grizzle	Administrative Support Assistant III	Substitute	Veterans Services	\$30.73/hr	7/1/23	6/30/24
Jessica Andrade	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jesus Mendez Carbajal	Pre-licensed Mental Health Counselor	Short-Term	Mental Health	\$22/hr	7/1/23	6/30/24
Joanne Hernandez	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Joanne Hernandez	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Joel Earwicker	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
John Kelley	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jordan Aquino	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Jorge Garcia	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Jorge Robles	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Josefina Medina	Campus Aide III	Short-Term	Student Accessibility Services	\$19.50/hr	7/1/23	6/30/24
Joshua Gershon	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Josue Navarrete	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Josue Navarrete	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Juan Castillejos	Learning Coach	Short-Term	STEM Learning Centers	\$32.56/hr	7/1/23	6/30/24
Juan Cisneros	Police Community Service Officer	Substitute	Police Enforcement Unit 2	\$27.37/hr	7/1/23	6/30/24
Juan Cisneros	Police Services Officer	Substitute	Police Enforcement Unit 2	\$28.18/hr	7/1/23	6/30/24
Julia Hill	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Julio Rivas Midence	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Justin O'Brien	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Justin Porter	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24

Kailyn King	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Karen Mina	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Karla Pena Cabrera	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Katelyn King	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Katherine Kavounas	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Katrina Kellenberger	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Kayla Phan	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Kaylee Black	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Kaylee Black	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Kimberly Holmes	Administrative Support Assistant III	Short-Term	Admissions and Records, OCN	\$30.73/hr	7/1/23	6/30/24
Kristina Quandt	Campus Aide III	Short-Term	Admissions and Records, SEC	\$19.50/hr	7/1/23	6/30/24
Lauren Adams	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Lehli Burke	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Lehli Burke	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Leonard Kruczynski	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Leonard Kruczynski	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Lillie Behnke	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Lisa Botuchis	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Lisette Abondanza	Learning Coach	Short-Term	Writing Center	\$32.56/hr	7/1/23	6/30/24
Loiza Tarwater	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Lucia Prinyotarn	College Health Nurse	Substitute	Health Services	\$38.71/hr	7/1/23	6/30/24
Maria Olgine	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Mashal Rasul	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Mateo Serrano	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Matthew Aoto	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Matthew Johnston	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Matthew Soldano	Senior Science Lab Associate	Substitute	Chemistry	\$36.55/hr	7/1/23	6/30/24
Matthew Tate	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Matthew Tate	Campus Aide III	Short-Term	Supplemental Instruction Program	\$19.50/hr	7/1/23	6/30/24
Mayra Martinez Aquino	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Melody Nikkhoy	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Michael Farrow	Learning Coach	Short-Term	Writing Center	\$32.56/hr	7/1/23	6/30/24
Michael Farrow	Learning Coach	Short-Term	Supplemental Instruction Program	\$32.56/hr	7/1/23	6/30/24
Michael Griffith	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Michael Lewis Jr	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Michael Tavera	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Michelle Mora	Financial Aid Assistant	Substitute	Financial Aid and Scholarships	\$28.18/hr	7/1/23	6/30/24
Miguel Blanco	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Miranda Mayford	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Naasik Jahan	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Nancy Bentivegna	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24

Nancy Mendez	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Natalie Sumitra	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Natalya Phillips	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Natalya Phillips	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Nathanael O'Kelly Atkins	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Negar Farahbakhsh	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Neil Bissonnette	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Nicholas Clark	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Nicole Davis	Police Dispatcher / Records Technician	Substitute	Police Administrative	\$32.56/hr	7/1/23	6/30/24
Nicole Gee	Pre-licensed Mental Health Counselor	Short-Term	Mental Health	\$22/hr	7/1/23	6/30/24
Olivia Dalton	Nurse Practitioner	Short-Term	Health Services	\$83.37/hr	7/1/23	6/30/24
Omid Tahamtani Omran	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Oscar Correa Jr	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Qiyuan Wang	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Quintin Barry	Police Officer	Substitute	Police Enforcement Unit 2	\$36.55/hr	7/1/23	6/30/24
Rachel Guadarrama	Apprentice II	Short-Term	STEM Learning Centers	\$16.50/hr	7/1/23	6/30/24
Raphael-Monet Cooke	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Rebecca Knowles	Box Office Cashier	Short-Term	Cashiering Services	\$23.69/hr	7/1/23	6/30/24
Renee Jenette Dhanaraj	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Renee Truong	Financial Aid Assistant	Substitute	Financial Aid and Scholarships	\$28.18/hr	7/1/23	6/30/24
Ricardo Sanchez	Apprentice III	Short-Term	Tutoring and Academic Support	\$17.50/hr	7/1/23	6/30/24
Rissa Rachael Piland	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Robin Gralton	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Robin Gralton	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Sabrina Barry	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Sabrina Benyo	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Samantha Addington	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Samantha Addington	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Samantha Fischer	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Samantha Krupp	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Sanae Kobayashi	Apprentice III	Short-Term	Writing Center	\$17.50/hr	7/1/23	6/30/24
Sandra Henika	Administrative Support Assistant II	Short-Term	Veterans Services	\$27.37/hr	7/1/23	6/30/24
Sara Barcik-Weissman	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Sean Robbins	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Shannon O'Kelly Atkins	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Shannon O'Kelly Atkins	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Shannon Provence	Police Dispatcher / Records Technician	Substitute	Police Administrative	\$32.56/hr	7/1/23	6/30/24

Shanta Jamieson	Human Resources Technician	Short-Term	Human Resources	\$31.64/hr	7/1/23	6/30/24
Shaylah Turk	Campus Aide III	Short-Term	Student Accessibility Services	\$19.50/hr	7/1/23	6/30/24
Silas Black	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Skyler Reddy	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Sophia Hewitt	Science Laboratory Technician	Substitute	Biological Sciences	\$30.73/hr	7/1/23	6/30/24
Stephanie Turner	Campus Aide III	Short-Term	Cashiering Services	\$19.50/hr	7/1/23	6/30/24
Steve Zeballos	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Taesja Paopao	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Tanya D'Angelo	Pre-licensed Mental Health Counselor	Short-Term	Mental Health	\$22/hr	7/1/23	6/30/24
Taylor Benson	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Thomas Gragossian	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Tyler Adams	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Uyen Dam	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Valerie Varela	Admissions and Records Specialist	Short-Term	Admissions & Records, OCN	\$30.73/hr	7/1/23	6/30/24
Victoria Aguilar	Campus Aide III	Short-Term	Admissions and Records, OCN	\$19.50/hr	7/1/23	6/30/24
Victoria Morison	Apprentice I	Short-Term	STEM Learning Centers	\$15.50/hr	7/1/23	6/30/24
Vy Vy Pham	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Westley Cho	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Yi ling Benson	Pre-licensed Mental Health Counselor	Short-Term	Mental Health	\$22/hr	7/1/23	6/30/24
Yolanda Guerra	Health Services Assistant	Substitute	Health Services	\$29.85/hr	7/1/23	6/30/24
Yomaira Gutierrez	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Yvanna Cardenas	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24
Zachary Elliott	Campus Aide I	Short-Term	Theatre and Film	\$15.50/hr	7/1/23	6/30/24
Zachary Elliott	Campus Aide III	Short-Term	Theatre and Film	\$19.50/hr	7/1/23	6/30/24
Zachary Saidane	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Zella Garrido	Apprentice III	Short-Term	Supplemental Instruction Program	\$17.50/hr	7/1/23	6/30/24
Zilah Espinoza	Apprentice III	Short-Term	STEM Learning Centers	\$17.50/hr	7/1/23	6/30/24

RECOMMENDATION


Ratify recommendations of superintendent/president in approving personnel actions, as stated above.

2023-2024


REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on April 27, 2022 in accordance with its policies, I agree to perform as an Anthropology Instructor for the Social Science on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2032.


1. Participation in the program begins August 12, 2022 and will end at the conclusion of the 2031-2032 academic year.
2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by and salary paid to regular, full-time faculty during the school year for which this agreement is in force.
The required service for the 2023-2024 fiscal year shall be reduced to 60% beginning August 11, 2023 and ending May 24, 2024.
3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.
4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.
5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2023 - May 31, 2024.
6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.
7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.
8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

Signature:  Name: Lynne Miller Date: Mar 27, 2023


Dean Approval:

Signature:  Date: Mar 28, 2023
Name: Mike Fino, Title: Dean, School of Math & Sciences

Vice President Approval:

Signature:  Date: Apr 3, 2023
Name: Denee Pescarmona, Title: Vice President, Instructional Services

Superintendent/President Approval:

Signature:  Date: Apr 3, 2023
Name: Sunita V. Cooke, PhD., Title: Superintendent/President

**2023-2024
REDUCED WORKLOAD AGREEMENT**

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on September 20, 2022, in accordance with its policies, I agree to perform as a Spanish Instructor, School of Arts, International Languages & Ethnic Studies, on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District at the conclusion of the reduced workload agreement on May 31, 2025.

1. Participation in the program begins August 11, 2023, and will end at the conclusion of the 2024-2025 academic year.
2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by, and salary paid to regular, full-time faculty during the school year for which this agreement is in force.

The required service for the 2023-2024 academic year shall be reduced to 50% beginning August 11, 2023, and ending December 16, 2023.

3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.
4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.
5. Compensation for service during the reduced workload period will be paid in twelve (10) equal monthly payments beginning August 31, 2023 – May 31, 2024.
6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.
7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.
8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

David Detwiler

David Detwiler

Date: March 17, 2023

Approved:

Jonathan Fohrman

Jonathan Fohrman, Dean, School of Arts, International Languages & Ethnic Studies

Date: 3/28/23

K. Denee Pescarmona

Denee Pescarmona, Vice President, Instructional Services
Sunita V. Cooke

Sunita V. Cooke, Ph.D., Superintendent/President

Date: 4/3/23

Date: 4/3/23

Signature: *David Detwiler*

Email: ddetwiler@miracosta.edu

Signature: *Jonathan L. Fohrman*

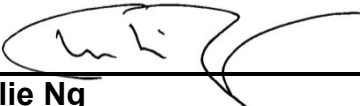

Email: jfohrman@miracosta.edu

Signature: *[Handwritten Signature]*

Email: dpescarmona@miracosta.edu

Signature: 
Sunita V. Cooke (Apr 3, 2023 15:31 PDT)

Email: scooke@miracosta.edu

Subject: Adopt Annual Resolutions Authorizing Designated Agents	Attachment: Resolution No. 16-23/24 – Designate Authorized Representative to the San Diego County School Fringe Benefits Consortium for Fringe Benefits Programs
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Pursuant to various sections of the Education Code, it is necessary that a governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the district. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting corrected resolutions to the County Office of Education (COE).

STATUS

These resolutions are routine items adopted annually to maintain a current register of persons authorized to act on behalf of the district.

RECOMMENDATION

Adopt Resolution No. #16-23/24 designating Charlie Ng, Hayley Schwartzkopf, or Briana Schaeffer to act as authorized agents to perform all items pertaining to the interest of the board of trustees as a legislative body pursuant to the terms of the San Diego County School Risk Management Fringe Benefits agreement.

RESOLUTION NO. #16-23/24

**RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE
TO
SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM
FOR FRINGE BENEFITS PROGRAMS**

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for fringe benefits and desire to combine their respective efforts to establish and maintain Fringe Benefit Programs as authorized by law; and

WHEREAS Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

WHEREAS Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish a plan for health, vision, mental wellness, physical wellness, dental, IRC Section 125, life, long term care, prepaid legal, long-term disability, deferred compensation, voluntary benefits, or any other fringe benefits plan as authorized by law.

WHEREAS the MiraCosta Community College District is a member of and has executed an Articles of Agreement to the San Diego County Schools Fringe Benefits Consortium requires that the Board of member districts designate and appoint an FBC representative.

NOW THEREFORE BE IT RESOLVED that Charlie Ng, Assistant Superintendent/Vice President is designated as the authorized representative of the Board of Trustees of the MiraCosta Community College District, and Hayley Schwartzkopf, Director, Labor Relations & Title IX Coordinator, and Briana Schaeffer, Benefits Technician as alternate representative(s), and is hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Fringe Benefits agreement.

PASSED AND ADOPTED by the Governing Board of the MiraCosta Community College_District at Oceanside, California, on the 18th day of May, 2023, by the following vote:


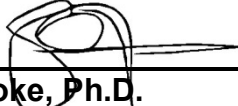
AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Board of Trustees of the Governing Board of

MiraCosta Community College District of San Diego (county) _____ California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

Secretary

Subject: Approve Reorganization, Student Services and Instructional Services	Attachment: Job Description: Operations Supervisor Operations Manager
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

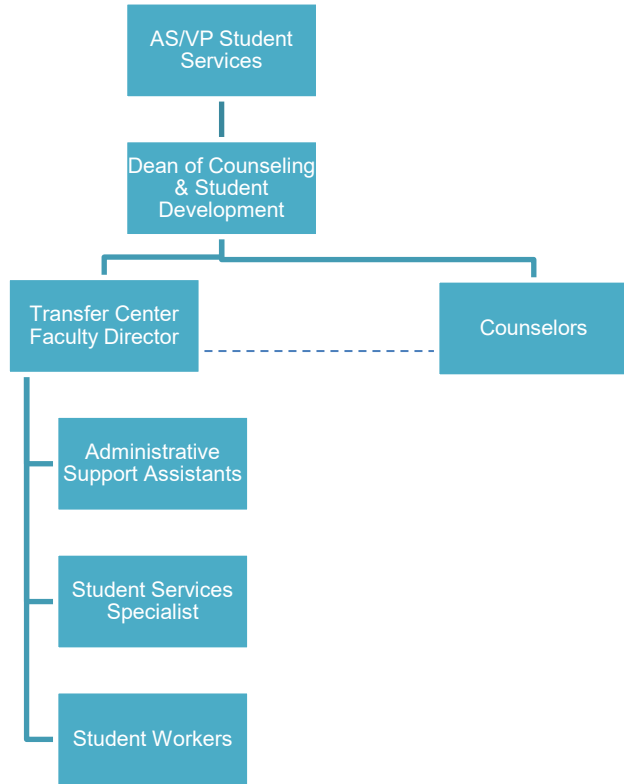
At the December board of trustees meeting, the board of trustees approved changes for the faculty directors that were successfully negotiated with the Faculty Assembly in a memorandum of understanding. As planned, the secondary effect of that negotiation and approval created a need to shift work to other positions (new and reclassification) that has created a need to reorganize both Student Services and Instructional Services.

Student Services Reorganization

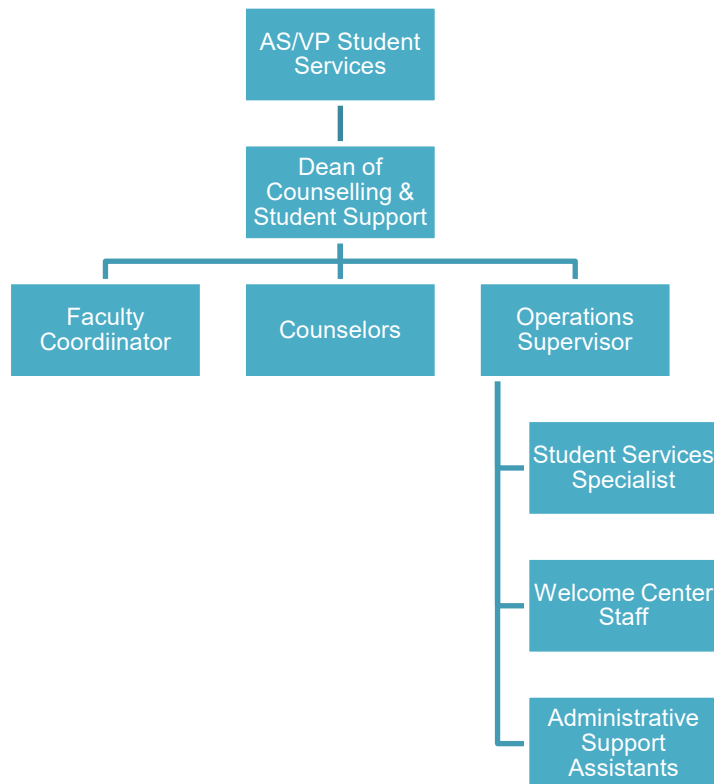
Transfer Center Reorganization

The Transfer Center will need to create a new operations supervisor position to supervise the Transfer Center staff and new Welcome Center in the new Student Services Building resulting from the changes in the faculty director for the Transfer Center.

Current Transfer Center Structure



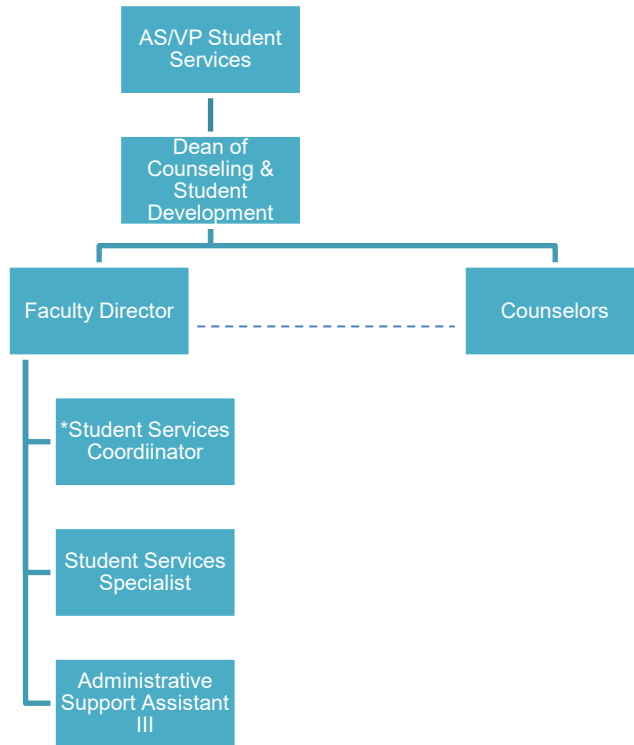
Proposed Transfer Center Structure



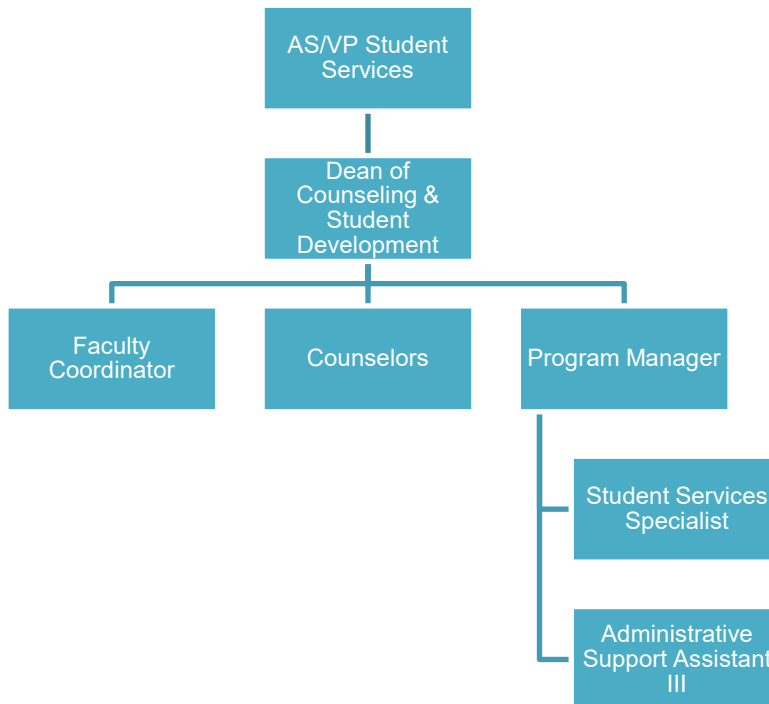
Extended Opportunity Programs and Services (EOPS) Reorganization

EOPS will need to reclassify the student services coordinator to a program manager to manage the EOPS student services specialists and administrative support assistant III and other short-term or temporary employees resulting from the changes in the faculty director for EOPS.

Current EOPS Structure



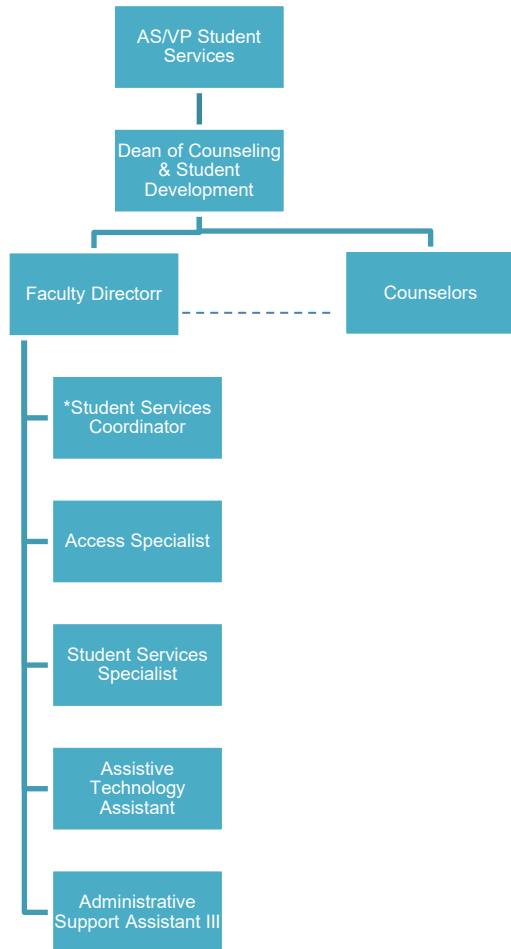
Proposed EOPS Structure



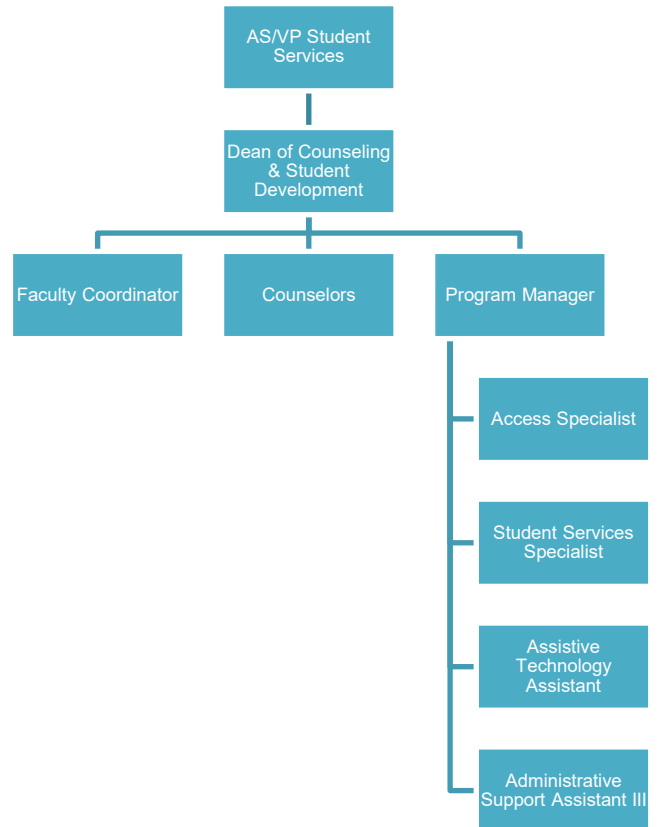
Student Accessibility Services (SAS) Reorganization

SAS will need to reclassify the student services coordinator to a program manager to manage the access specialist, student services specialist, assistive technology assistant, and the administrative support assistant III and other short-term or temporary employees resulting from the changes in the faculty director for SAS.

Current SAS Structure



Proposed SAS Structure



Instructional Services Reorganization

Career Services Reorganization

With the elimination of the Faculty Director of Career Studies and Services (Career Center) being replaced with a Career Center Faculty Coordinator, Career Services requires a reorganization of the supervisory duties assigned to the Faculty Director of Career Studies and Services (Career Center) effective July 1, 2023. The proposed change moves the supervisory responsibilities of the associate faculty and classified professionals in the Career Center to the associate dean of the school of career education.

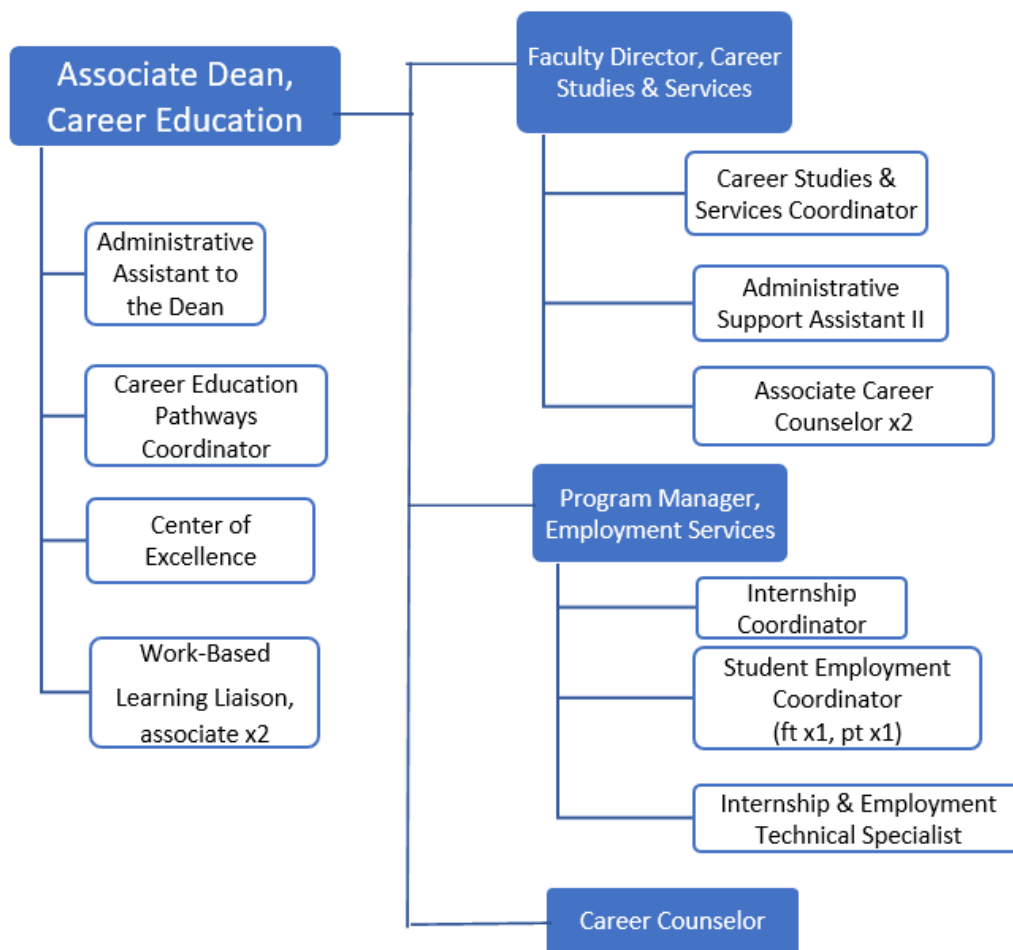
The Faculty Director of Career Studies and Services currently supervises associate faculty and classified professionals assigned to Career Studies and Services (Career Center) department. The director, faculty, and classified professionals will benefit from a direct connection to the knowledge, skills, abilities, as well as resources required to operate and provide services to students and faculty related to work-based learning that closely results in all forms of experiential education and job placement.

This proposal includes a change in the reporting structure of the following positions from the faculty director to the associate dean of career education (see current vs. proposed organizational charts below):

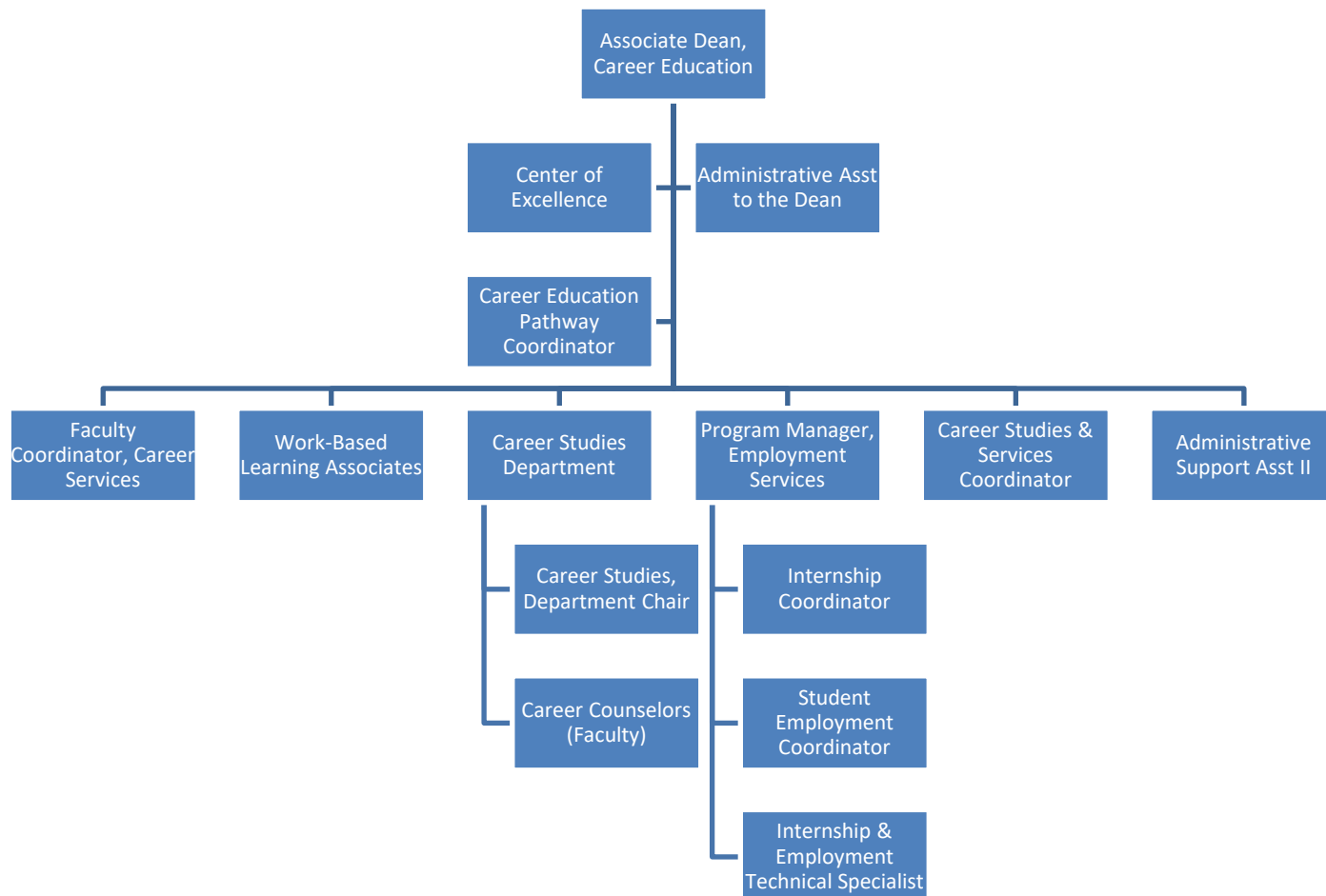
- Associate Faculty, Career Studies (career counseling, work experience and internships)
- Career Studies and Services Coordinator
- Administrative Support Assistant II

The administrative support assistant II position will increase from a .45 FTE to a 1.0 FTE to accommodate the shift in administrative workload assigned to the associate dean of career education.

Current Career Services Structure



Proposed Career Services Structure



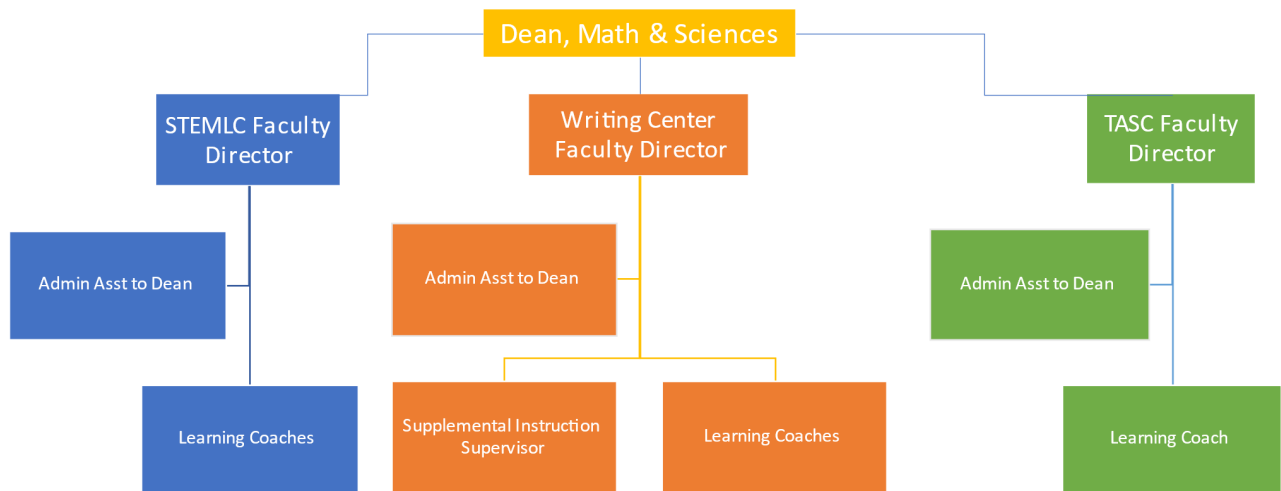
Learning Centers Reorganization

The Learning Centers are reorganizing in response to the negotiated elimination of the faculty director classification and the need to incorporate managerial and supervisory responsibilities within the organizational structure. The current organization has three related but distinct programs in the STEMLC, TASC, and WC. The proposed Learning Centers will be the single organizational program that will house several collaborative Centers. Each of these Centers will host a team, including a faculty coordinator, learning center supervisor, learning coaches, and peer tutors. There will be a science-focused STEMLC team, a math-focused STEMLC team, a WC team, and an Academic Success and Innovations team that will provide general tutoring and coordinate embedded interventions, such as supplemental instruction.

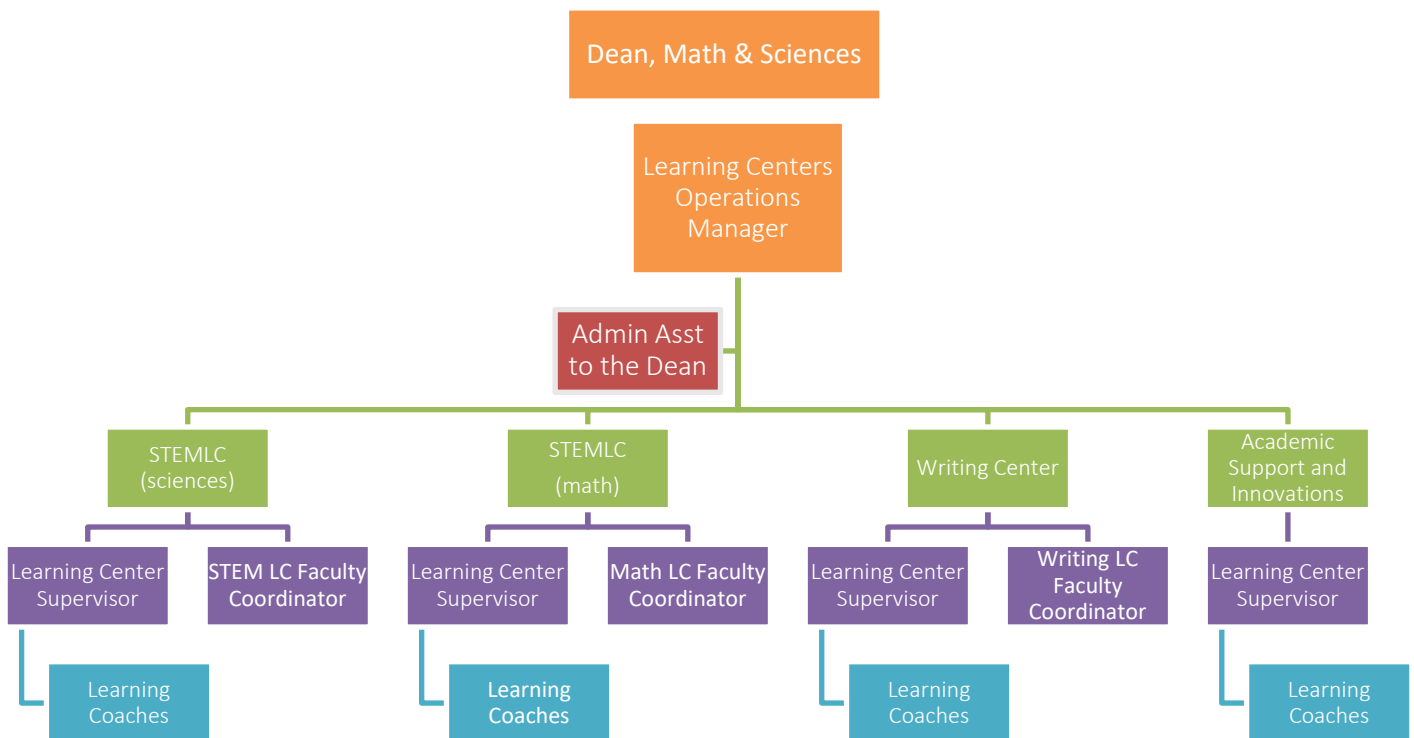
A formal and inclusive reorganization process began in January 2023 based on informal input from learning center employees over the past year. The responsibilities of the faculty directors have been distributed between the operations manager, the learning center supervisors, and the faculty coordinators. The reorganization process will eliminate several unfilled permanent positions, convert some part-time employees to full-time, and remove reliance on categorical funding for core staffing.

An internal recruitment process will take place in May 2023 to reassign existing permanent employees to the new roles identified in the proposed reorganization.

Current Learning Centers Structure



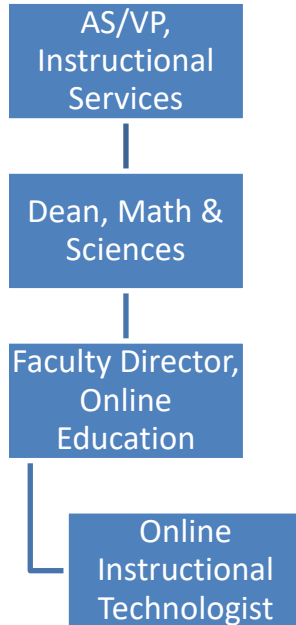
Proposed Learning Centers Structure



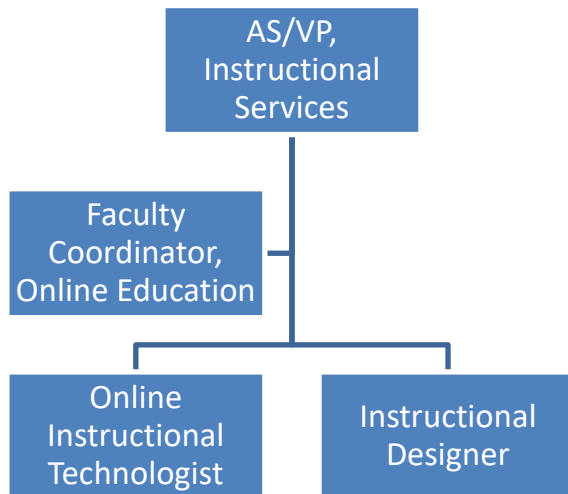
Online Education and Instructional Services Reorganization

Distance Education is being reorganized in response to the negotiated removal of the faculty director position. Currently, the Faculty Director, Online Education has one staff member: both report to the Dean, Math and Sciences. This reorganization will create an online education and instructional design unit reporting directly to the Assistant Superintendent/Vice President, Instructional Services. The instructional designer currently reports to the AS/VPIS.

Current Online Education Structure



Proposed Online Education and Instructional Design Structure



STATUS

Student Services Reorganization

Upon identifying the needs throughout Student Services, it has been determined that the creation and reclassification of the positions identified will allow the department to appropriately assume the duties that were negotiated for the faculty directors.

There is no net change in headcount for the reclassifications for the EOPS or SAS reorganizations. There is an increase of one headcount for the new position at the Transfer Center. Assuming Step 3 for analysis purposes, the financial impact is as follows:

	Student Services Coordinator			Operations Supervisor			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
Transfer Center	N/A	N/A	N/A	\$86,837	\$52,333	\$139,170	\$139,170
Totals	N/A	N/A	N/A	\$86,837	\$52,333	\$139,170	\$139,170

	Student Services Coordinator			Manager			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
EOPS	\$84,356	\$51,478	\$135,834	\$97,451	\$55,991	\$153,442	\$17,608
SAS	\$84,356	\$51,478	\$135,834	\$97,451	\$55,991	\$153,442	\$17,608
Totals	\$168,712	\$104,666	\$271,668	\$194,902	\$111,982	\$306,884	\$35,216

Using Step 3 for all affected positions in the analysis, the proposed staff changes will create \$174,386 in additional expenses less \$37,931 for a reduction in reassign time, reduced days, and a reduction in responsibility factor resulting in an approximate net expense of \$136,455.

Instructional Services Reorganization

Upon identifying the needs throughout Instructional Services, it has been determined that the creation and reclassifications of the positions identified will allow the department to appropriately assume the duties that were negotiated for the faculty directors.

There is an increase of .55 in headcount related to the Career Services reorganization. Assuming Step 3 for analysis purposes, the financial impact is as follows:

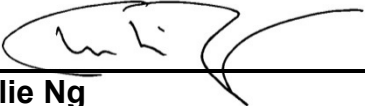
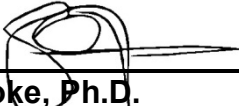
	Administrative Support Assistant II			Administrative Support Assistant II			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
Career Services	\$28,432	\$21,996	\$50,428	\$63,813	\$44,396	\$113,209	\$62,781
Totals	\$28,432	\$21,996	\$50,428	\$63,813	\$44,396	\$113,209	\$62,781

Using Step 3 for the affected position in the analysis, the proposed staff change will create \$62,781 in additional expenses.

The Learning Centers reorganization will be largely cost neutral and fiscal analysis demonstrated an overall savings of \$96,385 and a reduction in FTE from 24.6 to 22.9. This is largely due to efficiencies in resources needed to operate a single organization versus three distinct operations. There is no increase in headcount for the Learning Centers Reorganization and the Online Education reorganization. The Online Education reorganization is cost neutral. Overall, the instructional services reorganization proposals will save the district \$51,210 in operational costs.

RECOMMENDATION

Approve reorganization, Student Services and Instructional Services, as stated.

<p>Subject:</p> <p>Approve Classification of New Positions and Job Descriptions</p>	<p>Attachment:</p> <p>Job Descriptions: Development Specialist Director, Enterprise Application Services Director, Security and Infrastructure Systems Director, Technology Support Services</p>
<p>Category:</p> <p>Consent Items</p>	<p>Type of Board Consideration:</p> <p>Information <input checked="" type="checkbox"/> Consent Action</p>
<p>Institutional Goals:</p> <p>mcc_mission_statement.pdf (miracosta.edu)</p>	<p>Institutional Goal Supported:</p> <p>Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4</p>
<p>Recommended:</p>  <hr/> <p>Charlie Ng Assistant Superintendent/Vice President, Human Resources</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

The Information Technology Services Department will be reorganizing following the upcoming retirements of two long-serving managers in the department this summer. To support the reorganization, and provide operational coverage, the district has created three new job descriptions: Director of Enterprise Application Services, Director of Security and Infrastructure Systems, and Director of Technology Support Services.

In addition, the Office of Institutional Advancement has created a new classification to meet operational needs to support its development efforts. The funding for the position has been approved by the Foundation Board.

Human Resources created the job descriptions to reflect the duties of the new positions and determined a salary placement based on internal and external market data.



STATUS

Human Resources recommends to the superintendent/president the following classifications and salary ranges:

Classification	Salary Range	Entry level salary
Director, Enterprise Application Services	CM-17	\$144,297
Director, Security and Infrastructure Systems	CM-17	\$144,297
Director of Technology Support Services	CM-17	\$144,297
Development Specialist	CL-24	\$71,742

RECOMMENDATION

Approve classification of new positions and job descriptions, as stated above.

Subject: Approve Employment Contract for Interim Administrator	Attachment: Employment Contract for Interim Administrator
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Hayley Schwartzkopf, J.D., the current Director of Labor Relations and Title IX Coordinator, has been selected as the Interim Assistant Superintendent/Vice President of Human Resources effective May 29 through August 4, 2023, while the incumbent is on a sabbatical leave approved by the Superintendent/President and the Board of Trustees at the April 20, 2023, board meeting.

STATUS

Hayley Schwartzkopf will serve as the Interim Assistant Superintendent/Vice President of Human Resources, full time, vice president range 2, step 1 of the 2022/23 and 2023/24 associate vice president/vice president salary schedules. Compensation for the contract period will be \$224,556, prorated for the number of days worked, effective May 29, 2023 – June 30, 2023, and \$228,486, prorated for the number of days worked, effective July 1, 2023 – August 4, 2023.

RECOMMENDATION

Approve employment contract for interim administrator, as stated above.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
CONTRACT OF EMPLOYMENT
Interim Assistant Superintendent/Vice President of Human Resources**

This contract (“Agreement”), made by and between the MiraCosta Community College District (“District”) acting through its Board of Trustees (“Board”) and Hayley Schwartzkopf (“Schwartzkopf”), is made as of May 29, 2023.

RECITALS

A. The District is in need of services by an individual who is qualified to act in the capacity as an Interim Assistant Superintendent/Vice President of Human Resources while the incumbent is on a sabbatical leave approved by the Superintendent/President and the Board of Trustees.

B. Schwartzkopf warrants and represents that she is competent to perform the duties and responsibilities required by this Agreement and by all applicable laws and regulations.

C. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules and regulations of the District’s Board of Trustees (“Board”), including, but not limited to, Government Code sections 53260 and 53261.

D. This Agreement is entered into in accordance with Education Code sections 72411 and 72411.5.

TERMS AND CONDITIONS

1.0 DUTIES

The District hereby agrees to employ Schwartzkopf and Schwartzkopf hereby accepts employment as the Interim Assistant Superintendent/Vice President of Human Resources under the terms and conditions set forth in this Agreement. Schwartzkopf has the responsibilities and authority that are associated with the Assistant Superintendent/Vice President of Human Resources position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

2.0 TERM

This Agreement shall commence on May 29, 2023, and end on August 4, 2023. or until such time as the Board, by a majority vote, either (i) terminates Schwartzkopf’s interim appointment or (ii) appoints a different person to the position on an interim basis. Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other party.

3.0 SALARY

Schwartzkopf shall be paid according to range 2, step 1 of the 2022/2023 and 2023/2024 Associate Vice President/Vice President Salary Schedules as follows:

- May 29-June 30, 2023: \$224,556 annually
- July 1-August 4, 2023: \$228,486 annually

The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

If Schwartzkopf works for less than a full fiscal year, the initial or final checks will be adjusted for the number of contract days actually worked. For this purpose only, the daily rate is calculated by dividing the annual salary by the number of contract days. It is further the express understanding of the parties that the Board reserves the right to modify at any time the existing policy as it relates to compensation of Schwartzkopf provided that Schwartzkopf's actual compensation shall not be reduced absent mutual agreement.

4.0 HEALTH-AND-WELFARE BENEFITS

The District agrees to provide Schwartzkopf an annual health-and-welfare benefit package identical to that provided all other faculty and administrative personnel in the District.

5.0 EXPENSES

In lieu of any provisions provided by District policies and procedures for expense reimbursements for transportation or expenses incurred within San Diego County, Schwartzkopf will be given the following monthly allowances: five hundred twenty-five dollars (\$525) for expenses; five hundred fifty dollars (\$550) for automotive expenses and traveling expenses within the county. Schwartzkopf shall also be eligible to be reimbursed for parking in San Diego County and mileage and parking expenses related to approved business travel out of the county. Schwartzkopf will be provided an additional monthly allowance for the purchase of a mobile communication device and service plan acceptable to the District, as per Board Administrative Procedure 6450, currently one hundred twenty-five dollars (\$125) per month as an exceptional heavy user. Schwartzkopf acknowledges and agrees that the preceding expense considerations are currently considered as taxable compensation by the United States and State of California governments. Reimbursements for expenses for attending meetings, conferences, or other activities outside of San Diego County that are required for the performance of the Administrator's duties shall otherwise be in accordance with District policies and procedures.

6.0 DAYS OF SERVICE

This Agreement provides 261 contract days per year (219 on-duty days; 25 vacation days; 18 holidays), with vacation, sick leave, and personal necessity leave available in accordance with District policy. Prior to the start of each fiscal year, Schwartzkopf's non-contract days, if any, will be approved by their supervisor and reported to the District's payroll office.

7.0 EVALUATION

Schwartzkopf is subject to regular evaluations as provided in the District's policies and procedures. An evaluation may be initiated at any time by Schwartzkopf's supervisor or by Schwartzkopf.

8.0 REASSIGNMENT

The Administrator may be reassigned to another position for which they have the necessary qualifications, in accordance with District policies and procedures governing reassignment and retreat rights.

9.0 TERMINATION

9.1 Settlement on Termination of Contract Without Cause: Regardless of the term of this contract, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement Schwartzkopf may receive shall be equal to the monthly salary of Schwartzkopf multiplied by the number of months left on the unexpired term of the contract or eighteen months, whichever is less, and shall not include non-cash items except for health benefits. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes. District agrees to pay any lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS or CalSTRS, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided Schwartzkopf, Schwartzkopf shall execute a release and waiver, in a form acceptable to the legal counsel for District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

9.2 Termination of this Agreement During its Term With Cause: The Board may terminate this contract during its term and discharge Schwartzkopf if Schwartzkopf commits a material and substantial breach of this Agreement and/or for cause. Such breach of contract and discharge shall nullify the terms of this Agreement and Schwartzkopf shall cease to receive any form of compensation upon the effective date of termination. The term "cause" is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, insubordination, failure to comply with District policy, rules and regulations or other misconduct which interferes with the performance of their duties and responsibilities to the District.

9.3 Dismissal or Imposition of Penalty for Cause During Contract: If Schwartzkopf has tenure as a faculty member, dismissal or imposition of penalty for cause during this contract shall be in accordance with District policy provisions applicable to faculty members. If Schwartzkopf does not have tenure as a faculty member, dismissal or the imposition of penalties for cause during the term of this contract shall be in accordance with applicable District policies and procedures for other administrators.

9.4 Termination Upon Return of the Incumbent: When the permanent incumbent in the Assistant Superintendent/Vice President of Human Resources position returns from leave, this Agreement shall terminate automatically on the day before such return. No further notice to the Interim Assistant Superintendent/Vice President of Human Resources shall be

required. Schwartzkopf shall not be entitled to any sums outlined above in section 9.1 of this Agreement.

10.0 Provisions of Government Code Sections 53243.3-53243.4.

10.1 In the event that District provides paid leave to Schwartzkopf pending an investigation of a crime involving abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, Schwartzkopf shall fully reimburse District for any salary provided for that purpose.

10.2 In the event that District provides funds for the legal criminal defense of Schwartzkopf pending an investigation of a crime involving an abuse of this office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, Schwartzkopf shall fully reimburse District for any funds provided for that purpose.

10.3 In the event that District provides a cash settlement related to the termination of Schwartzkopf as defined in the terms of this Agreement and Schwartzkopf subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Schwartzkopf shall fully reimburse District for any funds provided for that purpose.

10.4 "Abuse of office or position" is defined in Government Code section 53243.4 to mean either of the following:

- a. An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.
- b. A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

11.0 OTHER PROVISIONS

11.1 This Agreement does not confer tenure.

11.2 This Agreement contains the entire agreement and understanding between the parties. There are not oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

11.3 This Agreement may be modified or terminated by mutual consent of the parties, provided, however, that the party seeking such modification or termination shall give not less than 30 calendar days' written notice to the other party, unless otherwise mutually agreed in writing.

11.4 This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties after a vote in an open session of the Board. Schwartzkopf may not assign or transfer any rights granted or obligations assumed under this Agreement.

11.5 This contract is subject to and incorporates by reference as if fully set forth herein provisions of the laws of the State of California and policies, rules, and regulations of the District.

11.6 Upon execution and adoption by the Board of this Agreement, all prior employment contracts between the District and Schwartzkopf are hereby terminated.

12.0 Representations and Warranties.

Schwartzkopf represents and warrants that they:

- (A) have read this Agreement and understands its provisions; and
- (B) is freely and voluntarily signing this Agreement.

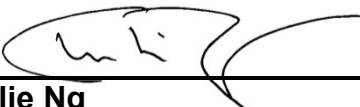
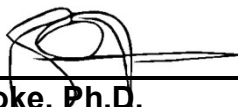
MiraCosta Community College District

Sunita V. Cooke, Ph.D.
Superintendent/President

Hayley Schwartzkopf, J.D.
Interim Assistant Superintendent/Vice President
of Human Resources

Date:_____

Date:_____

Subject: Approve Increase to Hourly Pay Rates for College for Kids Counselors	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Each summer, the Community Education and Workforce Development Department runs a College for Kids program. As a result of the pandemic, the program has been on hiatus since summer 2020. The district needs to update the hourly rates of pay for employees hired to support the program for this summer.




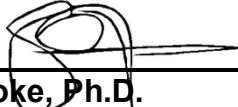
STATUS

Effective June 1, 2023, the following hourly rates of pay will be in effect for the College for Kids counselor and lead counselor positions.

Title	2023 Hourly Rate
College for Kids Counselor	\$17
College for Kids Lead Counselor	\$22

RECOMMENDATION

Approve increase to hourly pay rates for College for Kids counselors, effective June 1, 2023, as stated above.

Subject: Ratify Memorandum of Understanding 23-02 between MiraCosta Community College District and Academic Associate Faculty	Attachment: Memorandum of Understanding 23-02
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district recently created Board Policy 7800: Employee Residency, which will require all employees to live in the state of California and within two-hundred (200) road miles from the employee’s regularly assigned district worksite. The purpose of the policy is to promote efficiency and continuity throughout all campus administrative functions, provide students with high quality assistance and accessibility to all academic and campus services, ensure that students receive an engaging education, and respond to emerging student needs.

The adoption and implementation of the policy impacts employees who live outside the bounds of the requirements set in the policy. The district negotiated with the Academic Associate Faculty to agree to a memorandum of understanding (“MOU”) regarding impacts to the employee working conditions and policy enforcement during the 2023/24 academic year.

STATUS

The district and the Academic Associate Faculty have negotiated the impacts on employee working conditions and agreed to a MOU.

RECOMMENDATION

Ratify Memorandum of Understanding 23-02 between MiraCosta Community College District and Academic Associate Faculty, as stated.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Associate Faculty
23-02

This Memorandum of Understanding (“MOU”) is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Associate Faculty (hereinafter referred to as " MCCA AF ") (hereinafter collectively referred to as the “Parties”), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement (“CBA”). The purpose of this Memorandum of Understanding is to address the impact of Board Policy 7800: Employee Residency on associate faculty members.

TERMS

1. Any associate faculty member initially employed on or before the date of adoption of Board Policy 7800 shall have until December 31, 2023, to comply with the policy. Associate faculty members whose employment may be impacted by the policy may request an additional one-semester exception to the District for the spring 2024 semester. The decision to grant an exception under the policy shall be within the District’s sole discretion.
2. Any associate faculty member initially employed after the date of adoption of Board Policy 7800 will be required to comply with the residency requirements of the policy.




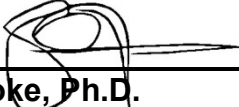
This agreement will become effective upon approval from the Board of Trustees and shall expire June 30, 2024.

Sunita V. Cooke, Ph.D.

Krista Warren

Signature	Date
Superintendent/President	
MiraCosta Community College District	

Signature	Date
President	
MCCA AF	

Subject: Ratify Memorandum of Understanding 23-03 between MiraCosta Community College District and Faculty Assembly	Attachment: Memorandum of Understanding 23-03
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district recently created Board Policy 7800: Employee Residency, which will require all employees to live in the state of California and within two-hundred (200) road miles from the employee’s regularly assigned district worksite. The purpose of the policy is to promote efficiency and continuity throughout all campus administrative functions, provide students with high quality assistance and accessibility to all academic and campus services, ensure that students receive an engaging education, and respond to emerging student needs.

The adoption and implementation of the policy impacts employees who live outside the bounds of the requirements set in the policy. The district negotiated with the Faculty Assembly to agree to a memorandum of understanding (“MOU”) regarding impacts to the employee working conditions and policy enforcement during the 2023–2024 academic year.

STATUS

The district and the Faculty Assembly have negotiated the impacts on employee working conditions and agreed to an MOU.

RECOMMENDATION

Ratify Memorandum of Understanding 23-03 between MiraCosta Community College District and Faculty Assembly, as stated.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Faculty Assembly
23-03

This Memorandum of Understanding (“MOU”) is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Faculty Assembly (hereinafter referred to as "Assembly") (hereinafter collectively referred to as the “Parties”), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement (“CBA”). The purpose of this Memorandum of Understanding is to address the impact of Board Policy 7800: Employee Residency on full-time faculty members.

TERMS

1. Any faculty member initially employed on or before the date of adoption of Board Policy 7800 shall have until December 31, 2023, to comply with the policy. Faculty members whose employment may be impacted by the policy may request an additional one-semester exception to the District for the spring 2024 semester. The decision to grant an exception shall be within the District’s sole discretion.
2. Any faculty member initially employed after the date of adoption of Board Policy 7800 will be required to comply with the residency requirements of the policy.




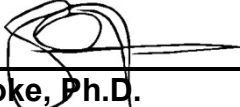
This agreement will become effective upon approval from the Board of Trustees and shall expire June 30, 2024.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

Signature _____ Date _____
Superintendent/President
MiraCosta Community College District

Signature _____ Date _____
President
MCCCD Faculty Assembly

Subject: Ratify Memorandum of Understanding 23-04 between MiraCosta Community College District and Faculty Assembly	Attachment: Memorandum of Understanding 23-04
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The long serving Child Development Center director recently retired. The retirement provided the district with an opportunity to assess the organizational structure and job duties of the director position.

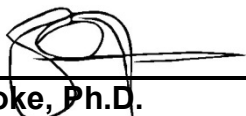
The district and the Faculty Assembly met and conferred regarding the separation of the duties of the Child Development Center director. The district will assign faculty coordinator duties to faculty and administrative duties to a non-faculty position.

STATUS

The district and the Faculty Assembly have negotiated the impacts on employee working conditions and agreed to an MOU.

RECOMMENDATION

Ratify Memorandum of Understanding 23-04 between MiraCosta Community College District and Faculty Assembly, as stated.

Subject: Approve Emeritus Status for Full-Time and Associate Faculty Members	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Each year, the superintendent/president presents to the Academic Senate the names of retiring faculty who meet the qualifications for emeritus status.

STATUS

At the Academic Senate meeting on May 5, 2023, the following four full-time faculty retirees and two associate faculty retirees were recommended for emeritus status:

Full-time Faculty:


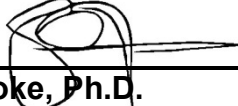
Jane Mushinsky	30.8 years
Lisa Lane	32.9 years
Pamela Perry	19 years
Steven Wezniak	20.9 years

Associate Faculty:

Judith Phillips	38 terms
Omaida Westlake	38 terms

RECOMMENDATION

Approve emeritus status for full-time and associate faculty retirees as stated.

Subject: Approve Gold Circle Membership for Retired Classified Employees	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with J.2.0 Gold Circle Club of the Classified Senate Employee Manual, the names of those retirees who meet the qualifications for Gold Circle Club membership shall be forwarded to the board of trustees for approval.



STATUS

Gold Circle Club membership is granted to retired or retiring classified employees of the college who are at least 50 years of age and have been employees of the district for at least ten years. Gold Circle Club members will receive appropriate recognition, including a certificate of membership and appreciation and may be granted other benefits, including an email account, access to the library, discounts on computer purchases through Academic Information Services, a one-time supply of retiree business cards, if desired, and four tickets per year to athletic, performing arts, or scholarly functions.

Karen Brown	26.5 years
Glenn Joiner	28.7 year
Deborah Lambert	22.5 years
Philip Latone	34.6 years
Rose Magyar	30.9 years
James McKinley	33.5 years
Stephanie Miko	23.7 years
Benny Perez	27.5 years
Steve Schultz	35.7 years
Carolyn Sneary	27.9 years
Camille Stern	11.5 years
Susan Walker	14.2 years
Janine Washabaugh	29.2 years

RECOMMENDATION

Approve Gold Circle Club Membership for retired classified employees, as stated above.

Subject: Approve the Appendix Oceanside Unified School District CCAP Summer 2023 Program Components	Attachment: Appendix Oceanside Unified School District CCAP Summer 2023 Program Components
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in counseling, communications, and mathematics. Those CCAP courses proved successful, and OUSD and MiraCosta College continued the CCAP partnership. Additional transfer and Career Education pathways have been developed for OUSD students. The Instructional Services Division worked with leaders from OUSD to identify courses to be offered during the Summer 2023 term. Those courses are reflected on the attached *Summer 2023 Program Components*.

STATUS

A memorandum of understanding (MOU), which focuses on responsibilities and general items, was approved in August 2017 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect. The individual courses agreed to each term are defined separately in the *Program Components* document, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the Summer 2023 Program Components for the OUSD CCAP Dual Enrollment Agreement.

APPENDIX
OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP
SUMMER 2023 PROGRAM COMPONENTS

Courses of Instruction: M CCD will schedule classes each semester at OUSD high schools to prepare students for college success. To provide flexibility for students, dual enrollment courses will be offered online in Summer 2023. Students from El Camino, Oceanside, and Surfside high schools will be eligible to enroll in the course offerings listed below.

Estimated Number of Students to be Served: 95

Total Sections: 3



Summer 2023 Course Offerings								
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer of Record	Student Contact Hours (Range)
<i>Online*</i>	MUS	114	3.0	Online	Asynch	Staff	MCCD	48-54
<i>Online*</i>	GEOG	101	3.0	Online	Asynch	Staff	MCCD	48-54
<i>Online*</i>	GEOG	101L	1.0	Online	Asynch	Staff	MCCD	16-18

*If the **Days** column says *Online*, that means instruction is fully asynchronous, with no designated meeting time.

Criteria used to select courses in a dual enrollment program:

- Applicability of course towards post-secondary educational goals (major and general education)
- Transferability to the University of California and California State University systems
- Applicability of skills in the high school environment as well as in post-secondary education
- Completion of coursework in a Career Education pathway, leading to in-demand workforce skills attainment and gainful employment.

Books and Instructional Materials – The total cost of books and instructional materials for OUSD students participating as part of this CCAP Agreement will be borne by OUSD.

Subject: Approve the Cathedral Catholic High School Summer 2023: Exhibit A Course Agreement	Attachment: Exhibit A Course Agreement Summer 2023
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

During the 2016/17 academic year, MiraCosta College entered a dual enrollment agreement with Cathedral Catholic High School (CCHS) This agreement enabled CCHS students to enroll in MiraCosta College classes that were held during the regular school day, at CCHS to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from CCHS to identify courses to be offered during the summer 2023 term, which are reflected in the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CCHS students only.

STATUS

A memorandum of understanding (MOU) was approved in August 2017 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect, but is focused on responsibilities and general items. The individual courses and fees agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses and fees may be updated separately from the MOU.

RECOMMENDATION

Approve the Exhibit A Course Agreement for Summer 2023 with Cathedral Catholic High School to offer dual enrollment classes through MiraCosta College.

SUMMER 2023: EXHIBIT A COURSE AGREEMENT

Between

**MIRACOSTA COMMUNITY COLLEGE DISTRICT and
CATHEDRAL CATHOLIC HIGH SCHOOL**

This Course Agreement is being executed between MiraCosta Community College District (MCCCD) and Cathedral Catholic High School (“CCHS”) as Exhibit A to the *Agreement Regarding College Courses Between Cathedral Catholic and MiraCosta Community College District (Agreement Regarding Educational Courses)*, the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Agreement Regarding Educational Courses*, the *Agreement Regarding Educational Courses* shall take precedent. This *Course Agreement* is entered into between MiraCosta Community College District and Cathedral Catholic High School as of the date set forth below.

Date of this Course Agreement: June 2023-August 2023

College Courses: MCCCD shall offer the following approved educational courses:
Summer 2023 (June 12 – August 4)

Course	Max # of Students per Section	# of Sections	Course LHE	Total LHE (# of Sections x Course LHE)	Required Contact Hours per Section	Total LHE Cost (1 LHE = \$2,255)	Schedule
SPAN 102	30	2	5	10	80-90	\$22,550	Online
Instruction Cost						\$22,550	
Admissions & Records Enrollment Support Cost						\$660	
TOTAL COST (Instruction + A&R Enrollment Support)						\$23,210	

+ Please note, enrollment restrictions may exist if students choose to take a lower-level course to meet college/university major requirements.

Notices. Any notice, communication, or delivery required by this Agreement by either Party to the other shall be completed by personal delivery or by first-class mail to:

- a. Jeffrey McMurtry, Dean of Academics
Cathedral Catholic High School
5555 Del Mar Heights Road
San Diego, CA 92130

- b. Kristina Denée Pescarmona, Assistant Superintendent/Vice President,
Instructional Services
MiraCosta Community College District
1 Barnard Drive
Oceanside, CA 92056

CATHEDRAL CATHOLIC HIGH SCHOOL

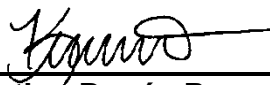

APPROVED BY: _____
Marlena Conroy, Principal

Date: ____/____/2023

MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____
Dr. Sunita Cooke, Superintendent/President

Date: ____/____/2023

Subject: Approve Correction to Instructional Material Fees List 2023/24	Attachment: Corrected 2023/24 Material Fees List				
Category: Consent Items	Type of Board Consideration: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Information</td> <td style="width: 33%; text-align: center;"> <input checked="" type="checkbox"/> Consent </td> <td style="width: 33%; text-align: center;">Action</td> </tr> </table>	Information	<input checked="" type="checkbox"/> Consent	Action	
Information	<input checked="" type="checkbox"/> Consent	Action			
Institutional Goals: mcc.mission.statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;"> <input checked="" type="checkbox"/> Goal 1 </td> <td style="width: 25%; text-align: center;">Goal 2</td> <td style="width: 25%; text-align: center;">Goal 3</td> <td style="width: 25%; text-align: center;">Goal 4</td> </tr> </table>	<input checked="" type="checkbox"/> Goal 1	Goal 2	Goal 3	Goal 4
<input checked="" type="checkbox"/> Goal 1	Goal 2	Goal 3	Goal 4		
Recommended:  <hr style="width: 35%; margin-left: 0;"/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	Approved for Consideration:  <hr style="width: 35%; margin-left: 0;"/> Sunita V. Cooke, Ph.D. Superintendent/President				

BACKGROUND

In accordance with Education Code §76365, Title 5 §59400, students may be required to provide instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and such materials are not solely or exclusively available from the district.

Each academic year the Office of Instruction creates a list of Instructional Material Fees and submits the list to the Courses and Program Committee for review. Once approved by the Courses and Programs Committee, it is forwarded to the Academic Senate for approval.

STATUS

The attached 2023/24 Instructional Material Fees list for fiscal year 2023/24 was approved by the Board of Trustees on March 16, 2023. A curriculum audit discovered the omission of NURS 170 (Licensed Vocational Nursing I). NURS 170 was approved through curriculum review in the fall and the course material fee was updated from \$30 to \$113.48. This fee reflects the current cost of instructional support and licensure testing materials. This update was not noted in the original list sent to the Board in March 2023. The attached 2023/24 Instructional Material Fees list now accurately reflects the change in fees for NURS 170.

RECOMMENDATION

Approve the attached corrected 2023/24 Instructional Material Fees list.

**Corrected Instructional
Material Fees FY 2023/24**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	103	3D Design	CURRENT	35.00	The fee is used to purchase: - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives.
ART	177	Art in the Elementary Schools	CURRENT	10.00	The fee is used to purchase: -Building materials such as wood, paper, plastics, etc. -Craft supplies such wires, foam, etc. -Adhesive supplies such as tape, wire, wood glue, hot glue sticks, assorted fasteners, etc.
ART	201	Objects and Ideas in Contemporary Art	CURRENT	35.00	The fee is used to purchase materials for three dimensional art assignments. For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.). Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics, and spray adhesives.

**Corrected Instructional
Material Fees FY 2023/24**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	216	Sculpture	CURRENT	35.00	The fee is used to purchase materials that will be used for in-class assignments. <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal
ART	217	Figure Sculpture I	CURRENT	35.00	The fee is used to purchase materials that will be used for in-class assignments. <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.
ART	219	Figure Sculpture II	CURRENT	38.00	Ceramic clay (50lbs), \$20; Acrylic paint, \$10; Hot glue sticks, \$8.
ART	223	Woodworking and Furniture Design I	CURRENT	60.00	The fee is used to purchase: - rev. per AO 2/13/09 <ul style="list-style-type: none"> - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	65.00	Hardwood, \$40; softwoods, \$20; paints, screw, and adhesives, \$5.

**Corrected Instructional
Material Fees FY 2023/24**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	225	Ceramics I	CURRENT	40.00	The fee is used to purchase: - Ceramic tools - Clay body - High and low fire decorative materials
ART	226	Ceramics II	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	227	Ceramics III	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	228	Ceramics IV	CURRENT	40.00	Clay, \$25, decorative tools and materials, \$10, safety equipment, \$5
ART	229	Woodworking and Furniture Design III	CURRENT	60.00	Wood, \$60
ART	230	Installation Art	CURRENT	35.00	Fee is collected for RTV silicon mold-making rubber, hydrostone gypsum cement, mother/master mold making supports, parting agents, glues and protective gloves.
ART	239	Woodworking and Furniture Design IV	CURRENT	60.00	Wood, \$45, fasteners and adhesives, \$10, decorative materials, \$5
ART	245	Digital Art and Media	CURRENT	20.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
ART	253	Applied Digital Photography	CURRENT	40.00	Fee covers ink and paper to create archival photographic prints on large-format inkjet printers.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.

**Corrected Instructional
Material Fees FY 2023/24**



Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
BTEC	110H	Basic Techniques in Biotechnology (Honors)	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, \$5, 1 neutral costume/shirt, \$10, and fabrics, feathers, balloons, streamers, \$4.50.
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	70.00	Covers cost of industry standard Ben Nye Make-Up kits for instructional purposes. All materials belong to the student and become part of their personal make-up kit. These costs cover the traditional kit as well as additional makeup and supplies needed for prosthetic and hair augmentation.
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	25.00	This fee is to provide materials for the student to construct a scenery flat, which the student keeps as a portfolio piece and as an example of the step-by-step process.
NURS	170	Licensed Vocational Nursing I	FUTURE	\$113.48	The fee pays for 100% of the total cost (\$113.48) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks. The kit is purchased from Medical Shipment.com, who sells MiraCosta the kits for a bundle price at a bulk discount.
NURS	180	Fundamentals of Nursing	CURRENT	30.00	A one time fee for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings.

**Corrected Instructional
Material Fees FY 2023/24**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
NURS	180	Fundamentals of Nursing	CURRENT	697.00	A one time fee (\$30) for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings. ATI fee (\$667) for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	182	Maternal-Child Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	281	Medical Surgical Nursing III	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	283	Medical Surgical Nursing IV	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

Subject: Adopt Resolution No. 14-22/23: Education Protection Account	Attachment: Resolution No. 14-22/23: Education Protection Account
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Proposition 55, the California Children’s Education and Health Care Protection Act of 2016 is an extension of Proposition 30 (expired on December 31, 2018), extending the personal income tax increase from January 1, 2019, through December 31, 2030, for upper-income earners (over \$250,000 for single filers; over \$500,000 for joint filers; over \$340,000 for heads of households), but did not extend the sales and use tax, which expired on January 1, 2017. The Education Protection Account (EPA) is created in the general fund to receive and disburse these temporary tax revenues.

STATUS

Districts have sole authority to determine how the moneys received from the EPA are spent, provided a governing board adopts a plan to expend EPA funds in open session of a public meeting of the board of trustees.

RECOMMENDATION

Adopt Resolution No. 14-22/23: Education Protection Account, establishing a plan to expend estimated EPA funds in the unrestricted general fund in accordance with guidelines issued by the chancellor’s office.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 14-22/23 EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, the voters approved Proposition 55 on November 8, 2016, that extended the Education Protection Account through 2030 with no changes to reporting requirements;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30 of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools, and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet Website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts, and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

- 1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Board of Trustees of the MiraCosta Community College District;
- 2. In compliance with Article XIII, §36(e), with the California Constitution, the Board of Trustees of the MiraCosta Community College District has determined to spend the monies received from the Education Protection Act as attached.

DATED, SIGNED AND APPROVED this 18 day of May 2023.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Frank Merchat
President, Board of Trustees

Attest:

By: _____
Sunita V. Cooke, Ph.D.,
Secretary, Board of Trustees

STATE OF CALIFORNIA)
)ss
SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 14-22/23, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 18th day of May 2023, and that it was so adopted by the following vote:



AYES:

NOES:

ABSENT:

ABSTENTIONS:

By _____
Sunita V. Cooke, Ph.D., Superintendent / President

Subject: Approve Agreement with MTS for Pronto Transit Pass Discounts	Attachment: Pronto Pass Program Agreement
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district’s cashiering office serves as the purchase and distribution point for the Pronto Pass used in the mass transit systems throughout San Diego County. These passes are offered to students and employees for purchase at discounted rates through the San Diego Metropolitan Transit System (MTS) Pronto College Pass Program.

STATUS



The Pronto College Pass Program Agreement is presented with a term of five (5) years from April 15, 2023, through April 14, 2028, with an estimated total contract value not to exceed \$200,000.

Pursuant to the district’s AP6340, all contracts valued more than the current public contract code formal bid level must be presented to the board for prior approval. Since the total contract value exceeds the bid level, this transaction is being presented to the board for approval.

Funds are collected by the cashiering office as passes are sold and then paid to MTS.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the agreement with the San Diego Metropolitan Transit System (MTS) for a contract value not to exceed \$200,000.

Subject: Approve Agreement with Open Biopharma Research & Training Institute	Attachment: Basic Services Agreement
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Bioscience Workforce Development Hub was awarded a Perkins Reserve Innovation grant (“Innovation in Diversity, Equity, and Accessibility in Life Sciences/Biotech to Close the Gap”) for the MiraCosta College Biotechnology department to expand its project-based learning initiatives in life sciences and biotechnology, in collaboration with regional industry partners, with the goal to develop a diverse pool of undergraduates that will successfully transition into advanced sector-specific STEM careers. This novel training program offers funded support for historically under-represented students and includes advanced project-based laboratory training, as well as a focused scientific mentorship program to provide tailored career and academic guidance to explore future sector opportunities in industry and academia.

Under the leadership of Executive Director Dr. Susan Szathmary, the Open Biopharma Research & Training Institute will provide research and manufacturing training opportunities for both full time and part time internships in partnership with our sector employers offering focused laboratory projects covering industrial biotechnology, product development, biomanufacturing, and supply chain.

STATUS

California Government Code 53060 allows public agencies to contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.

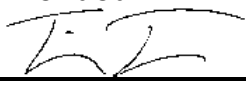
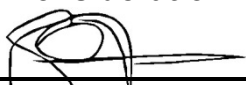
Due to the specialized knowledge required to ensure grant compliance, district staff would like to proceed with the agreement for consulting services with Open Biopharma Research & Training

Institute for the period of May 18, 2023, through December 31, 2023, for a total contract value not to exceed \$140,000.

Funding for this contract will come from the awarded Perkins V Reserve Innovation Grant.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with Open Biopharma Research & Training Institute for a total contract value not to exceed \$140,000.00.

Subject: Approve Agreement with Promineo Education, LLC.	Attachment: Basic Services Agreement
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Promineo Education, LLC. will provide online courses and instruction for students enrolled in the work skills training courses offered through Community Education and Workforce Development. The online courses that the college will offer through Promineo are generally described as not-for-credit information technology.

STATUS

California Education Code section 78021(a) allows the governing board of any community college district may establish, or with one or more community college districts may establish, contract education programs within or outside the state by agreement with any public or private agency, corporation, association, or any other person or body, to provide specific educational programs or training to meet the specific needs of these bodies.


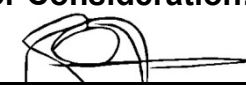
The district is entering into a five (5) year agreement with Promineo Education, LLC. for online courses and instruction through Community Education and Workforce Development. Tuition fees are charged per student, with an estimated annual not to exceed amount of \$40,000, for a total estimated contract value of \$200,000.

Name of Course	Total Cost to student	Cost to Promineo	% Share with District	Total Cost Received by District per Student
Front End and/or Back End Software Developer	\$3,500	\$2,750	@ 20%	\$750
Data Engineering	\$4,500	\$3,750	@ 17%	\$750

Digital Marketing	\$3,500	\$2,750	@ 20%	\$750
SaaS Tech Sales	\$3,300	\$2,600	@ 21%	\$700

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with Promineo Education, LLC. with the total estimated contract value not to exceed \$200,000.

Subject: Approve Agreement with Dovetail for Fixtures, Furniture & Equipment Coordination Services for Communication Hub, Equity Village, and Student Center Complex Project	Attachment: <ul style="list-style-type: none"> • Dovetail Project Proposal • Dovetail Professional Services Agreement
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district’s bond team has identified the need for professional services from Dovetail for furniture, fixtures and equipment (FF&E) coordination for the Communication Hub, Equity Village, and Student Center Complex project (“3000 Buildings”). On February 23, 2022, the district entered into a professional services agreement with Dovetail for project development and FF&E design coordination for \$207,800. The district needs to increase and amend its professional services agreement with Dovetail for additional services to include, but not be limited to, space planning, move, and AV/IT management services for an additional cost of \$81,385.

STATUS

Per the district’s AP6340, all contracts valued at more than the current Public Contract Code formal bid level (\$109,300), will be presented to the board for prior approval. In addition, Government Code Section 53060 “Special Services and Advice” states: “The legislative body of any public or municipal corporation or District may contract with and employ any persons for the furnishings to the corporation or district special services and advice in financial, economic, accounting engineering, legal or administrative matters if such persons are specially trained and experienced and competent to perform the special services required”.

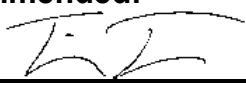

Dovetail’s fees for the 3000 Buildings project are as follows:

FF&E Design Coordination	\$207,800
Space Planning, Move and AV/IT Management	<u>\$81,385</u>
Updated expected cost for this project total:	<u>\$289,185</u>

Funds are budgeted within the district's facilities fund 41.

RECOMMENDATION

Authorize the vice president, administrative services to enter into an amendment to the professional services agreement with Dovetail for \$81,385 for the added space planning, move and AV/IT management services for the 3000 Buildings project.

Subject: Approve Purchase for AV/IT Equipment for OCN Library Renovation Project- Cisco	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent Action
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically Audio Visual and Information Technology (AV/IT), is related to the equipment needs identified for the Library Renovation project at the Oceanside campus.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Cisco NASPO Value Point Data Com Master Agreement #AR3227 and California PA #7-20-70-47-01 for the purchase of specified unified communication and facility management monitoring and control supplies, technology, software, equipment another other miscellaneous material, at the lowest cost and best overall value for district technology purchases.

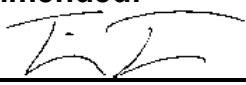

The total equipment purchases have been identified at a cost of \$161,093.60, including sales tax. The total cost is as follows:

Project Name	Associated Cost
OCN Library Renovation (04216)	\$161,093.60

Funds for the equipment are budgeted within the district’s fund 43 budget.

RECOMMENDATION

Authorize the vice president, administrative services to proceed with the procurement with Cisco NASPO Value Point Data Com Master Agreement #AR3227 and California PA #7-20-70-47-01 specified equipment purchases in amount not to exceed \$161,093.60.

Subject: Approve Purchase for FF&E for OCN Health and Wellness Project-Parron Hall	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically office storage cabinets, seating, desks, and miscellaneous items, is related to the project needs identified for the Health & Wellness Project at the Oceanside campus.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Corporate Spaces, Inc. DBA Parron Hall (PA), and the Foundation for Community Colleges agreement CB-145-18 with Krueger International, Inc. (KI) for the purchase of specific items at the lowest cost and best overall value for district purchases.

The total equipment purchases have been identified at a cost of \$670,235.92, including sales tax.

Project Name	Associated Cost	Supplier
OCN Health & Wellness	\$317,839.69	Allsteel
OCN Health & Wellness	\$352,396.23	KI c/o Parron Hall

Funds for equipment are budgeted within the district’s fund 43 budget.

RECOMMENDATION

Authorize the assistant superintendent/vice president, administrative services to proceed with the procurement with Corporate Spaces, Inc., DBA Parron Hall (PA), and the Foundation for Community Colleges agreement CB-145-18 with Krueger International, Inc. specified equipment purchases in amount not to exceed \$690,000.

Subject: Approve Holman Professional Counseling Centers Agreement	Attachment: Holman Professional Counseling Centers Group Contract				
Category: Consent Items	Type of Board Consideration: <table style="width:100%; text-align:center;"> <tr> <td>Information</td> <td>Consent </td> <td>Action</td> </tr> </table>	Information	Consent	Action	
Information	Consent	Action			
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width:100%; text-align:center;"> <tr> <td>Goal 1</td> <td>Goal 2</td> <td>Goal 3 </td> <td>Goal 4</td> </tr> </table>	Goal 1	Goal 2	Goal 3	Goal 4
Goal 1	Goal 2	Goal 3	Goal 4		
Recommended: <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr/> Sunita V. Cooke, Ph.D. Superintendent/President				

BACKGROUND

Since January 1, 2021, the district has offered MHN Services, LLC (MHN), an HMO in-network mental health benefit option for Kaiser Permanente members. MHN has notified district staff, that effective June 30, 2023, they will no longer offer their services in California. Subsequently, the district’s Fringe Benefits Committee (FBC) identified Holman Professional Counseling Centers to replace MHN with Holman Professional Counseling Centers effective July 1, 2023.

Holman Professional Counseling Centers offers an HMO in-network mental health benefit option for Kaiser Permanente members. This option would offer access to Holman Professional Counseling Centers’ in-network providers. Kaiser Permanente members can select a Kaiser Permanente provider or opt to access services through the Holman Professional Counseling Centers network. Holman Professional Counseling Centers’ mental health coverage requires a \$20 office visit co-pay for in-network covered services.



STATUS

California Government Code 53060 allows public agencies to contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.

Due to the specialized services required to provide mental health services, district staff has determined that Holman Professional Counseling Centers provides the best value and level of service to the district for \$26.84 per enrollee per month, from July 1, 2023, through December 31, 2024, for a total contract value not to exceed \$250,000.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the agreement with Holman Professional Counseling Centers for a total contract value not to exceed. \$250,000.

Subject: Ratify Budget Transfers/Revisions	Attachment: Budget Transfers/Revisions Summary
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc.mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Total amounts budgeted in the final budget as the proposed expenditure for each major account classification shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the Board of Trustees. Title 5 requires board approval by a majority of members of the board for transfers between major account classifications as defined by the *California Community Colleges Budget and Accounting Manual*:

- | | |
|------|--|
| 1000 | Academic Salaries |
| 2000 | Classified Salaries |
| 3000 | Employee Benefits |
| 4000 | Supplies (small tangible items) |
| 5000 | Contract Services (intangibles) |
| 6000 | Capital Outlay |
| 7000 | Transfer Out, Student Financial Aid, Contingencies |

Title 5 also requires that two-thirds of the members of the board approve transfers from the reserve for contingencies.

STATUS

The attached information reflects the third quarter budget transfers and revisions, after budget adoption, between major account classifications for all funds for the quarter period ending March 31, 2023.

- The third quarter budget transfer was \$1,584,541 with a net \$0 impact. Transfers between ledger accounts are performed to meet the needs of the department and district. See notables for highlights.

- The third quarter budget revision was \$5.4 million addition to the original adopted budget. See notables for highlights.

Budget Transfer Notables:

- **Fund 41:** Transfer \$1.1M from 7- contingent expense line to fund Wayfinding project, TCI project and other district projects.

Budget Revision Notables:

- **Fund 12, Grants:** \$4.3M new grants from Math and Science school composed of \$2.9 million net budget added for CIRM Compass, \$1.4 million from 3 other grants.
- **Fund 12, Grants:** \$900K revision to existing grants and other new grants (ITS security \$100K, EOPS Next Up \$306K, Center of Excellence \$150K).
- **Fund 43, Bond MM Issue 3:** Added underwriter's cost of \$300K for series C Bond.

RECOMMENDATION

Ratify the budget transfers and budget revisions, as shown on the tables below.

**SUMMARY OF BUDGET TRANSFERS – ALL FUNDS
 QUARTER ENDING March 31, 2023 (3Q FY2022/23)**

The schedule listed below summarizes the net impact of budget transfers between major account classifications for all funds.



Fund	1 Aca Sal	2 CI Sal	3 Benefits	4 Supplies	5 Services	6 Equipment	7 Contingent/ Transfers/ Fin Aid	Grand Total
11_FD Unrestricted General Fund	(\$1,917)	(\$48,332)	(\$6,980)	(\$36,680)	\$150,864	(\$56,955)		\$0
12_FD Restricted General Fund	\$30,406	(\$126,800)		\$47,485	\$270,891	\$30,447	(\$252,429)	(\$0)
61_FD Self-Insurance Fund					(\$20,000)	\$20,000		\$0
41_FD Capital Outlay Projects Fund					\$290,932	\$859,068	(\$1,150,000)	\$0
Grand Total	\$28,489	(\$175,132)	(\$6,980)	\$10,805	\$692,687	\$852,561	(\$1,402,429)	(\$0)

NET TRANSFER-IN BY ACCOUNT	\$1,584,541
NET TRANSFER-OUT BY ACCOUNT	(\$1,584,541)

**SUMMARY OF BUDGET REVISIONS – ALL FUNDS
 QUARTER ENDING March 31, 2023 (3Q FY2022/23)**

The schedule listed below summarizes the net impact of budget revisions for all account classifications for all funds.

Fund	1 Aca Sal	2 CI Sal	3 Benefits	4 Supplies	5 Services	6 Equipment	7 Contingent/ Transfers/ Fin Aid	Grand Total
11_FD Unrestricted General Fund	(\$49,850)	(\$15,200)	\$200	(\$2,850)	\$151,448	\$51,252	(\$90,000)	\$45,000
12_FD Restricted General Fund	\$101,427	\$963,786	\$444,106	\$116,649	\$1,354,357	\$87,325	\$1,994,650	\$5,062,300
43_FD General Obligation Bond Fund					\$295,870			\$295,870
Grand Total	\$51,577	\$948,586	\$444,306	\$113,799	\$1,801,675	\$138,577	\$1,904,650	\$5,403,170

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification List
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div>
Institutional Goals: <u>mcc_mission_statement.pdf (miracosta.edu)</u>	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. (calendar year 2023 = \$109,300.00), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

The policy also requires that no matter what the expected dollar value of a contract for legal or public auditing services, such a contract will be presented to the board for prior approval, unless it is determined by the superintendent/president and the vice president, administrative services, that time is of the essence and that the district’s best interests are best served by issuing a contract on an immediate basis. Any such contract issued under these circumstances shall be brought forward to the board for formal approval at the next board meeting.

In accordance with Public Contract Code §22000 et seq. and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Accounting Act (CUPCCAA) with a current bid limit of \$200,000 for construction.

STATUS

The Purchasing and Material Management Department has attached the latest monthly summary of the contracts and purchase orders for the board’s ratification and approval as a consent item.

RECOMMENDATION

Ratify and approve contracts and purchase orders, as listed in the attachment.

**Contract and Purchase Order Ratification List
March 24, 2023 – April 21, 2023**

In accordance with Board Resolutions #13-10/11 and #14-10/11, the following public works transactions were procured in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
23001214	Maurice Gannon	T100 and T110 Sidewalk Repair and Replacement (Fac)	\$24,920.00
23001223	Maurice Gannon	OC 1000 Drainage Repair and Addition (Fac)	\$24,850.00
23001374	Botsford Construction Inc	Campus Police Building TI (Fac)	\$22,490.00
23001242	Seyed Mohammad Ali Shahabi	Install New Green House Roof Panels (Fac)	\$19,927.12
23001481	Botsford Construction Inc	Police Cart charger power and rollup door Power (Fac)	\$14,250.00
23001505	Communication Wiring Specialists Inc	Cat6 cable drop in Campus Police Bldg. (Pol)	\$11,552.00
23001128	Botsford Construction Inc	Furnish and install Interlake Mecalux storage racking (Fac)	\$7,225.00
23001249	ASAP Drain Guys	Cleanout Installations OC 1000 Building (Fac)	\$6,556.00
23001158	Botsford Construction Inc	Install Additional outlets in 3400 (FAC)	\$5,500.00

In accordance with BP/AP 6340—Bids and Contracts, Emergency Repair Contracts Without Bid, the following transactions were procured when repairs or alternations are necessary to continue existing classes or to avoid danger of life or property.

Emergency Repair Contracts Without Bid			
PO #	Vendor	Description	Amount
	No Entries This Month		

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include solicitation of at least three (3) competitive written quotes, pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$25,000 – \$109,300			
PO #	Vendor	Description	Amount
23001418	Downtown Ford Sales	Equipment - Vehicles (Facilities)	\$77,182.82
23001373	EKC Enterprises, Inc.	Equipment (Instructional Services)	\$57,754.85
23001369	Health Services Academy, Inc	Contract Services (Workforce Dev.)	\$42,642.00
23001613	Dell Marketing L P	Equipment (ESL, Adult HS, Cont. Ed, Noncredit)	\$36,641.95
23001302	Dell Marketing L P	Equipment (Adult High School)	\$34,124.72
23001243	Southwest Offset Printing	Printing (Comm. Ed and Workforce Dev.)	\$31,270.10
23001157	TK1SC	Building (Facilities)	\$30,500.00
23001441	Southwest Offset Printing	Printing (Comm Ed)	\$29,976.33
23001226	Economic Modeling, LLC	Software Maintenance (Career Ed)	\$26,500.00

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include solicitation of at least three (3) competitive informal quotes (e.g. telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 – \$24,999			
PO #	Vendor	Description	Amount
23001215	Secure W2 Inc	Software Maintenance (ITS)	\$24,548.40
23001347	CDW Government Inc	Software Maintenance (ITS)	\$24,194.88
23001297	Pearson Education	Books (Comm Ed)	\$24,158.33
23001501	Cart Mart Inc	Equipment (Fac)	\$20,708.82
23001512	CDW Government Inc	Equipment (ITS)	\$19,907.41
23001387	Thermo Fisher	Equipment (Biotech)	\$18,249.52
23001370	CM Brewing Technologies LLC	Equipment (Workforce Dev)	\$17,318.92
23001089	IBIS World Inc	Library E-Resources (Library)	\$15,785.00
23001473	Pearson Education	Books (ESL)	\$15,299.66
23001235	Amazon	Supplies (Career Ed)	\$14,980.89
23001556	CDW Government Inc	Equipment (ITS)	\$14,813.82
23001306	Southland Technology	Equipment (ITS)	\$14,615.74
23001570	Help Desk Technology Corporation	Software Maintenance (ITS)	\$14,099.10
23001555	CDW Government Inc	Contract Services (ITS)	\$13,300.00
23001411	ProQuest LLC	Library E-Resources (Library)	\$12,774.60
23001568	Dell Marketing L P	Equipment (ITS)	\$12,409.72
23001510	CDW Government Inc	Equipment (ITS)	\$12,338.20
23001462	Intelligent Marking USA Inc.	Services (Fac)	\$12,000.00
23001291	CENGAGE Learning Inc / Gale	Books (Comm Ed)	\$11,549.19
23001257	Power Plus Productions	Contract Services (Graduation)	\$11,480.00
23001519	Educational Computer Systems	Contract Services (Cashiering)	\$11,362.61
23001511	Graybar Electric	Equipment (ITS)	\$11,297.09
23001502	Pedro Velazquez	Services (Fac)	\$10,875.00

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include use of pre-existing contracts or negotiation to provide maximum value to the district.

POs from \$5,000 – \$9,999			
PO #	Vendor	Description	Amount
23001267	Parron Hall Office Interiors	Furniture (Pur)	\$7,882.80
23001608	Grainger	Equipment (Fac)	\$6,817.82
23001284	4imprint	Promotional (PIO)	\$6,584.22
23001436	4imprint	Promotional (Career Ed)	\$6,199.17
23001090	AtoZdatabases	Library E-Resources (Library)	\$6,048.00
23001260	Efficient Energy Company	Design Plan (Fac)	\$6,000.00
23001151	VWR International LLC	Equipment & Supplies (Biotec)	\$5,994.99
23001548	VWR International LLC	Instructional Equipment (Biotech)	\$5,850.94
23001331	CHE Enterprises Inc	Contract Services (Workforce Dev)	\$5,760.00
23001399	CD Advantage Group	Software Maintenance (Stud Supp)	\$5,500.00

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
PO #	Vendor	Description	Amount
	No Entries This Month		

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders

PO #	Vendor	Description	Amount
	No Entries This Month		

In accordance with BP/AP 6330—Purchasing and Contracts, and Public Contract Code Sections 20651 and 20662, the following transactions were executed or amended as follows.

Misc. MOUs, Agreements and Grants, and Facilities Use Agreements

Contract #	Vendor	Description	Amount
23000033_SCON	Chamberlain University	Nursing Educational Partnership Agreement	N/A
23000034_SCON	MG Custom Printing	Uprise Small Business Mercado Vendor	Zero
23000035_SCON	Olivenhain Municipal Water District	Facilities Use Agreement for Recycled Water Pipeline Ribbon-Cutting Ceremony	Zero
23000038_SCON	Mercedes-Benz USA, LLC	Mercedes-Benz Ed. Training Agreement	N/A
23000040_SCON	Sixto Boat Works	Facilities Use Agreement for UPRISE Mercado	Zero
N/A	ATF Los Angeles Division	Pre-Employment Physical Fitness Testing	Zero
N/A	Coastal Academy High School	Track and Field Practice	\$121.00
N/A	Society for Ethnomusicology Southern California Hawaii Chapter	Daytime Conference with Keynote Speakers	Zero
N/A	North County Buckeyes Basketball	Youth Competitive Basketball Tournament	\$1,353.00
N/A	Adrian Andersen	Private Piano Recital	\$50.00
N/A	San Diego Master Chorale	Parking for Off-Campus Concert at Neighboring Church	\$200.00

Total Contract Expenditures: \$924,567.73

Total MOU Expenditures: \$0.00

Ratify MCC purchase orders 23001089 through 23001633

**Capital Improvement Program Contract and Purchase Order Ratification List
March 24, 2023 – April 21, 2023**

In accordance with Board Resolutions #13-10/11 and 14-10/11, the following public works transactions were procured in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
23001186	Glanz Signing & Graphics Inc	04101 Production and Installation of Student Services and Admin Signage (SAN)	\$22,161.87
23001129	DICA Enterprises, Inc.	04207 Epoxy Floor in PIO Studio (OCN)	\$16,580.31
23001499	Botsford Construction Inc	04207 Admin Bldg. 1000 Wall Repair (OCN)	\$8,050.00
23001498	Botsford Construction Inc	04117 Misc. Improvements (SAN)	\$6,045.00

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include solicitation of at least three (3) competitive written quotes, pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$25,000			
PO #	Vendor	Description	Amount
23001115	David C. Johnson Theatrical Lighting, Inc.	04214 ETC Lighting System Upgrade (OCN)	\$91,483.16

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include solicitation of at least three (3) competitive informal quotes (e.g. telephone quotes), pre-existing contracts, or negotiation to provide maximum value to the district.

POs from \$10,000 – \$24,999			
PO #	Vendor	Description	Amount
	No Entries This Month		

In accordance with BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various methods of award. This may include use of pre-existing contracts or negotiation to provide maximum value to the district.

POs from \$0 – \$9,999			
PO #	Vendor	Description	Amount
23001222	NV5 Inc	04225 CCTV Investigation and Assessment of Existing Storm Drain (OCN)	\$6,940.00
23001116	Myers Houghton & Partners, Inc.	04237 Seismic Evaluation and Rehabilitation Study (OCN)	\$6,000.00
23001184	Parron Hall Office Interiors	04207 Furniture Remobilization and Relocation (OCN)	\$1,613.05

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Change Orders			
PO #	Vendor	Description	Amount
22004393	San Diego County Office of Education	04244 Change Order 3 - Wall Plaque (OCN)	\$35.71

In accordance with Public Contract Code Sections 20651, 20655, 20659, Education Code Section 81656, and Board Agenda Item VIII.L (12/9/15), the following transactions were entered into and approved by the vice president, administrative services.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
23001129	DICA Enterprises Inc	04207 Bldg 1000 Admin Change Order 1 (OCN)	\$5,473.00

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.I (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is \$35,593,000.

MM-17-001 – Architectural and Engineering Services Task Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	Vendor	Description	Amount

22003538	PBK Architects Inc	04109 (Deductive) CO 4 (SAN)	(5,033.63)
22003537	PBK Architects Inc	04102 (Deductive) CO 3 (SAN)	(5,000.00)

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.J (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-002 is \$4,300,000.

MM-17-002 – Geotechnical Engineering Task Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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MM-17-002 – Geotechnical Engineering Task Change Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.K (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is \$1,200,000.

MM-17-003 – Civil Engineering Task Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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MM-17-003 – Civil Engineering Task Change Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.K (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-012 is \$2,252,892.

MM-19-012 – Commissioning Services Task Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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MM-19-012 – Commissioning Services Task Change Orders			
PO #	Vendor	Description	Amount

	No Entries This Period		
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In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.L (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-013 is \$6,663,954.

MM-19-013 – Inspector of Record Task Orders

PO #	Vendor	Description	Amount
	No Entries This Period		

MM-19-013 – Inspector of Record Task Change Orders

PO #	Vendor	Description	Amount
	No Entries This Period		

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.M (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-014 is \$6,193,914.

MM-19-014 – Special Inspection Task Orders

PO #	Vendor	Description	Amount
23001117	Ninyo & Moore Geotechnical and Environmental Sciences Consultants	04216 Special Inspection Services (OCN)	\$18,310.30

MM-19-014 – Special Inspection Task Change Orders

PO #	Vendor	Description	Amount
22003634	Atlas Technical Consultants LLC	04203 Change Order 2 (OCN)	\$69,646.00

Total Contract Expenditures: \$242,304.77**Ratify purchase orders — 23001115-23001116, 23001184, 23001222****Ratify purchase orders (Task Orders) — 23001117****Ratify purchase orders (Contracts) — 23001129, 23001186, 23001489-23001499**

Subject: Adopt Resolution No. 17-22/23 to Officially Withdraw Membership in the San Diego County Property and Liability Joint Powers Authority and Declare Membership in the Statewide Association of Community Colleges Joint Powers Authority	Attachment: Resolution No. 17-22/23 to Declare Official Withdrawal of Membership in the San Diego County Property and Liability Joint Powers Authority and Declare Membership in the Statewide Association of Community Colleges Joint Powers Authority				
Category: Action Items	Type of Board Consideration: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Information</td> <td style="text-align: center;">Consent</td> <td style="text-align: center;">Action </td> </tr> </table>	Information	Consent	Action	
Information	Consent	Action			
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Goal 1</td> <td style="text-align: center;">Goal 2</td> <td style="text-align: center;">Goal 3 </td> <td style="text-align: center;">Goal 4</td> </tr> </table>	Goal 1	Goal 2	Goal 3	Goal 4
Goal 1	Goal 2	Goal 3	Goal 4		
Recommended: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Sunita V. Cooke, Ph.D. Superintendent/President				
Recommended: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services					

BACKGROUND

The Human Resources and Administrative Services Departments explored both the district’s property and liability insurance program and its workers’ compensation program options. Our goals were to reduce risk management program costs, enhance and broaden coverage, and receive integrated services, i.e. loss control, on-line training and risk assistance. Evaluation of a property and liability program specific to community college districts in the State of California yields a potential savings of in excess of \$300,000.

STATUS

After careful review, it is in the best interest of the district to move coverage for property and liability to the Statewide Association of Community Colleges Joint Powers Authority (i.e. “SWACC”). It is in the best interest of the district to keep its workers’ compensation coverage within the San Diego County Joint Powers Authority. By making this change in property and liability coverage, the district will receive multiple benefits including:

- Savings in excess of \$300,000 for 2023/24 fiscal year
- Broader coverage with higher limits, including in crime, builder's risk, and medical professional liability insurance
- Increased resources for property and liability risk management resources

By adopting this resolution, the board is authorizing the following:

1. Declaration of withdrawal of Membership in the San Diego County Risk Management Joint Powers Authority for Property & Liability.
2. Declaration of Membership in the Statewide Association of Community Colleges Joint Powers Authority for Property & Liability.
3. Authorization of a trust account to be established for the district's self-insured retention. Authorization of approval of a contract with AP Keenan for property and liability claims administration within the district's self-insured retention.

RECOMMENDATION

Adopt Resolution No. 17-22/23 to submit Official Notice of Intent to Withdraw from the San Diego County Property and Liability Joint Powers Authority effective July 1, 2023.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 17-22/23**

RESOLUTION OF THE BOARD OF TRUSTEES OF MIRACOSTA COMMUNITY COLLEGE DISTRICT DECLARING OFFICIAL WITHDRAWAL OF MEMBERSHIP IN THE SAN DIEGO COUNTY RISK MANAGEMENT PROPERTY & LIABILITY JOINT POWERS AUTHORITY(JPA) AND DECLARE MEMBERSHIP IN THE STATEWIDE ASSOCIATION OF COMMUNITY COLLEGES JOINT POWERS AUTHORITY.

On motion of Member _____, seconded by Member _____, the following resolution is approved:

WHEREAS, community college districts have determined there is a need for affordable Property and Liability coverages by combining their respective efforts to establish, operate and maintain a Joint Power Agency for Property and Liability coverages; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of MiraCosta Community College District declares its official withdrawal from the San Diego County Risk Management Property & Liability Joint Powers Authority effective June 30, 2023.

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that the Board of Trustees of MiraCosta Community College District declares its membership in the Statewide Association of Community Colleges Joint Powers Authority (SWACC) effective July 1, 2023

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that this board will authorize establishing a trust account to fund property and liability claims within the District's self-insured retention.

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that this board will contract with AP Keenan & Associates for Property and Liability claims administration for claims occurring within the self-insured retention.

PASSED AND ADOPTED by the Governing Board of the MiraCosta Community College District at One Barnard Drive, Oceanside, CA 92056, on the 18th day of May 2023, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS: _____

DATED, SIGNED AND APPROVED this 18 day of May 2023.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Frank Merchat
President, Board of Trustees

Attest:

By: _____
Sunita V. Cooke, Ph.D.
Secretary, Board of Trustees

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Board of Trustees of Mira Costa Community College District, Oceanside (or San Diego County), California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

Sunita V. Cooke, Ph.D.
Superintendent/President
Secretary of Board of Trustees

Subject: Approve Addendum to the Olivenhain Municipal Water District Mitigated Negative Declaration for the Manchester Avenue Recycled Water Pipeline Project (State Clearinghouse No. 2019129097) and Resolution No. 15-22/23	Attachment: Resolution No. 15-22/23: Addendum to the Olivenhain Municipal Water District Mitigated Negative Declaration for the Manchester Avenue Recycled Water Pipeline Project								
Category: Action Items	Type of Board Consideration: <table style="width:100%; text-align:center;"> <tr> <td>Information</td> <td>Consent</td> <td>Action </td> </tr> </table>	Information	Consent	Action					
Information	Consent	Action							
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width:100%; text-align:center;"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Goal 1</td> <td>Goal 2</td> <td>Goal 3</td> <td>Goal 4</td> </tr> </table>					Goal 1	Goal 2	Goal 3	Goal 4
Goal 1	Goal 2	Goal 3	Goal 4						
Recommended: <hr style="width:30%; margin:auto;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr style="width:30%; margin:auto;"/> Sunita V. Cooke, Ph.D. Superintendent/President								

BACKGROUND

The California Environmental Quality Act (“CEQA”) requires public agencies to identify the environmental consequences of their discretionary actions, such as approving a project, and consider alternatives and mitigation measures that could avoid or reduce significant adverse impacts when avoidance or reduction is feasible. If significant adverse impacts cannot be avoided, reduced, or mitigated to below a level of significance, the public agency is required to prepare an Environmental Impact Report (“EIR”) and balance the project’s environmental concerns with other goals and benefits in a statement of overriding considerations.

If a public agency determines there is substantial evidence that the subject project may have a significant effect on the environment but that revisions in the project plans would avoid the effects or mitigate the effects to a point where no significant effect on the environment would occur and there is no substantial evidence that the subject project, as revised, may have a significant effect on the environment then a mitigated negative declaration shall be prepared by the public agency.

The Olivenhain Municipal Water District (“OMWD”) prepared and certified a Mitigated Negative Declaration for the Manchester Avenue Recycled Water Pipeline Project on January 15, 2020 (“MND”). The MND evaluated the potential environmental impacts of the installation of an approximately 7,400 linear feet of 6-inch polyvinyl chloride (“PV”) recycled water pipeline within the paved right-of-way of Manchester Avenue and El Camino Real with the City of Encinitas. Construction of the Manchester Avenue Recycled Water Pipeline Project is complete.

The project that is the subject of this proposed Addendum to OMWD's MND prepared by the district's CEQA consultant, Dudek, in consultation with district staff involves the installation of a recycled water pipeline on the MiraCosta Community College District San Elijo campus ("Campus"), which will connect the Campus' existing irrigation system to the OMWD Manchester Avenue Recycled Water Pipeline to allow the district to irrigate the Campus with recycled water provided by OMWD ("Project"). The proposed addendum is attached hereto and incorporated herein by reference ("Addendum"). If the Addendum is approved, district staff estimates construction of the Project to commence summer 2023, and to conclude in the first quarter of 2024.

Pursuant to CEQA Guidelines 15367 and 15051, since the district has the principal responsibility for carrying out or approving the Project, the district is the Lead Agency for CEQA purposes regarding the Project, which is why the district, and not OMWD, prepared the Addendum. Pursuant to CEQA Guideline 15381, OMWD is the responsible agency for CEQA purposes regarding the Project, as OMWD has discretionary approval power over the Project.

STATUS

As the attached Addendum provides, Dudek, in consultation with district staff, has determined that the Project would not involve new significant impacts or a substantial increase in previously identified impacts outlined the OMWD Manchester Avenue Recycled Water Pipeline MND. Additionally, the Addendum indicates that there are no substantial changes to the circumstances under which the Project will be undertaken and no new information of substantial importance which was not known and could not have been known when the OMWD Manchester Avenue Recycled Water Pipeline MND was approved that has since been identified. Therefore, pursuant to CEQA Guidelines 15162 and 15164, an Addendum is the appropriate CEQA document for the Project; thus, the district, as the Lead Agency, engaged Dudek to prepare the Addendum that is before the board for approval.

OMWD has reviewed the Addendum.

FINDINGS

Pursuant to CEQA Guidelines 15162 (b), et al., the district, as the Lead Agency, has the discretion to not prepare a subsequent EIR for the Project under certain specified conditions that Dudek opines are present here for the Project, provided that the board makes written findings supporting the board's approval of an Addendum.

Therefore, district staff submits the following written findings to the board for review and adoption consistent with Dudek's recommendations and opinions. Provided the board agrees therewith, the board should adopt as the board's own findings the following to support the district's decision to approve the Addendum and that there is no need to prepare an EIR and/or subsequent EIR:

- 1) that the Project would not result in any new significant environmental impacts beyond what was disclosed in the MND;
- 2) that the Project would not substantially increase the severity of environmental impacts beyond the levels disclosed in the MND;
- 3) that there are no substantial changes to the circumstances under which the Project will be undertaken and no new information of substantial importance which was not known and could not have been known when the OMWD Manchester Avenue Recycled Water Pipeline MND was approved that has since been identified; and

- 4) that the Project does not require any new mitigation measures than what was already disclosed in the MND

RECOMMENDATION

Given the foregoing, district staff, the Project Management Office and Dudek recommend as follows and request that the board take the following actions:

1. Adopt the written findings set forth above herein as findings of the board;
2. Approve Resolution No. 15-22/23 set forth below;
3. Approve the district staff's decision to proceed by way of Addendum and not an EIR and/or subsequent EIR;
4. Approve the subject Addendum based on the board's findings for the Project; and
5. Direct district staff to adopt and implement the Mitigation Monitoring and Reporting Program outlined in Appendix A of the Addendum, or an equally effective program.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 15-22/23
ADOPT ADDENDUM TO OLIVENHAIN MUNICIPAL WATER DISTRICT (“OMWD”)
MITIGATED NEGATIVE DECLARATION FOR THE MANCHESTER AVENUE
RECYCLED WATER PIPELINE PROJECT**

WHEREAS, CEQA Guidelines require the board, as the Lead Agency, to make certain findings to support the district’s decision to proceed by way of an Addendum to the MND for the Project in lieu of an EIR and/or subsequent EIR;

WHEREAS, the board has determined based on the findings presented by its CEQA consultant and district staff, and the facts made known to the board, to proceed by way of an Addendum to the MND for the Project in lieu of an EIR and/or subsequent EIR, and the board hereby makes the instant Resolution:

NOW THEREFORE BE IT RESOLVED THAT:

1. The board hereby adopts the findings and conclusions of its CEQA consultant and district staff as set forth in the board Item as the board’s own findings and conclusions;
2. The board accepts and approves the recommendations submitted by district staff, the Program Management Office, and its CEQA consultant set forth above and in the Addendum; and
3. The board adopts and issues the Addendum and directs district staff and its CEQA consultant to proceed accordingly with the Project and issue any notifications required by law based on the board’s adoption of this Resolution.

DATED, SIGNED AND APPROVED this 18 day of May 2023.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By: _____
Frank Merchat
President, Board of Trustees

Attest:

By: _____
Sunita V. Cooke, Ph.D.
Secretary, Board of Trustees

STATE OF CALIFORNIA)
)ss
SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 15-22/23, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 18th day of May 2023, and that it was so adopted by the following vote:



AYES:

NOES:

ABSENT:

ABSTENTIONS:

By _____
Sunita V. Cooke, Ph.D., Superintendent / President

Subject: Approve Authorization for Assistant Superintendent/Vice President, Administrative Services to Award and Execute Construction Contract for Oceanside Theater Installation Project	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On March 14, 2019, the board approved Consent Item no. VII.G. entitled “Approve Authorization for the Vice President for Administrative Services to Execute Change Orders and Contract Amendments for Measure MM Bond Program and Other District Facilities Contracts based on recommendations from district staff and outside legal counsel, John P. Dacey, Esq. of Bergman Dacey Goldsmith, PLC. The board action was based on the authority provided to the district by the legislature pursuant to, without limitation, Education Code sections 81655 and 81656. The district has operated without incident since then.

Since then, district staff and the Program Management Office (“PMO”) has recognized a need to efficiently utilize the summer session months to move forward a fast-paced construction project, the Theater Equipment Installation project (“Project”), given the decrease of student and staff presence on campus during the summer term. In late May 2023, the PMO and district staff plan to receive and open responsive bids for Bid No. MM-23-004 pertaining to the project. As the board’s meeting schedule does not timely coincide with the project bid opening date to allow the PMO and district staff to obtain contract award approval from the board in time for the project to commence and complete during the summer, staff recommends that the board delegate its authority to the vice president, administrative services to award and execute a construction contract for the project to the lowest responsive and responsible bidder, as long as the lowest responsive and responsible bid falls at or below the established project budget of \$535,000.00.

STATUS

As applicable to construction contracts and professional service agreements, Education Code sections 81655 and 81656, both acknowledge a governing board’s discretion to delegate its

authority provided that: (i) The delegation of authority "... shall prescribe the limits of the delegation as to time, money, and subject matter; (ii) All transactions entered into by the officer or employee shall be reviewed and ratified by the governing board every 60 days; and (iii) In the event of malfeasance in office, the community college district officer or employee invested by the governing board with the power to contract shall be personally liable for any and all moneys of the district paid out as a result of the malfeasance." Further, the officer or employee of a district can only be delegated that authority which the board would have under applicable law. (Education Code sections 81655, 81656, 70902 (a) (1) and (d), and applicable case law).¹







The delegation of authority being requested is only to the extent of the Project's Board approved 'projected budget' unless the Board subsequently approves an increase.

RECOMMENDATION

Given the foregoing, district staff and the Project Management Office recommend that the board approve the following:

- 1) Authorize for the assistant superintendent/vice president, administrative services to award and execute a construction contract with the lowest responsive, responsible bidder for the Oceanside Theater Installation Project ("Project") in an amount not to exceed the established Project budget; and
- 2) Direct district staff that this contract award be brought before the board for ratification within sixty (60) days of the assistant superintendent/vice president, administrative services awarding and executing the construction contract for the Project.

¹ The San Diego Office of Education Guidelines for Bidding and Contracting are in accord (pages 89 thru 97 thereof).

Subject: Authorize District Staff to Exercise Second and Final One (1) Year Extension to Term of Commissioning, Inspector of Record Services, and Special Inspection Services Master Services Agreements	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent Action 
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:    Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

On June 13, 2019, the board approved twelve (12) Master Services Agreements for Commissioning, five (5) Master Services Agreements for Inspector of Record (IOR) Services and nine (9) Master Services Agreements for Special Inspection Services. Via the board’s approval of these aforementioned Master Services Agreements, the district established benches/pools of pre-qualified professional services firms with maximum funding authority attached to each bench/pool to provide on-call, as-needed, services to the district within each firms’ respective discipline(s) related to the district’s ongoing Capital Improvement Program. The board also approved a term of three (3) years, with two (2) additional one (1) year extension options at the district’s discretion for these Master Services Agreements.

STATUS

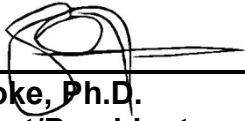
The terms of the aforementioned Master Services Agreements are set to expire in June 2023. Given the continued need for these services on the district’s Capital Improvement Program, district staff and the PMO desire to exercise the district’s discretion to extend the term of these Master Services Agreements by the final one (1) year option period through June 12, 2024.

Staff is not requesting a dollar amount increase to the previously approved maximum funding authority for any of these benches/pools by virtue of this request.

RECOMMENDATION

Given the foregoing, district staff and the PMO recommend and request that the board take the following actions:

1. Approve district staff exercising the second, and final one (1) year extension to the term of the aforementioned Master Services Agreements; and
2. Authorize the vice president, administrative services to issue and execute amendments to these same Master Services Agreements memorializing the extension of the term of these Master Services Agreements by one (1) year.

Subject: Board Policy 7800 – Employee Residency	Attachment: Board Policy 7800 – Employee Residency
Category: Board Policies – First Reading	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 100%;"/> </div> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

Board policies and administrative procedures receive periodic review. New board policies and revisions to board policies are presented to the board of trustees for review and approval.

STATUS

Board Policy 7800 – Employee Residency is a new policy and has been reviewed and approved by College Council. The policy is now presented for a first reading by the board of trustees.

There is not an Administrative Procedure 7800.

RECOMMENDATION

For information only.

Purpose

This policy is intended to promote efficiency and continuity throughout all campus administrative functions; provide students with high quality assistance and accessibility to all academic and campus services; ensure that students receive an engaging education and respond to emerging needs of students.

MiraCosta College is a local community college funded by the local taxpayers within north coastal San Diego County. The interests of the community and the college are best met when employees are present and visible in the communities they serve. Employees residing out-of-state create operational impacts, including limitations on the employee’s ability to timely report for on-site work, attend in-person departmental and other meetings, trainings, governance or committee assignments, advise student clubs or attend college events, manage performance, productivity, efficiency, collaboration, and/or ensure adequate operational coverage. The residency requirement ensures that students can be served in a modality that best suits their ever-changing needs and is essential for ensuring adequate technology resources, connectivity, virus protection, and assistance can be provided to employees.

Out-of-state residency creates tax and other potential liabilities to the district, including, but not limited to, business license requirements, compliance with various labor and employment laws, unemployment insurance provisions, worker’s compensation, and state mandated training requirements. Pursuant to the California Emergency Services Act, any person employed by a county, city, state agency, or public district in California is a public employee and Disaster Service Worker. In the event of an emergency, a Disaster Service Worker may be called into work and required to report for duty on short notice. Employees performing work out-of-state cannot fulfill the Disaster Service Worker requirements of state law.

Definitions

The term “employees” refers to all District personnel including but not limited to faculty members, classified professionals, administrators, and other full or part-time staff.

An employee’s residence is defined as the primary place the employee certifies is their intended one, true, permanent home or domicile to which the employee intends to return following any absence. The residence determination is made using a variety of factors including where the employee maintains living quarters, place of filing tax returns, property ownership, driver’s license and vehicle registration. The establishment of a P.O. Box does not satisfy residency requirements for purposes of employment.

Employee Residency

All District employees must maintain and permanently reside in a principal place of residence in the State of California that is within two-hundred (200) road miles from the employee's regularly designated District worksite. The two-hundred mile limit extends in all directions via direct streets or freeways from the employee's District worksite within the State of California.

The District may consider an individual request to temporarily reside outside of the State of California or the two-hundred mile limit on a case-by case basis upon approval of the Vice President of Human Resources upon recommendation from the appropriate vice president. Any exception to this policy shall not exceed twelve consecutive months. The District's decision on any such request will be at the District's sole discretion, and is not subject to any appeal procedure, administrative or otherwise.

Associate (part-time) faculty and Community Education short-term employees who have a fully online assignment with the District must reside within the State of California, but may live beyond two-hundred (200) road miles from their designated District worksite without requiring an exception under this policy.

The effective date of this policy shall be July 1, 2023. Any employee who is in violation of this policy may be subject to discipline, up to and including termination from District employment.

Subject: Third Quarter Fiscal Report (3/31/2023)	Attachment: Quarterly Report on Cash and Investments
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58310 of the California Code of Regulations, requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district’s financial condition at least once every three months. The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q (applicable for 1Q, 2Q, and 3Q) and Report of Investments and is to be prepared on forms provided by the Community College System Office and submitted to the appropriate county offices and system office no later than forty-five days following the completion of each quarter. The certified report is to be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

STATUS

The second quarter report for the period ending March 31, 2023, is attached. The Quarterly Report of Investments includes both district funds within the County Pooled Investments and proprietary and fiduciary funds held by the district.

1. The total year revenue projection is \$151.5 million, the same as the adopted budget. Revenue through March 31, 2023, is at 64 percent of budget, with property tax revenue at \$83.2 million (62.6 percent).
2. The total year expense projection is \$149.8 million, the same as the adopted budget. Expenses through March 31, 2023, are at 71 percent, or \$106.5 million; the district is 75 percent through the year, so slightly under budget over the 9 months.
3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection remains the same as adopted budget at 25.6 percent (3 months) of annual expenses, above the 2 months (17 percent) policy.

4. The cash balance for period end March 31, 2023, held at the San Diego County Treasury was \$329.6 million from the following funds:
 - \$54.1 million for General Funds, Fund 11 (unrestricted) and Fund 12 (restricted). The cash will increase at the end of April when the second large distribution of property tax revenue will be received.
 - \$40.2 million for the Capital Outlay, Fund 41
 - \$234.6 million for the General Obligation Bond Series B and C, Fund 43
 - \$645 thousand for Fund 61-Self Insurance and fund 73-Student Center Fees
5. The cash balances for period ending March 31, 2023, held at local banks were \$2.3 million for financial aid, cash clearing, auxiliary funds (bookstore, cafeteria) and student accounts (ASG and clubs).
6. The OPEB (Other Post Employment Benefit) trust balance for period ending March 31, 2023, increased by \$1.5 million from last quarter-end, to \$31.0 million with the fiscal year-to-date rate of return of 5.2 percent. The accrued funded liability stands at 91 percent compared to the second quarter, which was 87 percent, a result of the increase in market value.

RECOMMENDATION

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: May 18, 2023

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, March 31, 2023

The district's total cash and investment status report. The Other Post-Employment Benefit (OPEB) Trust Investment account is an irrevocable trust and can only be used for the Retiree Health benefit costs.

<u>Actual-to-Budget, CCFS Quarterly Financial Status Report</u>	<u>Amount</u>
Revenues	
· FY23 Adopted Budget	\$151,454,952
· FY23 Projected Budget	\$151,454,952
· FY23 Actual as of March 31, 2023	\$97,061,342
· FY23 Actual YTD to Projected Budget	64.1%
Expenses	
· FY23 Adopted Budget	\$149,784,185
· FY23 Projected Budget	\$149,784,185
· FY23 Actual as of March 31, 2023	\$106,450,698
· FY23 Actual YTD to Projected Budget	71.1%
<u>Cash Deposits and Investments, Quarterly Report of Investments</u>	<u>Balance</u>
· Total Cash in the County pooled investment fund (combined funds)	\$329,613,138
Detail by Fund below:	
o General Fund 11 & 12	\$54,123,123
o Capital Outlay Fund 41	\$40,206,619
o General Obligation Bond Fund 43	\$234,637,684
o All Other Funds	\$645,712
o Rate of Return Fiscal YTD	1.830%
· Cash in bank deposits	\$2,168,077
o Rate of Return	NA
· Cash in Money Market instruments (Bookstore Fund)	\$149,021
o Rate of return	0.05%
<u>OPEB Trust Balance</u>	
· Balanced Fund Portfolio as of March 31, 2023	\$30,995,828
o Rate of Return 03/31/2023 Fiscal YTD (Annual Target 5.5%)	5.20%
o Funded Accrued Liability	91.3%



Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

District: (050) MIRACOSTA

Quarter Ended: (Q3) Mar 31, 2023

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,698,321	135,739,684	138,422,668	151,394,952
A.2	Other Financing Sources (Object 8900)	45,068	1,726,909	4,262,923	60,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	130,743,389	137,466,593	142,685,591	151,454,952
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,956,934	119,764,121	127,299,257	140,769,185
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,040,335	15,981,045	13,854,379	9,015,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	128,997,269	135,745,166	141,153,636	149,784,185
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,746,120	1,721,427	1,531,955	1,670,767
D.	Fund Balance, Beginning	30,739,003	33,366,792	35,101,240	36,633,195
D.1	Prior Year Adjustments + (-)	-37,637	13,021	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,701,366	33,379,813	35,101,240	36,633,195
E.	Fund Balance, Ending (C. + D.2)	32,447,486	35,101,240	36,633,195	38,303,962
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.2%	25.9%	26%	25.6%

II. Annualized Attendance FTES:

		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
G.1	Annualized FTES (excluding apprentice and non-resident)	9,998.00	9,822.72	8,805.63	8,457.63

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2019-20	2020-21	2021-22	2022-23
H.1	Cash, excluding borrowed funds		38,546,077	40,063,036	54,415,564
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,107,863	38,546,077	40,063,036	54,415,564

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	151,394,952	151,394,952	97,107,514	64.1%
I.2	Other Financing Sources (Object 8900)	60,000	60,000	-46,172	-77%
I.3	Total Unrestricted Revenue (I.1 + I.2)	151,454,952	151,454,952	97,061,342	64.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	140,769,185	140,769,185	97,575,722	69.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,015,000	9,015,000	8,874,976	98.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	149,784,185	149,784,185	106,450,698	71.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,670,767	1,670,767	-9,389,356	
L	Adjusted Fund Balance, Beginning	36,633,195	36,633,195	36,633,195	
L.1	Fund Balance, Ending (C. + L.2)	38,303,962	38,303,962	27,243,839	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	25.6%	25.6%		

V. Has the district settled any employee contracts during this quarter? NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

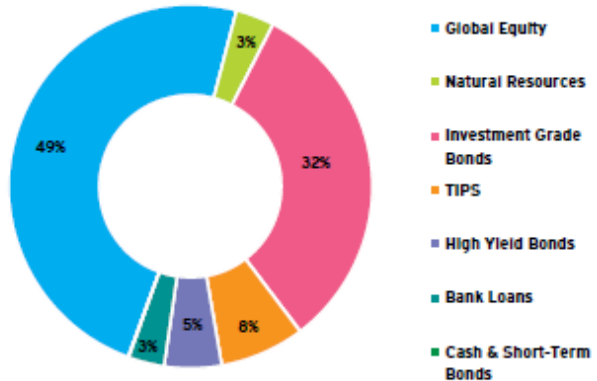
VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

Mira Costa Community College District
Balanced (50% Fixed Income, 50% Equity)

3/31/2023

Change in Portfolio - 3rd Quarter of Fiscal Year 2023 **Asset Allocation**

Portfolio Value on 12/31/2022	29,566,086
Contributions	0
Withdrawals	0
Change in Market Value	1,276,183
Income Received	163,635
Portfolio Fees	(10,077)
Portfolio Value on 3/31/2023	30,995,828



Trailing Period Performance

	Fiscal						Inception Date	Since Inception (%)
	3Q23 (%)	YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)		
Mira Costa Community College District	4.8	5.2	-5.6	7.9	4.5	5.0	7/1/2009	7.0
Policy Benchmark ¹	4.9	5.5	-5.6	7.8	5.1	NA		NA
CPI Medical Care (Inflation)	-0.6	0.2	1.5	2.0	2.5	2.6		2.8

Fiscal Year Performance


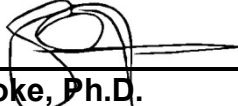
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
Mira Costa Community College District	-12.2	20.2	4.4	5.9	7.0	9.2	-0.9	2.7	11.9	8.0
CPI Medical Care (Inflation)	4.5	0.4	5.1	2.0	2.5	2.7	3.5	2.5	2.6	2.2

¹ Policy Benchmark consists of 47% MSCI ACWI IMI, 1% Vanguard Spliced Global Capital Cycles Index, 1% Spliced U.S. IMI Materials 25/50, 1% Vanguard Spliced Energy Index, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan



Prepared by Meketa Investment Group



Subject: Human Resources Update	Attachment: None
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

UPDATE

Equal Employment Opportunity Advisory Committee (EEOAC) and Inclusion, Diversity, Equity, and Accessibility (IDEA)

Based on a recommendation from the EEOAC, Human Resources expanded the demographic data collected from applicants and employees to include gender identity and sexual orientation. After June 30, 2023, Human Resources will have a year’s worth of data that will be reviewed and analyzed and ultimately compared to the demographic data of our student population. This information will help guide our future recruitment efforts and focus our targeted outreach efforts for marginalized populations.

In partnership with the EEOAC and the Chief Inclusion, Diversity, Equity, and Accessibility Officer, Human Resources applied for and was selected for an EEO Innovative Best Practices Grant, pending Board of Governors approval May 22, 2023. The one-time grant of \$300,000 over two years is intended to aid institutions that pilot or create innovative IDEA-minded practices related to EEO. The primary goal is to build capacity for our leadership and onboarding competencies in a fashion that expands EEO work and creates a campus-wide culture of learning and inclusion. The project will also monitor success through Human Resources driven assessments, evaluative studies, pivoting off surveys and leadership meetings to address continuous improvement, while also looking at creative solutions to attract a diverse pool of applicants for faculty and classified professional positions.

Recruitment Efforts

The Human Resources recruitment team has supported 72 recruitments since July 1, 2022. The team has onboarded six full-time faculty members (five for fall 2022, and one for spring 2023) and 30 classified employees. Currently, there are 36 active recruitments at various stages from pre-posting to onboarding.

Human Resources will continue to collaborate with the Research, Planning, and Institutional Effectiveness (RPIE) team to utilize data in new and innovative ways that support our efforts to attract diverse and qualified applicant pools. These efforts have included utilizing a data dashboard developed by RPIE that provides statistics on graduates with specific degrees from Southern California, California, and the United States. These statistics are being used to determine the diversity of our potential pool of qualified applicants. Additionally, RPIE used this data to provide Human Resources and the full-time faculty screening and interview committees with the top ten universities in Southern California, California, and the country that graduate the most Latinx and Black students with degrees that meet the minimum qualifications. This data allowed the district to target outreach to these specific colleges and universities.

COVID-19 and Safety

The district continues its vaccine mandate for employees. Due to changes in federal, state, and county guidance, the district is no longer requiring testing or other requirements for unvaccinated employees. The district continues to monitor public health guidance and local conditions to determine vaccine and testing policy.

Cal/OSHA regulations still require certain testing and exposure rules for employees; however, with the sunset of federal, state, and county emergency declarations, there are no longer testing and exposure rules for students or general public.

COVID-19 four-week average case rates continue to remain at very low levels with four-week averages of one employee case and one student case per week reported. Risk Management and Health Services continue to offer isolation and testing guidance to employee and student cases, respectively.

The district continues to have ASTM-rated masks available; additionally, respirators are available for employees. Health Services and Risk Management maintains a COVID-19 rapid antigen test supply for students and employees, respectively. The district has also maintained MERV13+ enhanced ventilation and nightly cleaning by the custodial department.

Benefits

In the interest of increasing awareness regarding retirement benefits, the district arranged to have a retirement plan advisor from the San Diego County Office of Education representing Empower Retirement be available on the Oceanside campus on April 13 to assist employees with enrollment contributions for 403(b)/457(b), retirement readiness, consolidation, account review, and STRS/PERS pension review based on employee provided STRS/PERS information. Demand was overwhelming; all available appointments were booked. Given the interest, the district will look for additional opportunities to meet with the retirement plan advisor in the future.