



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
4 P.M. – THURSDAY – MAY 19, 2022

[ZOOM Webinar Access](#)

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[How to Provide Public Comment](#)

### AGENDA

- I. CALL TO ORDER
- II. FLAG SALUTE / ROLL CALL
- III. TELECONFERENCING OF MEETINGS (Action Required)
  - A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361
- IV. APPROVE MEETING MINUTES
  - A. Futures Workshop of April 13, 2022
  - B. Special Meeting/Closed Session of April 21, 2022
  - C. Organizational Meeting of April 21, 2022
- V. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

**PLEASE NOTE:** In accordance with AB 361, board meetings will continue to be conducted in an online format. Members of the public may access the meeting at the link above, and may request to make public comments by using the “raise your hand” feature at the bottom of the webinar screen. Written comments to the board will not be read aloud during the meeting. Instead, a copy of written comments will be provided to each of the trustees. All public comments must continue to adhere to the Decorum outlined below. Specific instructions on how to provide public comment during a Zoom board meeting can be accessed at the link above.

**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,

**VI. CHANGES IN AGENDA ORDER**

**VII. PRESENTATIONS**

- A. Phi Theta Kappa Update
- B. MiraCosta College Adult High School Progress Report – Western Association of Schools and Colleges Accreditation
- C. Equal Employment Opportunity (EEO) Plan and Multiple Method Allocation Certification Update

**VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Ratify Memorandum of Understanding 22-02 with Academic Associate Faculty
- C. Adopt Annual Resolutions Authorizing Designated Agents
- D. Approve Employment Contract for Vice President
- E. Approve Reorganization for Social and Physical Sciences
- F. Summer 2022 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program
- G. Approve Updated Course Agreement with Cathedral Catholic High School for the Summer 2022, Fall 2022, and Spring 2023 Dual Enrollment Program
- H. Approve Updated Course Agreement with Carlsbad Unified School District for the Summer 2022 Dual Enrollment Program
- I. Curriculum Approval: 2022-2023 Catalog, Social Justice Studies: African American Studies AA-T
- J. Notice of Completion-Bid #MM-21-002 OC Strong Workforce-Oceanside Campus
- K. Adopt Resolution No. 16-21/22 Education Protection Account
- L. Approve Agreement with Experis US, Inc. for AIS Consulting Services
- M. Ratify Purchase of Additional Services Needed for COVID-19 Support for Testing, Vaccine Verification
- N. Ratify and Approve Contracts and Purchase Orders

**IX. ACTION ITEMS**

- A. Approve Authorization for Vice President, Administrative Services to Award and Execute Construction Contract for San Elijo Miscellaneous Enhancements Project
- B. Authorize First One (1) Year Extension to Term of Commissioning, Inspector of Record (IOR) Services, and Special Inspection Services Master Services Agreements
- C. Approve Budget Transfers
- D. Approve Equal Employment Opportunity Fund Multiple Method Allocation Certification Form
- E. Approve the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022
- F. Approve Emeritus Status for Full-Time and Associate Faculty Members
- G. Approve Filling Board of Trustees Area 6 Vacancy by Provisional Appointment
- H. Adopt Resolution No. 19–21/22 Granting Emeritus Trustee Status to David Broad

**X. SECOND READING – BOARD POLICIES (Action Required)**

- A. Board Policy 4230 – Grading and Academic Record Symbols
- B. Board Policy 4235 – Credit for Prior Learning

**XI. FIRST READING – BOARD POLICIES (No Action Required)**

- A. Board Policy 5210 – Communicable Disease
- B. Board Policy 7120 – Recruitment and Hiring

**XII. INFORMATION**

- A. MiraCosta College Adult High School Progress Report – Western Association of Schools and Colleges Accreditation
- B. Third Quarter Fiscal Report
- C. Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2022

**XIII. 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

**XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

**XV. ADJOURNMENT**


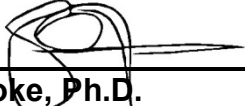
**UPCOMING MEETING**

**4 p.m. – June 16, 2022  
Workshop**

**4 p.m. – June 23, 2022  
Regular Meeting**

Board meetings are normally held in meeting rooms that are accessible to those with mobility disabilities, however, an executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). Additionally, with the passing of AB 361, meetings will be held remotely until further notice. If you wish to attend the meeting and/or if you have another disability requiring special accommodation, please contact Julie Bollerud, executive assistant to the superintendent/president, at 760.795.6610 or by email at [jbollerud@miracosta.edu](mailto:jbollerud@miracosta.edu). The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

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 Trustee's 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](mailto:jbollerud@miracosta.edu).

<b>Subject:</b>  <b>Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361</b>	<b>Attachment:</b>  <b>Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361</b>
<b>Category:</b>  <b>Action Items</b>	<b>Type of Board Consideration:</b>  <b>Information                  Consent                   Action</b>
	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to enable state and local agencies to more effectively respond to the threat of COVID-19. ON March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the provisions of Executive Order N-29-20’s authorization for holding virtual meetings, with an expiration date of September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions.

**STATUS**

In an effort to safeguard the health of our students, employees, and community members, and in an effort to provide greater access to meetings of the board of trustees, the board adopted MiraCosta Community College District Resolution No. 4-21/22 on October 21, 2021. This resolution declared emergency conditions exist throughout the district campuses and facilities as a result of the continued State of Emergency under Government Code section 54943. The board continues to be provided regular updates on this matter.

**RECOMMENDATION**

Approve continued observance of Resolution No. 4-21/22 – authorizing teleconferencing for meetings pursuant to AB 361 as stated above. The result of this action will be recorded in the meeting minutes.

**MIRACOSTA COLLEGE COMMUNITY DISTRICT**

**RESOLUTION NO. 4-21/22**

**RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS  
DURING A PROCLAIMED STATE OF EMERGENCY**

**WHEREAS**, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

**WHEREAS**, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

**WHEREAS**, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

**WHEREAS**, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

**WHEREAS**, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

**WHEREAS**, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

**WHEREAS**, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

**NOW THEREFORE**, the legislative body of the District hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The Board of Trustees of the MiraCosta Community College District finds, by a majority vote, the following:
  - a. That there exists a proclaimed state of emergency;

AND either:

- b. The Board is meeting for the purpose of determining one of the following, or more than 30 days have passed since the Board met and determined one of the following, and the Board now re-determines one of the following:
  - i. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

- ii. State or local officials have imposed or recommended measures to promote social distancing; OR

OR

- c. This Board has made the determination set forth in subdivision (b), above within the last 30 days and now makes the following determination:
  - i. The Board has reconsidered the circumstances of the state of emergency;  
AND
  - ii. Any of the following circumstances exist:
    - 1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
    - 2. State or local officials continue to impose or recommend measures to promote social distancing.
- 3. The District's superintendent/president or their designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.
- 4. That this Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of Trustees of the MiraCosta Community College District, this 21<sup>st</sup> day of October, 2021, by the following vote:

AYES:	7	Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
NOES:	0	_____
ABSTAIN:	0	_____
ABSENT:	0	_____

**CERTIFICATION**

I hereby certify, on this 21<sup>st</sup> day of October, 2021, that the foregoing document is a true and correct copy of the Resolution To Implement Teleconferencing Requirements During a Proclaimed State of Emergency by the Board of Trustees] of MiraCosta Community College District at its meeting on October 21, 2021.

By:  \_\_\_\_\_

Secretary to the Board of Trustees  
MiraCosta Community College District



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES OF BOARD WORKSHOP

APRIL 13, 2022  
(DRAFT)

### I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, April 13, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:03 p.m.

### II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
William Fischer	Jacqueline Simon
George McNeil	

Administrators present:

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

### III. TELECONFERENCING OF MEETINGS (Action Required)

#### A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361

By motion of Trustee McNeil, seconded by Trustee Cassar, the board adopted Resolution No. 4-21/22 authorizing the continued teleconferencing of meetings pursuant to AB 361.

Vote: 7/0/0

Aye: Broad, Cassar, 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. TELECONFERENCING OF MEETINGS (Action Required)

None.

### VII. WORKSHOP

## **A. Futures**

Superintendent/President Cooke provided the backdrop of the Futures work and how we were first introduced to a Futures mindset when Parminder Jassal joined a board workshop in fall 2019. She explained that MiraCosta is pioneering this type of broad and deep work across our college. No other community college has incorporated this Futures work and thinking institution-wide. Jassal talked about signals that are right around us, what's behind them, and what is the difference made if these signals scale. She gave the example of the Jetsons cartoon (made 50 years ago), which showed signals of the future (smart TV, read news on the TV, watch like Apple watch, flatscreen TV, robot in home for chores). Rather than focusing just on preferred futures, we also need to get ahead of the curve and connect dots/signals to address all signals.

Each of the vice president's provided a high level update on top signals and equity impacts as it relates to the four plans currently being updated. These include the Equity Plan, Technology Plan, Educational and Human Resources/Staffing plan. Additionally, Trustees Broad and Merchat have been focusing on top signals in our community. The district will explore ways in which we acknowledge the signals and manage our way to our preferred future.

## **VIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

## **IX. ADJOURNMENT**

The meeting was adjourned at 5:03 p.m.





**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**One Barnard Drive, Oceanside, CA  
Zoom Conference**

**MINUTES OF SPECIAL MEETING/CLOSED SESSION**

**APRIL 21, 2022  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, April 21, 2022, via Zoom conference. President Anna Pedroza called the meeting to order at 2:16 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
Bill Fischer	Jacqueline Simon
George McNeil	

Legal Counsel Lisa Jensen  
Legal Counsel Randy Winet  
Superintendent/President Sunny Cooke  
Vice President Charlie Ng

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

None.

**IV. DECLARE NEED FOR CLOSED SESSION**

At 2:16 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,  
Vice President, Human Resources Charlie Ng

Employee organizations: All

**B. Conference with Legal Counsel**

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

Anticipated Litigation, Number of Potential Cases: 1

- JPA 22-05683

- 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 3:40 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,  
Vice President, Human Resources Charlie Ng  
Employee organizations: All  
No action taken.

- B. Conference with Legal Counsel**  
(Pursuant to Government Code section 54956.9(d)(2))  
Anticipated Litigation, Number of Potential Cases: 1
- JPA 22-05683
- The board approved JPA 22-05683.

- C. Public Employee Performance Evaluation**  
(Pursuant to Government Code section 54957)  
Title: superintendent/president  
No action taken.

**VI. ADJOURNMENT**

The meeting adjourned at 3:40 p.m.

**MINUTES APPROVAL:**

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Anna Pedroza  
Board President

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



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

**MINUTES OF REGULAR MEETING**

**April 21, 2022  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, April 21, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:06 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

David Broad	Frank Merchat
Rick Cassar	Anna Pedroza
William Fischer	Jacqueline Simon
George McNeil	Alma Cuevas (Student Trustee)

Administrators present:

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

**III. TELECONFERENCING OF MEETINGS (Action Required)**

**A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution No. 4-21/22 authorizing the continued teleconferencing of meetings pursuant to AB 361.

Vote: 7/0/0  
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**IV. APPROVE MEETING MINUTES**

**A. Special Meeting/Closed Session of March 24, 2022**

By motion of Trustee McNeil, seconded by Trustee Broad, the minutes of the special meeting/closed session of March 24, 2022, were approved.

Vote: 7/0/0  
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon  
Abstentions: None  
Absent: None

**B. Regular Meeting of March 24, 2022**

By motion of Trustee McNeil, seconded by Trustee Merchat, the minutes of the regular meeting of March 24, 2022, were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**V. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA**

None.

**VI. CHANGES IN AGENDA ORDER**

None.

**VII. PRESENTATIONS**

**A. Core Competencies Assessment**

Dean of Research, Planning, and Institutional Effectiveness Christopher Tarman, as well as faculty members Dr. John Thomford, Dr. Kristine Arquero, and Janelle West, provided an update of the MiraCosta College Core Competency assessments process, the most recent results from the assessments to-date, and key findings from the data, as well as how faculty are using this data to improve outcomes in the classroom.

Professors West, Arquero, and Thomford shared how this process has allowed them to reflect on the information from a different perspective and identify ways to fine-tune their courses and assignments that have resulted in improved work from students, making them more successful. The value rubric has helped her in a multitude of ways and provides clarity and transparency for students.

Thomford outlined the plans for the future, including reviewing outcomes mapping, strengthening connections between the Outcomes and Assessment Committee and Instructional departments, collecting more institutional-level data, and broadening participation of faculty in core competencies assessments.

Board members expressed their appreciation for this work and the improvements made as a result of this work.

**B. Accreditation Process Update**

Dean of Research, Planning, and Institutional Effectiveness Christopher Tarman, provided an overview of the ACCJC comprehensive accreditation process, how the college has organized to write the Institutional Self-Evaluation Report, and the major milestones ahead in reaffirming the college's accredited status.

The accreditation provides assurance to students and the community that the college offers quality educational offerings through standards to advance student learning and achievement, as well as peer review process. Accreditation status allows access to Federal Student Financial Aid and provides portability of credits for students.

The accreditation cycle is every seven years when an Institutional Self Evaluation Report (ISER) and comprehensive review focusing on four standards is completed,

which allows us to be evidenced based for continuous institutional improvement and academic quality.

Tarman gave an overview of the timeline, and noted that by fall 2022, the document will be routed to all governance groups for their review. The board of trustees can expect the final document as a first read in October, a second read in November, and then submission to the commission in December 2022. A focused site visit by the evaluation team will take place in fall 2023.

Trustee Broad noted that trustees were involved in the writing of Accreditation Standard IV. The ISER process helps institutions identify areas of strength and areas where work needs to be done. It seems student learning outcomes and assessments are areas where more documentation is needed to demonstrate the work to be done at the department level and beyond.

## **VIII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Approve Student Housing Feasibility and Preliminary Planning Agreement**
- C. Approve Apple Technology Equipment Purchase**
- D. Approve Epson Technology Equipment Purchase**
- E. Approve Extron Technology Equipment Purchase**
- F. Approve Microsoft Volume Licensing Software and Campus Agreement Renewal**
- G. Approve Purchase of Digital Resources from Community College Library Consortium**
- H. Approve Amendment to Repligen Equipment Purchase**
- I. Approve and Ratify Settlement Agreement and Mutual Release with Caltrans**
- J. Approve Annual Dell Desktop Computer Replacement Purchase for Faculty/Staff**
- K. Ratify COVID-19 Support Agreement for Spring 2022 Return**
- L. Ratify and Approve Contracts and Purchase Orders**

By motion of Trustee Cassar, seconded by Trustee Merchat, consent items were approved.

Vote: 7/0/0

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

Abstentions: None

Absent: None

## **IX. ACTION**

- A. Approve Replenishment of Threshold of Vice President, Administrative Services' Authority to Approve Program Reserve Fund Transfer Requests**

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the replenishment of threshold of vice president, administrative services' authority to approve program reserve fund transfer requests.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Approve Budget Transfer**

By motion of Trustee McNeil, seconded by Trustee Merchat, the board the budget transfer of \$500,000 from Fund 41-Capital Project to Fund 52-Revenue-other Resources, as stated.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**X. PERIODIC REVIEWS – BOARD POLICIES (Action Required)**

**A. Board Policy 3200 - Accreditation**

By motion of Trustee Merchat, seconded by Trustee McNeil, Board Policy 3200 – Accreditation was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Board Policy 3280 – Grants**

By motion of Trustee McNeil, seconded by Trustee Cassar, Board Policy 3280 – Grants was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**XI. SECOND READING – BOARD POLICIES (Action Required)**

**A. Board Policy 3520 – Local Law Enforcement**

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 3520 – Local Law Enforcement was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**B. Board Policy 6450 – Mobile Communication**

By motion of Trustee McNeil, seconded by Trustee Broad, Board Policy 6450 – Mobile Communication was adopted.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**XII. FIRST READING – BOARD POLICIES**

**A. Board Policy 4230 – Grading and Academic Record Symbols**

Proposed edits to Board Policy 4230 – Grading and Academic Record Symbols were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

**B. Board Policy 4235 – Credit for Prior Learning**

Proposed edits to 4235 – Credit for Prior Learning were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

**XIII. INFORMATION**

**A. Fall 2020 Credit Graduate List**

The 2020 Credit Graduate List was provided for information.

**B. Sunshine the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022**

The MiraCosta College Faculty Assembly's Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022, was provided for information.

**XIV. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

Trustee McNeil reported the Barrio Empowerment day went smoothly, and many high school students participated.

Trustees Merchat and Cassar attended the State of North County event with Representative Jim Desmond.

Trustee Broad attended the virtual ACCJC webinar, which focused on the formative/summative accreditation process.

Trustee Pedroza attended her first SDICCCA meeting with Dr. Cooke and looks forward to attending the Adelante Mujer conference this Saturday in La Colonia de Eden Gardens with Dr. Cooke. All trustees attended the Futures workshop, and they noted how the board has begun incorporating Futures thinking in the work of the board. Many trustees attended the Spring Celebration of Excellence, as well as the celebration of life for MiraCostan Jim Gonzales.

**B. Students**

Student Trustee Alma Cuevas reported about language changes to the ASG Constitution, and an art workshop was held at the CLC on April 13, similar to the one held on the Oceanside Campus. The CLC workgroup is planning for the Adult High School graduation on May 12, and the ASG election and voting process is underway.

**C. Classified Employees**

Classified Senate President Carl Banks reported he attended Spring Celebration of Excellence and recognized classified professionals who received awards: the Accounts Payable team and the Community Education/Workforce Development teams received the Team Spotlight Award, Mandy Frakes from Accounting received the Individual Spotlight Award, and Maria Gallardo from Student Life and Leadership was recognized as the Outstanding Classified Employee of the Semester. Leadership Program graduates were recognized: Yuriko Jimenez, Dulce Gangani, France Cruz, and Gina Hansen. He thanked Lori Schneider and the leadership mentors for their work on this. Banks provided election results, which include Angelena Boles (continuing), Chelsea Chavira, Gina Hansen, Shannon Tuise'e as senators, Marlesha Keyes as continuing treasurer, and Carl Banks as continuing president.

## **D. Faculty**

Academic Senate President Luke Lara reported a proposed 2023/24 academic calendar has come to Academic Senate for review. He is finalizing faculty office assignments, soliciting faculty to participate in committee membership, and finalizing the election process. He reported that Kristi Reyes, full time non-credit faculty, was awarded the Leon P. Baradat Service Award. The Academic Senate approved the list of emeritus faculty, and he thanked them for their commitment to serving students.

## **E. Vice Presidents**

### **1. Instructional Services**

Vice President Pescarmona submitted a written report. She added that the community college system enrollment is down 31 percent over the last two years. Our Futures work will help tackle the upcoming years and navigate hurdles.

### **2. Student Services**

Vice President Wojcik reported LGBTQIA+ grant was awarded, and a plan for how the funds will be used over the next five years will need to be developed over the next month. A grant was also received that will help our formerly incarcerated students. A wonderful week of events and programming has been put together by Student Equity, including a fundraising opportunity. Additionally, the Annual STREAM Festival takes place next week. Afifa Zaman, Kristina Londy, and Wendy Stewart were recognized by the San Diego Chapter American Association for Women in Community Colleges 2022 Student - Woman of the Year.

### **3. Administrative Services**

Vice President Flood reported that discussions are occurring about the incredible escalation of building costs. Some projects could be delayed, as they continue to work within the budgets to provide for the buildings most needed.

He thanked the members, including students, who served on the hiring committee that just selected Val Sadaat for the permanent position as college police chief. The Foundation audit was just completed, and now an interim audit for financials has begun. The Technology Plan is being worked through, and feedback is being solicited from constituents.

### **4. Human Resources**

Vice President Ng thanked the board for their attendance at the celebration of excellence. Human Resources is monitoring Covid, and discussions are underway for planning and protocols for fall and summer.

## **F. Superintendent/President**

Superintendent/President Cooke reported finalist faculty interviews have been occurring. She announced that Shannon Stubblefield was selected as the VP of Advancement. Cooke reported she went to Denver for the PTK convention, where the theme of study for next year is "Play." A student housing feasibility study will occur, which will involve assessing the need, and the ability to offer this for our students. If feasible, then the college must apply for a grant before moving forward. On April 27, the Health and Wellness Building groundbreaking will take place at 9 a.m., and a dedication of a bench will honor the work of former MiraCosta Dean Ann Carli at the San Elijo Campus later that afternoon at 4 p.m.



**XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

**XVI. ADJOURNMENT**

The meeting adjourned at 5:40 p.m.

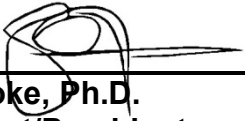
**MINUTES APPROVAL:**

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Anna Pedroza  
President

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

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

**BACKGROUND**

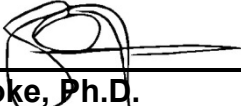
The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

**STATUS**

Phi Theta Kappa officers will report on the activities and accomplishments of the 2021/22 academic year.

**RECOMMENDATION**

For information only.

<b>Subject:</b>  Adult High School Progress Report – Western Association of Schools and Colleges Accreditation	<b>Attachment:</b>  <a href="#">PPT Presentation</a>
<b>Category:</b>  Presentations	<b>Type of Board Consideration:</b> ✓ Information          Consent          Action
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

The Adult High School (AHS) went through a full accreditation visit with the Accrediting Commission for Schools, Western Association of School and Colleges (WASC) in 2019. A written progress report is due at the end of the third year of the current six-year accreditation cycle. Faculty, staff, and administrators have worked in putting together the progress report during the 2021/22 academic year.


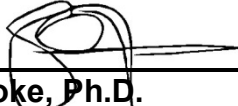
**STATUS**

A working draft of the AHS accreditation report is presented for board information and will be submitted to WASC by June 1, 2022. This report provides an update on progress in critical action areas and school-wide action plans identified through the self-evaluation process.

The complete report is available at the following hyperlink:  
<https://miracosta.edu/academics/continuing-education/adult-high-school/docs/AHS%20ACS%20WASC%20Mid-Cycle%20School%20Progress%20Report.pdf>

**RECOMMENDATION**

For information only.

<b>Subject:</b>  Equal Employment Opportunity (EEO) Plan and Multiple Method Allocation Certification Update	<b>Attachment:</b>  PowerPoint Presentation
<b>Category:</b>  Information	<b>Type of Board Consideration:</b> Information      Consent      Action
<b>Recommended:</b>  <hr/> Charlie Ng Vice President, Human Resources	<b>Approved for Consideration:</b>  <hr/> 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. Before the amendments to the EEO regulations can become effective, the Department of Finance (DOF) must certify the regulations’ cost implications. DOF certification is still pending.

The pending DOF certification provides districts with an opportunity to intentionally begin to design a process for local review and continued alignment of EEO Plans to district local Vision for Success goals. While the EEO Plan submissions will be extended, in order to receive EEO funds, all districts are still required to submit Multiple Method Allocation Certifications by June 1, 2022.

**STATUS**

Vice president Charlie Ng will provide an update on proposed EEO Plan changes and the 2021/22 Multiple Method Allocation Certification Report.

**RECOMMENDATION**

Information only.



## EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN AND MULTIPLE METHOD ALLOCATION CERTIFICATION UPDATE



### EEO Plan and Multiple Method Allocation Certification

- EEO Plan – Compliance
  - › Mission, Vision, Values, Commitment Statement, Goals
  - › Policies and Procedures
  - › EEO Advisory Committee
- Multiple Method Allocation Certification – Incentive
  - › EEO Funding
  - › Reporting



## EEO Plan

- Introduction
- Executive Summary
- Definitions
- Policy Statement, Policies and Procedures
- Delegated Responsibility
- EEO Advisory Committee
- Complaint and Notification Procedures
- Training Selection Committee
- Annual Notices
- Data Analysis
- Institutional Commitment
- Certification
- Accommodations



## EEO and EEO Plan Update

- District Policy Statement Requirement Enhancements
- District EEO Plans
  - › To be developed in collaboration with EEO Advisory Committee
  - › Reviewed and adopted at a regular meeting and not part of the consent agenda
  - › Submitted to Chancellor's Office 90 days prior to Board adoption



## EEO and EEO Plan Update

- District EEO Plans (continued)
  - › Review annually and assess progress toward program goals and occur during a Board of Trustees meeting; if goals not met, develop revised plan specifying efforts to meet goals
  - › Include pre-hire, hiring, and post-hiring strategies; a schedule/timetable for implementation
  - › Utilize available data from reliable public and private sources to determine whether monitored groups are underrepresented



## EEO and EEO Plan Update

- District EEO Plans (continued)
  - › Post EEO Plan
  - › Make good faith efforts to “achieve employee diversity”
  - › Analyze data including recruitment to applicant pools, hiring, retention, and promotion
- EEO Advisory Committee
  - › Drafting and implementing EEO Plan
  - › Board of Trustees training

## EEO and EEO Plan Update

- Recruitment
  - › Qualified and “equity-minded” applicants
  - › Clearinghouse to post positions
- Job Announcements and Qualifications
  - › Where applicable, job announcements indicate possibility of meeting minimum qualifications through equivalency
  - › Sensitivity and understanding of diverse populations shall be considered a core system competency and job requirement
  - › Job qualifications (required, desired, preferred) shall be reviewed by EEO Officer or appropriately trained designee

## EEO and EEO Plan Update

- Applicant Pool Review
  - › Added non-binary demographic options
  - › Conduct initial demographic review of pool before application deadline; if pool diversity is not consistent with EEO Plan diversity goals, search period may be extended
- Screening and Selection Procedures
  - › Meaningful consideration given for applicants demonstrating sensitivity to diverse populations
  - › Based solely on job-related criteria



## EEO and EEO Plan Update

- Screening and Selection Procedures (continued)
  - › May not set aside or designate positions or classifications for specific populations
  - › Seniority or length of service may be considered only if they are relevant to posted job qualifications
  - › Selection testing to follow EEO Commission's Uniform Guidelines on Employee Selection
  - › The Board of Trustees may reject all candidates and reopen the position

## EEO and EEO Plan Update

- Strategies for Achieving Institutional Diversity
  - › Culturally responsive training
  - › Integrated multiple method strategies
- Accountability and Corrective Action
  - › Certifications (data analysis, review EEO Plan, investigate complaints, expenditure reports)
  - › Chancellor's Office will review and determine sufficiency of EEO Plan, and will inform the district specific areas of concern and will direct district to adopt an updated plan prior to Board of Trustees adoption

## EEO and EEO Plan Update

- Complaints
- Failure to Report
  - › Chancellor may decline to distribute EEO funds for substantial noncompliance

## Multiple Method Allocation Certification

1. Requirements (EEO Plan, EEOAC, Expenditure Report)
2. Policies and Resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused Outreach and Publications
5. Diversity Procedures Throughout Hiring Process
6. Training for Hiring Committees
7. Professional Development Focused on Diversity
8. Diversity Criteria for Evaluations
9. Grow-Your-Own Programs



## Focused Outreach and Publications

- Maintain updated job descriptions and job announcements
- Post permanent positions in multiple publications, websites, and social media outlets
- Collaborate with departments, utilizing their expertise within their field/discipline
- Track applicant data



## Diversity Procedures Throughout Hiring

- Applicant pools are evaluated
- HR minimum qualification screening process
- DEI responses required from applicants
- Diverse Hiring Committees
- Required EEO Training for Hiring Committees
- EEO Representatives on Hiring Committees
- Timely and thoroughly investigated complaints
- Exit interviews

## Training and Professional Development

### Training for Hiring Committee

- Within every 12 months
- Implicit Bias
- Pertinent laws, legally protected characteristics, and how to intervene should committee members act in a manner inconsistent with EEO regulations and/or the District's hiring procedures.

### Professional Development

- DEqCC Conference
- Flex Week
- Academic Impressions
- Other Professional Development Opportunities (book readings, guest speakers, and other offerings)

## EEO Advisory Committee

- Charlie Ng, Chair
- Lesley Doig, Faculty
- María Figueroa, Faculty
- Kristina Londy, Classified Professional
- Bea Palmer, Classified Professional
- Nick Mortaloni, Administrator
- Edreí Padilla, Student
- Mary Raya, Student
- Leticia Chavarria, Community Member
- Melissa Johnson, Community Member
- Al Nyman, Community Member
- Shawna Sourivanh, HR Resource
- Chris Tarman, RPIE Resource
- Golnoosh Behrouzian, RPIE Resource
- James Clifton, RPIE Resource



## EEO Advisory Committee

- Equal Employment Opportunity Advisory Committee to assist the District in implementing its Plan and promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.
- May work in coordination with other groups on campus to sponsor events, training, or other activities
- The committee shall include a diverse membership whenever possible
- Document efforts made to recruit advisory committee members who represent diversity. Two members of the faculty; two members of the classified; two students; three community; and one member of the administration.
- When appropriate, make recommendations to the governing board, the superintendent/president, and the Equal Employment Opportunity Officer.


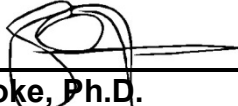


## EEO Advisory Committee 2021/22

- Assessment of Data
- Aligning Climate Survey with EEO Plan
- Outreach – Beyond Publications
- Community Organizations
- Incentives for Hard-to-Hire Areas/Disciplines
- Academic Senate and EEOAC Recommendations
- Training



Questions?

<b>Subject:</b>  <b>Ratify Recommendations of Superintendent/President in Approving Personnel Actions</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <b>Information      <input checked="" type="checkbox"/> Consent      Action</b>
<b>Recommended:</b>  <hr/> <b>Charlie Ng</b> <b>Vice President, Human Resources</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**STATUS**

1. Retirement of Jane Mushinsky, English Instructor, Letters and Transfer, position P-00529, effective May 31, 2022.

2. Resignation of the following employees:

Stephanie Witte, Business Systems Analyst, Admissions and Student Support, position P-05826, effective May 6, 2022.

Cecilia Enyard, Administrative Support Assistant II, Career Center, position P-06168, effective May 2, 2022.

Chelsea Kott, Director, Student Services SEC, Student Affairs, position P-00147, effective June 10, 2022.

3. Employment of classified administrator, Valencia Warner-Saadat, Chief of Police and Campus Safety, salary range CM 14, step 3 (classified administrator salary schedule), \$11,871.25 per month, full-time, 12 months per year, effective July 1, 2022. Valencia was selected through an open recruitment process.

4. Temporary change of assignment for the following employees:

Esther Vasquez, Administrative Assistant III, Human Resources, will continue to increase in hours from 18 to 32 hours per week, effective June 1 – June 30, 2022.

Sugeily Cervantes, Financial Aid Assistant, position P-06187, will continue to serve as interim Financial Aid Technician, position P-08860, range 22, step 3, \$6,139.58 per month, full-time, effective July 1, 2022 – June 30, 2023.

5. Temporary additional assignment for the following employees:

Tara Sisario, Academic Division Administrative Assistant, School of Arts & International Languages, position P-07321, will serve as Administrative Support Assistant III, Veterans Services. Tara will work over the summer months, up to 60 hours, effective May 31 – June 30, 2022.

Elizabeth Lurenana, Administrative Support Assistant III, Honors, position P-07343, will continue to support the Foundation for 10 hours per week, \$31.79 per hour, effective May 1 – June 30, 2022.

Robyjean Bishop, Instructional Aide, Workforce IOA, position P-08489, will continue to serve as Campus Aide III, Financial Aid and Scholarships, effective July 1, 2022 – June 30, 2023.

Rebekah Kennedy, Police Support Assistant I, Police Administrative, position P-00321, will continue to serve as Police Dispatcher / Records Technician, effective July 1, 2022 – June 30, 2023.

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

Karissa Aki, Police Dispatcher / Records Technician, Police, position P-00306, will serve as Police Communication / Record Supervisor, classified salary range 29, LY 8, \$8,679.33 per month, full-time, effective May 1 – August 31, 2022.

Carlos Carrizosa, Police Officer, Police, position P-00308, will serve as Police Sergeant, Police, classified salary range 34, step 2, \$8,253.83 per month, full-time, effective May 1 – August 31, 2022.

7. In accordance with Administrative Procedure 7211.2.III, the individuals identified below have provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the disciplines listed:

Brad Golden – Drama/Theater Arts  
Delores Loedel – Business  
Madelynn Hoard – English as a Second Language (Credit)

WHEREAS Academic Senate is satisfied that the candidates exhibit a unique combination of relevant education and extensive experience that make the candidates unusually well qualified to teach the specific courses, and

WHEREAS Academic Senate is satisfied that the qualifications of the candidates are appropriate for the specific proposed assignments, and

WHEREAS Academic Senate notes that the candidates exhibit a strong background in general education,

THEREFORE BE IT RESOLVED that the Academic Senate recommends that the Board of Trustees accept the candidates' qualifications as equivalent for the specific assignment in question.



8. Employment of associate faculty member, Robert Robinson, Athletics & Intramurals, for the 2022 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty.
9. Employment of the following associate faculty members for the 2022 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Joshua	Hartman	Chemistry
Aman	Duggal	Chemistry
Vindana	Ekanayake	Chemistry
Stephen	Hilliard	Computer Studies
Madelynn	Hoard	English
Lawrence	Hooper	German
Lucia	Foglia	Philosophy

10. 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
Aamirah Syed	Campus Aide I	Short-term	Student Equity	\$15/hr	5/20/22	6/30/22
Adriana Zamora	Campus Aide III	Short-term	Student Equity	\$19/hr	5/20/22	6/30/22
Albert Cox	Police Officer	Substitute	Police Enforcement Unit 2	\$35.83/hr	7/1/22	6/30/23
Alesi Meyers	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Alessa Ramos	Campus Aide III	Short-term	Supplemental Instruction Program	\$19/hr	7/1/22	6/30/23
Alexa Lee	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Alexandria Hammond	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Alexandria Ramseier	Campus Aide I	Short-term	Student Equity	\$15/hr	5/20/22	6/30/22
Allison Hedge	Receptionist / Switchboard Operator	Substitute	Public Information Office	\$21.92/hr	5/1/22	6/30/22
Allura Murray-Cruz	Student Services Specialist	Short-term	Student Life and Leadership	\$31.02/hr	7/1/22	6/30/23
Alyna Perez	Campus Aide III	Short-term	Admissions and Records, SEC	\$19/hr	7/1/22	6/30/23
Amanda Hernandez	Apprentice I	Substitute	Child Development Center	\$15/hr	8/1/22	5/31/23
Ana Antonio Hernandez	Campus Aide III	Short-term	Student Equity	\$19/hr	5/20/22	6/30/22
Angelina Rakestraw	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Angeline Rojo	Campus Aide III	Short-term	Student Equity	\$19/hr	5/20/22	6/30/22
Aniesa Thomas	Campus Aide I	Short-term	Student Equity	\$15/hr	5/20/22	6/30/22
Annel Echevarria	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Atefeh Nikoukary	Accounting Technician	Substitute	Accounting	\$31.02/hr	7/1/22	12/31/22
Betty Givens	Campus Aide III	Short-term	Admissions and Records, CLC	\$19/hr	7/1/22	6/30/23
Brianna Morris	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Bridgette Roberson	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Carlos Ortiz	Campus Aide III	Short-term	Admissions and Records, OCN	\$19/hr	7/1/22	6/30/23


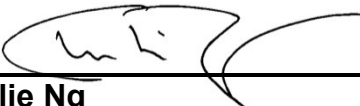

Cecilia Aguilar	Apprentice I	Substitute	Child Development Center	\$15/hr	8/1/22	5/31/23
Christian Saunders	Police Officer	Substitute	Police Enforcement Unit 1	\$35.83/hr	7/1/22	6/30/23
Christopher Cervantes Hernandez	GEAR UP Aide III	Substitute	GEAR UP	\$19/hr	5/2/22	6/30/22
Claire Benham	Campus Aide I	Short-term	Honors	\$15/hr	5/31/22	6/30/22
Connor Brigandi	Campus Aide III	Short-term	Supplemental Instruction Program	\$19/hr	7/1/22	6/30/23
Cory Ornelas	Career Education Pathways Coordinator	Substitute	Career Ed Grants	\$36.89/hr	7/1/22	6/30/23
Cory Raetz	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Curtis Mueller	Campus Aide III	Short-term	Theatre and Film	\$19/hr	5/20/22	6/30/22
Cynthia Bazan	Learning Coach	Short-term	Writing Center	\$31.92/hr	7/1/22	6/30/23
Christopher Williams	Campus Aide I	Short-term	Theatre and Film	\$15/hr	5/20/22	6/30/22
Daja Marks	Campus Aide III	Substitute	Student Equity	\$19/hr	5/1/22	6/30/22
Daniel Penuelas	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	6/30/23
Darryl McFarlin	Custodian	Substitute	Custodial	\$22.58/hr	4/18/22	6/30/22
Deborah Cummins	Campus Aide III	Short-term	Admissions and Records, SEC	\$19/hr	7/1/22	6/30/23
Dominique Torres	Campus Aide I	Short-term	Theatre and Film	\$15/hr	5/20/22	6/30/22
Ebony Koger	Campus Aide I	Short-term	School Relations/Diversity Recruitment	\$15/hr	5/27/22	6/30/22
Edgar Ramirez	Campus Aide III	Short-term	Admissions and Records, CLC	\$19/hr	7/1/22	6/30/23
Elizabeth Santiago Gomez	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Ella Isachsen	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Ellissa Elder	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Emeline Oropeza	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Esteban Garza	Police Community Service Officer	Substitute	Police Enforcement Unit 2	\$26.84/hr	7/1/22	6/30/23
Evan Leyva Littlejohn	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Evelyn Sanchez Garzon	Campus Aide I	Substitute	School Relations/Diversity Recruitment	\$15/hr	4/15/22	6/30/22
Gilbert Barbo	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Giuliana Lopez	Campus Aide III	Short-term	Admissions and Records, CLC	\$19/hr	5/31/22	6/30/22
Glenna Trone	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Hannah Muskal	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Hannah Vigil	Campus Aide II	Short-term	Theatre and Film	\$17/hr	5/20/22	6/30/22
Ivette Martinez	Campus Aide III	Short-term	Student Equity	\$19/hr	5/20/22	6/30/22
Jade MacEoghain	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Jaycee Fallatt	Campus Aide III	Short-term	Supplemental Instruction Program	\$19/hr	7/1/22	6/30/23
Jaycee Fallatt	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Jennifer DiMiceli	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Jennifer Wetzell	Campus Aide III	Short-term	Student Accessibility Services	\$19/hr	7/1/22	6/30/23
Jeremiah Norton	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Jermane Cooper	Learning Coach	Short-term	Writing Center	\$31.92/hr	7/1/22	6/30/23
Jessica Harden	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Jesus Castillo	Learning Coach	Short-term	Writing Center	\$31.92/hr	7/1/22	6/30/23

Joanna Gomez	Instructional Associate	Short-term	Biotechnology	\$34.81/hr	7/1/22	6/30/23
Joanne Hernandez	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
John Siebelink	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Justin Porter	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Karla Gonzalez	Apprentice II	Short-term	Child Development Center	\$16/hr	8/1/22	5/31/23
Kasey Granza	Administrative Support Assistant II	Substitute	Career Center	\$26.84/hr	5/15/22	6/30/22
Katelyn King	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Katherine Hidalgo	Campus Aide III	Short-term	Student Equity	\$19/hr	5/20/22	6/30/22
Kathleen Tom	Apprentice I	Short-term	Child Development Center	\$15/hr	8/1/22	5/31/23
Katia Fahme	Apprentice I	Substitute	Child Development Center	\$15/hr	4/25/22	5/27/22
Katia Fahme	Apprentice I	Short-term	Child Development Center	\$15/hr	8/1/22	5/31/23
Kianni Albrecht	Campus Aide III	Short-term	CARE Program	\$19/hr	6/6/22	12/31/22
Kimberly Holmes	Campus Aide III	Substitute	Cashiering Services	\$19/hr	7/1/22	6/30/23
Kylie Acuna	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Lachaia Preston	Apprentice I	Short-term	Child Development Center	\$15/hr	8/1/22	5/31/23
Laura Poole	Receptionist / Switchboard Operator	Substitute	Public Information Office	\$21.92/hr	5/1/22	6/30/22
Lauren Adams	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Lisa Botuchis	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Lisette Abondanza	Learning Coach	Short-term	Writing Center	\$31.92/hr	7/1/22	6/30/23
Lizbeth Resendiz Perez	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Luisa Rabe	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	6/16/22	6/30/22
Maideli Guzman Payo	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Mariana Grindley	Accounting Technician	Short-term	Accounting	\$31.02/hr	7/1/22	12/31/22
Mark Siy	Campus Aide III	Substitute	Student Equity	\$19/hr	5/20/22	6/30/22
Mark Woodward	Custodian	Substitute	Custodial	\$22.58/hr	4/20/22	6/30/22
Matthew Tate	Campus Aide III	Short-term	Supplemental Instruction Program	\$19/hr	7/1/22	6/30/23
Mayra Martinez Aquino	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Merilyn Navarro Sanchez	Campus Aide I	Short-term	Honors	\$15/hr	5/31/22	6/30/22
Michael Farrow	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Michael Farrow	Learning Coach	Short-term	Writing Center	\$31.92/hr	7/1/22	6/30/23
Michael Farrow	Learning Coach	Short-term	Supplemental Instruction Program	\$31.92/hr	7/1/22	6/30/23
Michelle Adame	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Monique Morales	Workshop Presenter	Short-term	Student Equity	\$50/hr	5/20/22	5/31/22
Monserrate Ayala	Campus Aide I	Short-term	Honors	\$15/hr	5/31/22	6/30/22
Negar Farahbakhsh	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Nicole Davis	Police Dispatcher / Records Technician	Substitute	Police Administrative	\$31.92/hr	7/1/22	6/30/23
Olivia Benchetrit	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Quiemari Mikes	Campus Aide I	Short-term	Student Equity	\$15/hr	5/20/22	6/30/22
Quintin Barry	Police Officer	Substitute	Police Enforcement Unit 1	\$35.83/hr	7/1/22	6/30/23
Rachel Fetko	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Rachel Hodge	Theater Aide III	Short-term	Theatre and Film	\$17/hr	5/20/22	6/30/22

Rachel Woodward	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Raphael-Monet Cooke	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Rebecca Knowles	Campus Aide III	Short-term	Cashiering Services	\$19/hr	7/1/22	6/30/23
Renee Austin	Accounting Technician	Substitute	Accounting	\$31.02/hr	7/1/22	12/31/22
Renee Truong	Financial Aid Assistant	Substitute	Financial Aid and Scholarships	\$27.63/hr	4/19/22	6/30/22
Robin Gralton	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Rose Kelley	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Roxanna Michimani	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Sabrina Benyo	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Safia Benbakir	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Sanae Kobayashi	Apprentice III	Short-term	Writing Center	\$17/hr	7/1/22	6/30/23
Sara Barcik-Weissman	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Shannon Provence	Police Dispatcher / Records Technician	Substitute	Police Administrative	\$31.92/hr	7/1/22	6/30/23
Stephanie Turner	Campus Aide III	Short-term	Cashiering Services	\$19/hr	7/1/22	6/30/23
Teya Searles	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Tiani Mora	Admissions and Records Specialist	Substitute	Admissions and Records, OCN	\$30.12/hr	3/28/22	6/30/23
Tony Smith	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Vianey Vilchis Sanchez	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Victoria Aguilar	Campus Aide II	Short-term	Admissions and Records, OCN	\$17/hr	7/1/22	6/30/23
Victoria Morison	Apprentice I	Substitute	STEM and Math Learning Center	\$15/hr	5/3/22	6/30/22
Zachary Elliott	Campus Aide I	Short-term	Theatre and Film	\$15/hr	6/1/22	6/30/22
Zachary Elliott	Campus Aide III	Short-term	Theatre and Film	\$19/hr	5/21/22	6/30/22
Zachary Saidane	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23

## RECOMMENDATION

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

<b>Subject:</b>  <b>Ratify Memorandum of Understanding 22-02 with Academic Associate Faculty</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 22-02</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Information</span> <span style="text-align: center;">   <b>Consent</b> </span> <span>Action</span> </div>
<b>Recommended:</b>  <hr/> <b>Charlie Ng</b> <b>Vice President, Human Resources</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

The District began conducting on-going Core Competency Assessments in the spring of 2018. The assessments are required as part of the District’s accreditation standards. Up to thirty-six (36) full-time and part-time faculty will participate in the assessments each semester during the assessment period.

**STATUS**

The District and the Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to a memorandum of understanding.

**RECOMMENDATION**

Ratify Memorandum of Understanding 22-02, which will modify the 2021-2024 MiraCosta Community College District and Academic Associate Faculty Agreement.



MOU Between the  
MiraCosta Community College District and  
MiraCosta Community College District - Associate Faculty  
22-02

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This agreement extends MOU 19-01 to allow for the following project:

- 1) The District began conducting ongoing Core Competency Assessments in spring 2018. There is a need to continue this work during the 2021-2022, 2022-2023, and 2023-2024 academic years.
- 2) The Academic Senate President, in consultation with Outcomes and Assessment Committee, shall appoint up to thirty-six (36) faculty members total to participate in the Core Competency Assessment each semester.
- 3) As part of an assessment team, each faculty member engaging in a Core Competency Assessment shall undertake the following responsibilities:
  - a. Planning and preparation, including selecting and discussing assessment instruments;
  - b. Collaboratively reviewing and norming the relevant VALUE rubric;
  - c. Administering assessments to their students and scoring their respective assessments using the rubric;
  - d. Meeting to discuss the results and collaboratively identifying key findings; and
  - e. Contributing to an evaluation of the process and recommendations for future assessments.
- 4) Each Associate Faculty member participating in the Core Competency Assessment shall submit an hourly timesheet for the actual hours worked on the project, not to exceed fourteen (14) hours per assessment. All timesheets must be submitted upon the conclusion of the project.
- 5) Each Associate Faculty member participating in the Core Competency Assessment shall be compensated at their respective non-teaching hourly rate of compensation as specified in section 17.3 of the Academic Associate Faculty collective bargaining agreement.

This agreement will become effective upon approval. It shall expire on June 30, 2024.

Sunita V. Cooke, Ph.D.

Krista Warren

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Signature	Date
Superintendent/President	
MiraCosta Community College District	

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Signature	Date
President	
MCCAAF	



**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 17-21/22**

**DESIGNATE AUTHORIZED REPRESENTATIVE TO THE  
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 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 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, Vice President of Human Resources is designated as the authorized representative(s) of the Board of Trustees of MiraCosta Community College District, and Hayley Schwartzkopf, Director of Labor Relations/Title IX Coordinator, and Carolyn Sneary, Human Resources Operations Supervisor 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 Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside, California, on the 19th Day of May, 2022, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )

I, Sunita V. Cooke, Secretary of the Board of Trustees 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 regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 18-21/22

DESIGNATE AUTHORIZED REPRESENTATIVE TO  
SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY FOR  
WORKERS' COMPENSATION, PROPERTY & LIABILITY  
OR ANY OTHER RISK OR PLAN AUTHORIZED BY LAW

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 workers' compensation, property and liability, miscellaneous property or any other risk or plan 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 insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan 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 Risk Management Joint Powers Authority (JPA) and the JPA Agreement requires that the Board of member districts designate and appoint a JPA representative.

**NOW THEREFORE BE IT RESOLVED** that Vice President of Human Resources Charlie Ng is designated as the authorized representative of the Board of Trustees of the MiraCosta Community College District, and Vice President of Administrative Services Tim Flood as alternate representative, 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 Joint Powers Authority Agreement.


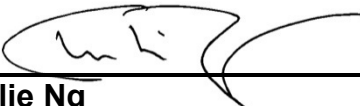
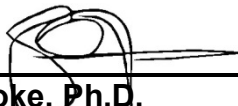
**PASSED AND ADOPTED** by the Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 19<sup>th</sup> day of May 2022 by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_

STATE OF CALIFORNIA    )  
COUNTY OF SAN DIEGO    )

I, Sunita V. Cooke, Secretary of the Board of Trustees 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 regular meeting hereof at the time and place of vote 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

<b>Subject:</b>  <b>Approve Employment Contract for Vice President</b>	<b>Attachment:</b>  <b>Administrator Employment Agreement</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Information</span> <span style="text-align: center;">   <b>Consent</b> </span> <span>Action</span> </div>
<b>Recommended:</b>  <hr/> <b>Charlie Ng</b> <b>Vice President, Human Resources</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

Board Policy 7140 – Collegial Negotiation and Collective Bargaining specifies the process for negotiation of employment contracts for vice presidents.

**STATUS**

After a competitive search and a recommendation by the search committee and the superintendent/president, Shannon Stubblefield is recommended to serve as the Vice President, Institutional Advancement effective June 1, 2022. The annual salary will be \$193,555, full time, range 1, step 2 on the 2021/22 vice president salary schedule. In addition to salary, it is recommended vice presidents receive a \$550 monthly auto allowance, a \$525 monthly expense allowance, and a \$125 monthly cell phone allowance.

Her qualifications include:

Master of Arts, Leadership Studies, University of San Diego  
 Bachelor of Science, Business Administration, Management, San Diego State University

Shannon Stubblefield has been serving as the Chief Philanthropy Officer at North County Lifeline, a local nonprofit, since June 2012. She was previously employed by the Greater Chicago Food Depository as the Director of Individual Giving from July 2008 through May 2012 and The Robert R. McCormick Foundation as the Development Officer from January 2001 to July 2008.

**RECOMMENDATION**

Approve employment contract for vice president, as stated above.

## **MIRACOSTA COMMUNITY COLLEGE DISTRICT ADMINISTRATOR EMPLOYMENT AGREEMENT**

This agreement (“Agreement”) is made June 1, 2022, by and between the MiraCosta Community College District (“District”) in San Diego County, California, and Shannon Stubblefield, Vice President, Institutional Advancement (“Administrator”).

### **1.0 DUTIES**

The Administrator agrees to be and act as Vice President, Institutional Advancement of MiraCosta College, performing duties specified in the position description adopted by the Board of Trustees for this position.

### **2.0 TERM**

This Agreement is for a one-year term commencing on June 1, 2022, and ending on May 31, 2023. Upon the recommendation of the Superintendent/President, the Board of Trustees may renew this Agreement in accordance with board policy provided that the employee's most recent performance evaluation has been “satisfactory.”

### **3.0 SALARY**

The Administrator shall be paid according to range 1, step 2, \$193,555 annually on the Vice President Salary Schedule. 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 the Administrator 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 of Trustees reserves the right to modify at any time the existing policy as it relates to compensation of the Administrator provided that the Administrator's actual compensation shall not be reduced absent mutual agreement.

The Administrator’s placement on Vice President Salary Schedule shall increase by one-step each succeeding July 1, up to the maximum step on the salary schedule, upon the condition that the Administrator’s most recent evaluation is satisfactory.

### **4.0 HEALTH-AND-WELFARE BENEFITS**

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

### **5.0 RETIREMENT BENEFITS**

Administrator shall be eligible to participate in the health-and-welfare benefits for early retirees upon meeting all of the requirements thereof.

- 5.1 To be eligible for the health and welfare benefit program described in this section, the Administrator must retire from the District, have reached age fifty-five (55) by June 30 of the fiscal year in which their retirement is effective, and have completed ten (10) years of service as a Vice President with the District.
- 5.2 The District will provide health and welfare coverage for the retired Administrator and any eligible dependents at the same level and on the same basis as that of an active Administrator (with the exception of disability and accident insurance) from the age of retirement from the District until the retiree reaches age sixty-five (65). Once eligible, the Administrator is assured of program continuation until age sixty-five (65), full length of the program, or death, whichever occurs first. At the age of sixty-five (65), the retired Administrator will transition to the "Post 65" Benefit Program.
- 5.3 The Post 65 Benefits Program provides for the reimbursement of healthcare premiums and/or Medicare supplement payments for the retired Administrator and their spouse/domestic partner. The retired Administrator and their spouse/domestic partner will be eligible to receive a healthcare premium reimbursement not to exceed \$5,000 each for the retiree and their spouse until the retiree dies.

## **6.0 SABBATICAL**

6.1 Requirements: The Administrator shall submit a request for sabbatical leave to the Superintendent/President. The Superintendent/President may make a recommendation to the Board of Trustees based on a satisfactory means of covering the Administrator's assignment during the period of leave and availability of funds. Approval of sabbatical leave is within the discretion of the Board of Trustees. The sabbatical leave may be for one or more of the following: travel, study, research, or writing.

6.2 Eligibility: As a condition precedent to the submission of a request for sabbatical leave, the Administrator shall meet the following criteria:

- a. Shall have rendered at least six (6) consecutive years of service in the position of Vice President for the District preceding the granting of leave. Not more than one such leave shall be granted in each six (6) year period. (Ed. Code Section 87768).
- b. Shall agree to render service to the District equal to twice the period of leave upon return from sabbatical leave. (Ed. Code Section 87770).
- c. Shall furnish a suitable bond to the Governing Board upon approval of a sabbatical leave application. (Ed. Code Section 87770).

6.3 Compensation: Compensation during sabbatical leave approved by the Board of Trustees for up to 17 weeks shall be at full salary compensation.

- a. Sabbatical leave shall count toward retirement (full benefits for up to 17 weeks).

- b. Upon return to regular service, salary shall be that of the step on the schedule the Administrator would have received had sabbatical leave not been taken.
- c. Compensation shall be paid to the Administrator while on leave in the same manner as if the Administrator were on duty in the District.

6.4 Report on Activities While on Leave: The Administrator shall file a report for the Board of Trustees within ninety (90) days of their return summarizing the sabbatical experience.

6.5 Application for Sabbatical Leave: Discussion with the board about the sabbatical period should occur within a one-year timeframe prior to the start of the sabbatical. Availability of funding and plans for appropriate coverage should be a part of that discussion.

6.6 Length of Leave: A sabbatical leave may be granted for periods of up to 17 weeks (the equivalent of an academic semester) which may be taken during any portion of a year to presumably coincide with a period of relatively lower activity.

## **7.0 EXPENSES**

In lieu of any provisions provided by District policies and procedures for expense reimbursements for transportation or expenses incurred within San Diego County, Administrator 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 except for parking and for the mileage and parking related to approved business travel out of the county. The Administrator 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. Administrator 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.

## **8.0 DAYS OF SERVICE**

This Agreement provides 261 contract days per year (219 on-duty days; 25 vacation days; 17 holidays), with vacation, sick leave, and personal necessity leave available in accordance with District policy. Prior to the start of each fiscal year, the Administrator's non-contract days, if any, will be approved by the Administrator's supervisor and reported to the District's payroll office.

## **9.0 EVALUATION**

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

## **10.0 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.

## **11.0 TERMINATION**

11.1 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 Administrator may receive shall be equal to the monthly salary of Administrator 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, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided Administrator, Administrator 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.

11.2 Termination of this Agreement During its Term With Cause: The Board may terminate this contract during its term and discharge Administrator if Administrator 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 Administrator 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.

11.3 Dismissal or Imposition of Penalty for Cause During Contract: If the Administrator 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 the Administrator 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.

## **12.0 Provisions of Government Code Sections 53243.3-53243.4.**

12.1 In the event that District provides paid leave to Administrator 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, Administrator shall fully reimburse District for any salary provided for that purpose.

12.2 In the event that District provides funds for the legal criminal defense of Administrator 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, Administrator shall fully reimburse District for any funds provided for that purpose.

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

12.4 "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.

### **13.0 OTHER PROVISIONS**

13.1 This Agreement does not confer tenure.

13.2 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.

13.3 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 45 calendar days' written notice to the other party, unless otherwise mutually agreed in writing.

13.4 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 of Trustees.

13.5 The Administrator may not assign or transfer any rights granted or obligations assumed under this Agreement.

13.6 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.

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

### **14.0 Representations and Warranties.**

Administrator 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

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

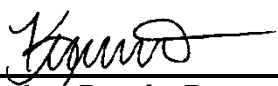
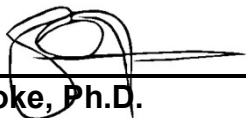
Date: \_\_\_\_\_

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Shannon Stubblefield  
Vice President, Institutional  
Advancement

Date: \_\_\_\_\_



<b>Subject:</b>  Approve Reorganization for Social and Physical Sciences	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent      Action
<b>Recommended:</b>  <hr/> Kristina Denée Pescarmona Vice President, Instructional Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

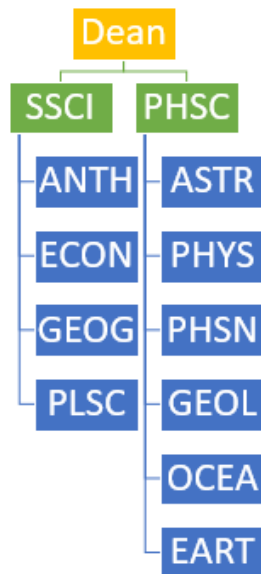
**BACKGROUND**

The new full-time faculty member in Geography has been collaborating extensively with colleagues in Physical Sciences, including curriculum and the sustainability student club. We feel that the Geography program development trajectory will be best served by structurally changing the Geography discipline to be a part of the Physical Sciences Department.

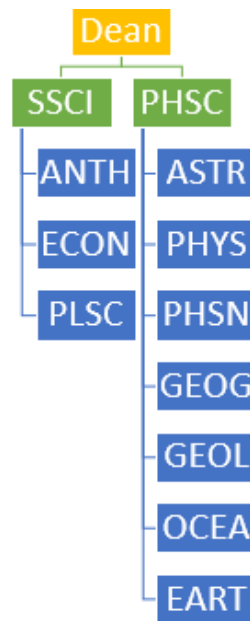
**STATUS**

All affected faculty and departments are in agreement with this change and we propose an effective date of August 12, 2022. The change in organization is detailed below.

**Current Organizational Structure of Disciplines with Social Sciences (SSCI) and Physical Sciences (PHSC) Departments**


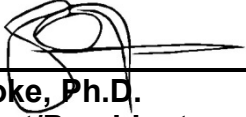


## Proposed Reorganization of SSCI and PHSC



### RECOMMENDATION

Approve reorganization for Social and Physical Sciences as stated above.

<b>Subject:</b>  Summer 2022 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program	<b>Attachment:</b>  Summer 2022 Program Components for OUSD CCAP
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Recommended:</b>  _____ Kristina Denée Pescarmona Vice President, Instructional Services	<b>Approved for Consideration:</b>  _____ 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 attached Summer 2022 Program Components for OUSD CCAP represents the currently agreed upon course offerings for the summer 2022 academic term.

**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 agreed to each term are defined separately in the Annual Program Components Agreement, so that the courses may be updated separately from the MOU.

**RECOMMENDATION**

Approve the Summer 2022 Program Components for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during summer 2022.

**APPENDIX**  
**OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP**  
**SUMMER 2022 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 2022. 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:** 120


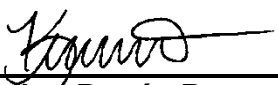

**Total Sections:** 5

<b>Summer 2022 Course Offerings</b>								
<b>Location</b>	<b>Course Name</b>	<b>Catalog #</b>	<b>Units</b>	<b>Days</b>	<b>Time</b>	<b>Faculty</b>	<b>Employer of Record</b>	<b>Student Contact Hours (Range)</b>
<b>Online</b>	CRLP	101	1.0	M/W	9:00-11:30	Staff	MCCD	16-18
<b>Online</b>	COUN	101	1.0	M/W	9:00-11:05	Staff	MCCD	16-18
<b>Online*</b>	MUS	114	3.0	Online	Asynch	Staff	MCCD	48-54
<b>Online*</b>	GEOG	101	3.0	Online	Asynch	Staff	MCCD	48-54
<b>Online*</b>	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.

<p>Criteria used to select courses in a dual enrollment program:</p> <ul style="list-style-type: none"> <li>● Applicability of course towards post-secondary educational goals (major and general education)</li> <li>● Transferability to the University of California and California State University systems</li> <li>● Applicability of skills in the high school environment as well as in post-secondary education</li> <li>● Completion of coursework in a Career Education pathway, leading to in-demand workforce skills attainment and gainful employment.</li> </ul>
---

**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.

<b>Subject:</b>  Approve Updated Course Agreement with Cathedral Catholic High School for the Summer 2022, Fall 2022, and Spring 2023 Dual Enrollment Program	<b>Attachment:</b>  Exhibit A Course Agreement Summer 2022 Exhibit A Course Agreement Fall 2022 and Spring 2023
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information  Consent                      Action
<b>Recommended:</b>  <hr/> Kristina Denée Pescarmona Vice President, Instructional Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

During the 2016-2017 year, Cathedral Catholic High School (CCHS) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CCHS students to enroll in MiraCosta College classes at CCHS during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. Instructional Services Division worked with leaders from CCHS to identify courses to be offered during the Summer 2022, Fall 2022 and Spring 2023 terms, and that agreement is reflected in the courses proposed here. As with previous agreements, the seats in dual enrollment courses will be limited to CCHS students only.

**STATUS**

A memorandum of understanding 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 new Exhibit A Course Agreement with Cathedral Catholic High School to offer dual enrollment classes through MiraCosta College during summer 2022, fall 2022 and spring 2023.

**FALL 2022/SPRING 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 control. 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:** August 2022-May 2023

**College Courses:** MCCCD shall offer the following approved educational courses:

<b>Fall 2021 (August 22 - December 16)</b>							
<b>Course</b>	<b>Maximum # of students</b>	<b># of sections</b>	<b>Course LHE</b>	<b>Total LHE (Course LHE x # of Sections)</b>	<b>Required Contact Hours Per Section</b>	<b>Total LHE Cost Per Course (1 LHE = \$ 2,141)</b>	<b>Schedule</b>
HIST 110	40	2	3	6	48-54	\$ 6,423	TBD
MATH 265	35	1	4	4	64-72	\$ 8,564	TBD
PLSC 102	40	1	4	4	64-72	\$ 8,564	TBD
PSYC 101	120	3	3	9	48-54	\$ 19,269	TBD
SOC 101	80	2	3	6	48-54	\$ 12,846	TBD
<b>Fall 2022 Instruction Cost Subtotal</b>				<b>29</b>		<b>\$55,666</b>	

<b>Spring 2021 (January 23 - May 26)</b>							
<b>Course</b>	<b>Maximum # of students</b>	<b># of sections</b>	<b>Course LHE</b>	<b>Total LHE (Course LHE x # of Sections)</b>	<b>Required Contact Hours Per Section</b>	<b>Total LHE Cost Per Course (1 LHE = \$ 2,141)</b>	<b>Schedule</b>
HIST 111	80	2	3	6	48-54	\$6,423	TBD
MATH 270	35	1	4	4	64-72	\$ 8,564	TBD
PLSC 102	40	1	4	4	64-72	\$ 8,564	TBD
PSYC 114	120	3	3	9	48-54	\$ 19,269	TBD
SOC 102	80	2	3	6	48-54	\$ 12,846	TBD
<b>Spring 2023 Instruction Cost Subtotal</b>				<b>29</b>		<b>\$55,666</b>	
<b>Total Instruction Cost</b>				<b>58</b>		<b>\$111,332</b>	

<b>Total Admissions &amp; Records Enrollment Support Cost</b>	\$2,145 (per semester)		<b>\$4,290</b>	
<b>TOTAL COST (Instruction + A&amp;R Enrollment Support)</b>			<b>\$115,622</b>	

+ Please note, enrollment restrictions may exist if students chose 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:


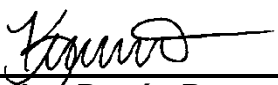

- a. Jeff McMurtry, Dean of Academics  
Cathedral Catholic High School  
5555 Del Mar Heights Road  
San Diego, CA 92130
  
- b. Kristina Denée Pescarmona, Vice President of Instructional Services  
MiraCosta Community College District  
1 Barnard Drive  
Oceanside, CA 92056

**CATHEDRAL CATHOLIC HIGH SCHOOL**

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Kevin Calkins, Principal

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Dr. Sunita Cooke, Superintendent/President

<b>Subject:</b>  <b>Approve Updated Course Agreement with Carlsbad Unified School District for the Summer 2022 Dual Enrollment Program</b>	<b>Attachment:</b>  <b>Exhibit A Course Agreement Summer 2022</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information          Consent          Action</b> </div>
<b>Recommended:</b>  <hr/> <b>Kristina Denée Pescarmona</b> <b>Vice President, Instructional Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

During the 2018/19 year, the Carlsbad Unified School District (CUSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CUSD students to enroll in MiraCosta College classes at Carlsbad and Sage Creek high schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. Instructional Services Division worked with leaders from CUSD to identify courses to be offered during the summer 2022 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CUSD students only.

**STATUS**

A memorandum of understanding was approved in December 2018 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 agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

**RECOMMENDATION**

Approve the new Exhibit A Course Agreement with Carlsbad Unified School District to offer dual enrollment classes through MiraCosta College during Summer 2022.



**EXHIBIT A**  
**COURSE AGREEMENT**  
 Between  
**MIRACOSTA COMMUNITY COLLEGE DISTRICT and**  
**CARLSBAD UNIFIED SCHOOL DISTRICT**  
**SUMMER 2022**

This Course Agreement is being executed between MiraCosta Community College District (“MCCD”), and Carlsbad Unified School District (“CUSD”) as Exhibit A to the *Dual Enrollment Program Agreement between Carlsbad Unified School District and MiraCosta Community College District (“Dual Enrollment Program Agreement)*, 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 *Dual Enrollment Program Agreement*, the *Dual Enrollment Program Agreement* shall control. This *Course Agreement* is entered into between MCCD and CUSD as of the effective date set forth below.

**Effective Date of Course Agreement:** May 19, 2022

**Period of Course Agreement:** May 2022 – July 2022

**College Courses:** MCCD shall offer the following approved educational courses:

CARLSBAD HIGH SCHOOL							
COURSE LOCATION: <i>Online</i>							
TERM	COURSE	MAX # OF STUDENTS	# OF SECTIONS	COURSE LHE	TOTAL LHE (Course LHE x # of Sections)	REQUIRED CONTACT HOURS Per SECTION	SCHEDULE
Summer 2022	CRLP 101	40	1	1	1	16-18	Online – CUSD students only
Summer 2022	BUS 147	40	1	3	3	48-54	Online – CUSD students only

+ Please note, enrollment restrictions may exist if students chose 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 delivered to:

Carlsbad Unified School District  
 Dr. Robert Nye  
 Assistant Superintendent Instructional Services  
 6225 El Camino Real  
 Carlsbad, CA 92009

MiraCosta Community College District  
 Kristina Denée Pescarmona  
 Vice President of Instructional Services  
 1 Barnard Drive  
 Oceanside, CA 92056

**CARLSBAD UNIFIED SCHOOL DISTRICT  
APPROVAL**

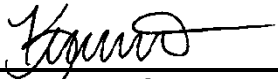

CUSD REPRESENTATIVE NAME: \_\_\_\_\_

APPROVAL  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
APPROVAL**

MIRACOSTA REPRESENTATIVE NAME: \_\_\_\_\_

APPROVAL  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

<b>Subject:</b>  <b>Curriculum Approval: 2022-2023                  Catalog, Social Justice Studies: African                  American Studies AA-T</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent      Action
<b>Recommended:</b>   <hr/> <b>Kristina Denée Pescarmona                  Vice President, Instructional Services</b>	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.                  Superintendent/President</b>

**BACKGROUND**

In accordance with Board Policy 4020, the MiraCosta Community College District Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, and this effort is coordinated by the Instructional Services Division. Title 5 regulations stipulate the Academic Senate is responsible for academic and professional matters, which include curriculum and educational program development. The Courses and Programs Committee (CPC), consisting primarily of faculty, exists for the purpose of making recommendations pertaining to the programs and courses offered by the college.

The CPC convened on April 28, 2022. At this meeting, they reviewed a Request for Exception to the Curriculum Approval process for the Social Justice Studies: African American Studies AA-T degree. This degree was a new degree originally approved by CPC and the Board of Trustees in February 2021. However, when it was submitted to the Chancellor's Office for review and approval, it was sent back with a request for changes at the end of spring 2021. The workgroup that worked on the original degree resubmitted the degree to address the revisions requested by the Chancellor's Office. In order to do this, the modifications to the degree went through the curriculum approval process before being resubmitted to the Chancellor's Office.



Once approved by the board, the degree will be resubmitted to the Chancellor's Office for review and approval. If approved by the Chancellor's Office, this degree will appear in the 2022-23 Catalog addendum and be available to students.

**STATUS**

Program modification of the Social Justice Studies: African American Studies for Transfer AA-T degree.

**RECOMMENDATION**

Approve the modification of the Social Justice Studies: African American Studies for Transfer AA-T degree for inclusion in the 2022-2023 Catalog.

<b>Subject:</b>  Notice of Completion - Bid #MM-21-002 OC Strong Workforce- Oceanside Campus	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Recommended:</b>  <hr/> Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**


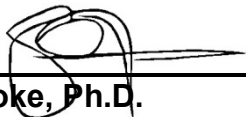
On April 7, 2022, Caliba, Inc. completed all the work associated with Bid #MM-21-002 OC Strong Workforce Project. The original construction contract amount for Caliba, Inc. was \$329,485.86 and the total change order amount for this project was \$6,156 This project had a final construction cost of \$335,641.86.

**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for the Bid # MM-21-002 OC Strong Workforce Project No. 04212.

<b>Subject:</b>  Adopt Resolution No. 16-21/22: Education Protection Account	<b>Attachment:</b>  Resolution No. 16-21/22: Education Protection Account
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent                      Action
<b>Recommended:</b>   <hr/> Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>   <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. 16-21/22: 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. 16-21/22 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.

Upon motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, the foregoing resolution was adopted at a regular meeting held on May 19, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Anna Pedroza  
President, Board of Trustees



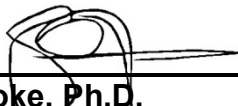
**CERTIFICATION**

I, Sunita V. Cooke, Secretary of the Board of Trustees of the MiraCosta Community College District, certify that the foregoing resolution was regularly introduced, passed, and adopted by the board of trustees at its meeting held on May 19, 2022.

\_\_\_\_\_  
Sunita V. Cooke, Ph.D.  
Secretary, Board of Trustees





<b>Subject:</b>  Approve Agreement with Experis US, Inc. for AIS Consulting Services	<b>Attachment:</b>  <a href="#">CMAS Agreement 3-21-05-1008</a>
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information  Consent      Action
<b>Recommended:</b>   <hr/> Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>   <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Academic Information Services (AIS) requires IT expertise in a multitude of technical areas to assist with various ongoing institutional projects, that include an overhaul of the SURF to Canvas interface to use web services APIs, SURF fluid fixes for student facing pages, DegreeWorks CPoS project for auto-awarding degrees, and a DegreeWorks responsive dashboard upgrade. The projects are important for continuing operations and to meet the needs of district’s goals and objectives. To address district operational and strategic needs, AIS will leverage the knowledge and expertise of Experis US, Inc., which will provide consulting resources that will enable AIS to meet the current requirements of existing projects and enterprise level systems.



**STATUS**

Public Contract Code (PCC) § 10298 and 10299 authorizes local government agencies and school districts to use CMAS and other Department of General Services (DGS) agreements without competitive bidding. The district has identified the State of California Department of General Services’ California Multiple Award Schedule (CMAS) cooperative agreement 3-21-05-1008 with Experis US, Inc.

The expected cost for the agreement will not exceed \$275,000 for services thru June 30, 2024. Funds are budgeted within the AIS department and fund 41 project budgets.

**RECOMMENDATION**

Authorize the director of purchasing and material management to enter into an agreement for a not to exceed amount of \$275,000 with Experis US, Inc. in accordance with the terms and conditions of the CMAS Contract #3-21-05-1008.

<b>Subject:</b>  <b>Ratify Purchase of Additional Services Needed for COVID-19 Support for Testing, Vaccine Verification</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent      Action
<b>Recommended:</b>   <hr/> <b>Tim Flood</b> Vice President, Administrative Services	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

On June 17, 2021, the board approved the development of board policy 5210 - Communicable Disease (for students) and board policy 7330 – Communicable Disease (for employees), which mandated being fully vaccinated against COVID-19. There was a need to engage a third-party provider for the purposes of verifying and validating COVID-19 vaccination information with that of the respective state department of public health system where the COVID-19 vaccine(s) was administered. In addition, there was a need for contact tracing to support the district’s return to campus strategy.

The board approved the purchases with Healthcare IT Leaders as follows:



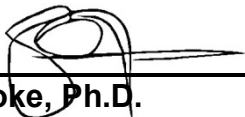
Board Date	Agenda Item #	Type of Purchase	Amount
September 9, 2021	VII.H	COVID-19 testing	\$200,000
December 16, 2021	X.C	COVID-19 testing, vaccine verification, contact tracing	\$167,000
Total:			\$367,000

**STATUS**

Pursuant to Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19 authorizing the superintendent/president and/or their designee to take any and all actions necessary to support the health and safety of the students and staff and/or to make alterations, repairs or improvements to school property, the district will need an additional \$200,000 to cover additional and/or anticipated costs with Healthcare IT Leaders to close out the spring 2022 semester services for testing, vaccine verification, and contact tracing. These purchases have been reviewed by the director of purchasing and material management and funds are budgeted within Fund 12 restricted HEERF Institutional Funds.

**RECOMMENDATION**

Ratify purchase of additional services for COVID-19 testing, vaccine verification and contract tracing to close out the spring 2022 semester in an amount not to exceed \$200,000.

<b>Subject:</b>  <b>Ratify and Approve Contracts and Purchase Orders— District</b>	<b>Attachment:</b>  <b>Contract and Purchase Order Ratification List</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information      Consent      Action</b> </div>
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> <b>Vice President, Administrative Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**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 2022 = \$99,100), 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 30, 2022 – April 27, 2022**

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 (CUPCAA) per PCC §220000 et seq.

<b>CUPCAA POs from \$5,000 – \$200,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001074	NSWC Mechanical Service LLC	SAN 1000 Chiller coils replacement (Fac)	\$10,595.00
22001104	Robeck Electrical Maintenance	Conduit and utility Services for 7000 Gates (Fac)	\$12,079.39
22001185	AO Reed & Co	Emergency leak repair at 2400 (Fac)	\$18,292.00
22001186	AO Reed & Co	Underground water leak at Building 7000 (Fac)	\$16,994.00
22001187	AO Reed & Co	Repair of water leak at building 1100 Campus police (Fac)	\$9,320.00
22001551	Quality Lock & Safe	Install Door Hold Opens at Manchester Ave (Fac)	\$6,003.50
22001556	Chem Pro Laboratory Inc	Cooling tower Chemical feeder systems for buildings 100 and 900 at San Elijo (Fac)	\$6,749.34

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.

<b>Emergency Repair Contracts Without Bid</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>POs from \$25,000 – \$99,100</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001106	Allie's Party Rentals	Contract Services (Grad)	\$26,603.58
22001231	Carolina Biological Supply Co	Supplies (Chem)	\$29,799.88
22001301	Graduate Communications	Contract Services (PIO)	\$30,000.00
22001334	Cambridge West Partnership LLC	Contract Services (Admin. Services)	\$33,400.00
22001397	San Diego County Taxpayers Association	Contract Services (Admin Services)	\$25,000.00
22001424	NewsBank Inc.	Library E-Resources (Libr)	\$27,207.00
22001457	Follett Corporation	Books (HR)	\$36,326.54
22001492	Advantage Mailing Inc	Printing (Comm. Ed.)	\$36,417.92
22001500	Medical Shipment LLC	Equipment & Supplies (Nurs)	\$45,358.59
22001571	Powerland Equipment Inc	Equipment (Fac)	\$44,510.24

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.

<b>POs from \$10,000 – \$24,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001031	GST Inc	Equipment (AIS)	\$15,368.02
22001041	CDW Government Inc	Software Maintenance (AIS)	\$20,270.52
22001057	Alicia Swartz, PhD, MSN, PNP	Contract Services (Nurs)	\$11,400.00
22001089	BSN Sports	Supplies (KHAN)	\$16,497.80
22001105	Cart Mart Inc	Vehicle (Pol)	\$19,960.18
22001109	ProQuest LLC	Library E-Resources (Libr)	\$17,807.50

22001110	Linda D. Gregory, PhD, MSN, RN	Contract Services (Nurs)	\$11,400.00
22001166	Sweetwater Sound Inc	Equipment (AIS)	\$23,843.15
22001167	IDP Connect	Contract Services (International Ed)	\$21,000.00
22001183	USOC Biomedical LLC	Equipment (Comm. Ed & Workforce Dev)	\$12,558.08
22001232	ZRG, LLC	Equipment (Workforce Dev.)	\$15,642.13
22001266	Dell Marketing L P	Equipment (Adult Ed)	\$24,678.64
22001332	Secure W2 Inc	Software Maintenance (AIS)	\$22,730.00
22001363	Apple Computer Inc	Equipment (AIS)	\$14,226.68
22001398	Dell Marketing L P	Equipment (Career Ed)	\$21,330.98
22001401	Fifty Square Feet	Contract Services (PIO)	\$10,000.00
22001403	BSN Sports	Supplies (KHAN)	\$16,809.33
22001409	CulinArt Group	Food (Stud Equity)	\$16,237.50
22001442	ITHAKA HARBORS INC	Library E-Resources (Libr)	\$20,400.00
22001494	Parron Hall Office Interiors	Furniture (Pol)	\$15,930.17
22001495	Transfr Inc.	Equipment Software (TCI)	\$14,072.50
22001527	L+L Printers	Printing (Instruc Serv)	\$10,825.00
22001553	CDW Government Inc	Software Maintenance (AIS)	\$16,268.00

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.

<b>POs from \$5,000 – \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22000999	Startup San Diego	Advertising (Career Ed)	\$5,412.50
22001019	Amazon	Equipment and Supplies (AIS)	\$7,593.73
22001025	CDW-G	Tech Equipment (Serv Learn)	\$6,771.65
22001108	EBSCO Industries	Library E-Resources (Library)	\$7,116.00
22001113	Jamie Mannion	Contract Services (Drafting)	\$9,000.00
22001144	Anne Krueger	Contract Services (PIO)	\$8,000.00
22001215	Educational Computer Systems	Contract Services (Cashiering)	\$9,736.35
22001241	Presto Sports, Inc.	Membership (KHAN)	\$7,100.00
22001281	SAS Institute Inc	Software Maintenance (Math)	\$5,000.00
22001297	4imprint	Promotional (PIO)	\$6,318.18
22001303	TrueDialog Inc.	Contract Services (PIO)	\$6,685.45
22001337	SD Street Banners & Decor LLC	Contract Services (Facilities)	\$7,830.00
22001400	ReproMagic	Printing (Institutional Advancement)	\$9,336.56
22001408	CulinArt Group	Food (Stud Serv)	\$5,806.47
22001475	CDW-G	Equipment & Supplies (Math)	\$6,372.03
22001506	Sweetwater Sound Inc	Software Maintenance (AIS)	\$7,620.00
22001563	Allie's Party Rentals	Contract Services (Std Svcs)	\$7,372.89
22001565	Regents of the University of California	Services (Biology)	\$7,410.00

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.

<b>Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>Construction Contract Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	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.

<b>MOUs and Grants</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>Total Contract Expenditures: \$934,394.97</b>			
<b>Ratify MCC purchase orders 22001010 through 22001582</b>			

**Capital Improvement Program Contract and Purchase Order Ratification List  
March 30, 2022 – April 27, 2022**

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 (CUPCAA) per PCC §220000 et seq.

<b>CUPCAA POs from \$5,000 – \$200,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001352	Botsford Construction Inc.	04004 Misc. Construction Improvements (CLC)	\$12,330.00
22001547	Botsford Construction, Inc.	04109 Misc. Construction Svcs. (SAN)	\$9,760.00

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.

<b>POs from \$25,000</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001549	M Arthur Gensler Jr & Associates Inc.	03722 Program-wide Architectural Services	\$53,000.00

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.

<b>POs from \$10,000 – \$24,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001351	Dell Marketing L P	04004 Equipment (CLC)	\$10,715.44
22001426	Dell Marketing L P	04102 Equipment (SAN)	\$12,208.04

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.

<b>POs from \$0 – \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22001176	CDW Government Inc.	04102 IT/Media Supplies (SAN)	\$1,154.42
22001177	Diegoview LLC	04201 Photographic Documentation (OC)	\$6,500.00
22001427	CDW Government Inc.	04004 Equipment (CLC)	\$1,122.95
22001428	CDW Government Inc.	04004 Equipment (CLC)	\$2,342.37
22001548	Lowe's	04102 Equipment (SAN)	\$1,783.34
22001550	ID Enterprise Inc.	04004 Relocation Services (CLC)	\$525.00

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.

<b>Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21001242	Parron Hall Office Interiors	04004 Change Order 1 (CLC)	\$4,551.16
22000559	Diegoview LLC	04203 Change Order 1 (OCN)	\$9,399.00

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.

<b>Construction Contract Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
20000594	Balfour Beatty Construction LLC	04208 Change Order 13 (OCN)	\$42,080.00
20000594	Balfour Beatty Construction LLC	04208 Change Order 14 (OCN)	\$6,268.00
21001231	Align Builders	04102 Change Order 5 (SAN)	\$66,281.61
21001231	Align Builders	04102 Change Order 6 (SAN)	\$126,071.30

21002140	Ahrens Mechanical	05115 Change Order 4 (SAN)	\$15,912.52
21002477	DICA Enterprises, Inc.	04244 Change Order 2 (SAN)	\$9,250.00

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.

<b>MM-17-001 – Architectural and Engineering Services Task Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>MM-17-001 – Architectural and Engineering Services Task Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
20000615	The Hill Partnership Inc	04103 Change Order 4 (SAN)	\$3,922.00
20000615	The Hill Partnership Inc	04103 Change Order 5 (SAN)	\$2,600.00
20000674	Lord Architecture, Inc.	04001 Change Order 8 (CLC)	(28,182.60)
20000674	Lord Architecture, Inc.	04001 Change Order 9 (CLC)	\$18,540.00
20000772	SGPA Architecture & Planning	04004 Change Order 14 (CLC)	\$11,924.00
20000675	PBK Architects, Inc.	04109 Change Order 2 (CLC)	\$10,000.00
20000675	PBK Architects, Inc.	04109 Change Order 3 (CLC)	\$20,074.00
20000773	PBK Architects, Inc.	04102 Change Order 2 (SAN)	\$11,080.00

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.

<b>MM-17-002 – Geotechnical Engineering Task Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>MM-17-002 – Geotechnical Engineering Task Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
20001474	Atlas Technical Consultants LLC	04208 Change Order 4 (OCN)	(3,468.53)
21002406	Atlas Technical Consultants LLC	04203 Change Order 2 (OCN)	\$46,763.00

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.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.

<b>MM-17-003 – Civil Engineering Task Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>MM-17-003 – Civil Engineering Task Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
20000570	NV5, Inc.	04115 Change Order 3 (SAN)	\$34,940.30

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.

<b>MM-19-012 – Commissioning Services Task Orders</b>			
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PO #	Vendor	Description	Amount
	No Entries This Month		

<b>MM-19-012 – Commissioning Services Task Change Orders</b>			
PO #	Vendor	Description	Amount
	No Entries This Month		

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.

<b>MM-19-013 – Inspector of Record Task Orders</b>			
PO #	Vendor	Description	Amount
22001447	Kent Schafer (CIS)	04203 Inspection Services (OC)	\$30,000.00



<b>MM-19-013 – Inspector of Record Task Change Orders</b>			
PO #	Vendor	Description	Amount
	No Entries This Month		

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.

<b>MM-19-014 – Special Inspection Task Orders</b>			
PO #	Vendor	Description	Amount
	No Entries This Month		

<b>MM-19-014 – Special Inspection Task Change Orders</b>			
PO #	Vendor	Description	Amount
20001547	Twining Inc.	04208 Change Order 3 (OCN)	(1,050.92)
21000011	NV5, Inc.	04004 Change Order 1 (CLC)	(2,537.00)

<b>Total Contract Expenditures: \$545,859.40</b>			
<b>Ratify purchase orders — 22001176-22001177, 22001427-22001428, 22001351, 22001426, 22001548-22001550</b>			
<b>Ratify purchase orders (Task Orders) — 22001447</b>			
<b>Ratify purchase orders (Contracts) — 22001352, 22001547</b>			

<b>Subject:</b>  <b>Approve Authorization for Vice President, Administrative Services to Award and Execute Construction Contract for San Elijo Miscellaneous Enhancements Project</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information          Consent <input checked="" type="checkbox"/> Action
<b>Recommended:</b>  <hr/> Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

On March 14, 2019, the board approved item no. VII.G. 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, Project No. 04117 San Elijo Miscellaneous Enhancements Project (“Project”), given the decrease of student and staff presence on campus. In late May 2022, the PMO and district staff plan to receive and open responsive bids for Bid No. MM-22-003 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 \$975,948.

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

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, the Project Management Office, and outside legal counsel, Cauvel & Dacey, P.C., recommend that the board approve the following:

- 1) Authorize the vice president, administrative services to award and execute a construction contract with the lowest responsive, responsible bidder for the San Elijo Miscellaneous Enhancements Project in an amount not to exceed the established project budget of \$975,948; and
- 2) Direct district staff to bring this contract before the board for ratification within sixty (60) days of the vice president, administrative services awarding and executing the construction contract for the project.

<b>Subject:</b>  <b>Authorize First One (1) Year Extension to Term of Commissioning, Inspector of Record (IOR) Services, and Special Inspection Services Master Services Agreements</b>	<b>Attachments:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information          Consent <b>Action</b>
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> <b>Vice President, Administrative Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**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 the 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-year extension options at the district’s discretion for these Master Services Agreements.

**STATUS**

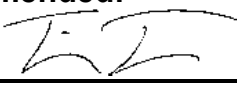

The terms of the aforementioned Master Services Agreements are set to expire in June 2022. Given the continued need for these services on the district’s Capital Improvement Program, district staff and the Program Management Office desire to exercise the district’s discretion to extend the term of these Master Services Agreements by the first, one-year option period, through June 12, 2023.

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 Program Management Office recommend and request that the board take the following actions:

1. Approve district staff exercising the first of the one-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.

<b>Subject:</b> Approve Budget Transfers	<b>Attachment:</b> None
<b>Category:</b> Action Items	<b>Type of Board Consideration:</b> Information          Consent <input checked="" type="checkbox"/> Action
<b>Recommended:</b>  _____ Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>  _____ 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 accounts and may be approved on a ratification basis. Title 5 also requires that two-thirds of the members of the board approve transfers from the reserve for contingencies.

Administrative Policy 6250 Budget Management, item 3, states: Transfers may be made from the available reserves to any expenditure classification by written resolution of the board and must be approved by a two-thirds vote of the members of the board.



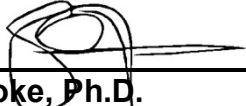
**STATUS**

Additional budget requirements are necessary for additional expenses after the budget adoption.

- The San Diego County and Imperial County School, Risk Management JPA has notified MCCD that due to the higher insurance cost and spend down of the reserves in the JPA account for MiraCosta, the district owes \$418,672.55 for the Property and Liability Insurance. This will make the fund balance at the JPA breakeven. This is in addition to the annual premium that was already paid. The JPA also recommends a reserve fund balance of \$500,000.
- The adopted budget’s remaining budget is \$180,672 for Insurance Expenses; thus, a budget transfer of \$640,000 from fund 11 reserves is needed to cover \$418,672 expense and for \$400,000 reserve balance at the JPA. The Worker’s Comp reserve balance at the JPA is \$81,469, so the combined total reserved is close to the JPA recommended \$500,000 reserves.

**RECOMMENDATION**

Approve the budget transfer as presented above.

<b>Subject:</b>  Approve Equal Employment Opportunity Fund Multiple Method Allocation Certification Form	<b>Attachment:</b>  Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2020-2021
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information                  Consent  Action
<b>Recommended:</b>   <hr/> Charlie Ng Vice President, Human Resources	<b>Approved for Consideration:</b>   <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Equal Employment Opportunity Fund Multiple Method Allocation Certification Form  
 To implement the Equal Employment Opportunity policies contained in the Education Code and Title V, the Chancellor’s Office has established a Multiple Methods model for allocating the EEO Fund. In order to secure EEO funding, MiraCosta Community College District must indicate which of nine (9) designated best practices for promoting success in EEO were met in the fiscal year 2021/22.

**STATUS**

Equal Employment Opportunity Fund Multiple Method Allocation Certification Form  
 To be eligible for funding, the district must maintain compliance with Multiple Method 1, and also demonstrate compliance with six of the eight remaining multiple methods. The board of trustees must certify that the district has met the requirements for eight of nine possible measures as indicated on the form. The district’s Equal Employment Opportunity Advisory Committee has recommended the submission of the annual certification form.

**RECOMMENDATION**

Approve Equal Employment Opportunity Fund Multiple Method Allocation Certification form, as stated above.



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2021-2022*

**District Name:** MiraCosta Community College District

**Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).**

- Yes
- No

**The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)**

- Yes
  - Method 2 (Board policies and adopted resolutions)
  - Method 3 (Incentives for hard-to-hire areas/disciplines)
  - Method 4 (Focused outreach and publications)
  - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
  - Method 6 (Consistent and ongoing training for hiring committees)
  - Method 7 (Professional development focused on diversity)
  - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
  - Method 9 (Grow-Your-Own programs)
- No

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***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.***

**Chair, Equal Employment Opportunity Advisory Committee**

Name: Charlie Ng Title: Vice President - Human Resources  
Signature: \_\_\_\_\_ Date: 05/19/2022

**Chief Human Resources Officer**

Name: Charlie Ng Title: Vice President - Human Resources  
Signature: \_\_\_\_\_ Date: 05/19/2022

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Sunita V. Cooke, Ph.D. Title: Superintendent/President  
Signature: \_\_\_\_\_ Date: 05/19/2022

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** May 19, 2022

Name: Ana Pedroza Title: President/Chair, Board of Trustees  
Signature: \_\_\_\_\_ Date: 05/19/2022



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2021-2022*

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district’s success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

**Nine (9) Multiple Methods**

***Mandatory for Funding***

1. District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

***Pre-Hiring***

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

**Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?**

- Yes**  
 **No**

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor’s Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district’s Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).





Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
***Fiscal Year 2021-2022***

Please provide an explanation and evidence of meeting this Multiple Method, #1.

**Multiple Method #1**

The district has developed and adopted a district-wide written equal employment opportunity (EEO) plan to implement its EEO program and the plan was adopted by the Board of Trustees on May 20, 2021 and submitted to the Chancellor's Office on May 26, 2021. The district has an EEO Advisory Committee to assist the district in developing and implementing the EEO plan required under Title 5, section 52003. This advisory committee includes a diverse membership. This is demonstrated by the information published (EEO Plan, agendas, minutes, membership, and other information) on the EEOAC web page. <https://www.miracosta.edu/hr/eeoac/index.html>. The district has submitted Expenditure/Performance reports for 2020-21 on the use of EEO funds to the Chancellor's Office on September 24, 2021.



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
***Fiscal Year 2021-2022***

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

**Does the District meet Method #2 (Board policies and adopted resolutions)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

**Multiple Method #2**

The Board of Trustees have adopted the following policies and resolutions connected with EEO :

BP 3400: Diversity, Equity, and Inclusion

BP/AP 3410: Nondiscrimination (4/7/2009)

BP/AP 3420 Equal Employment Opportunity (10/6/2009);

BP/AP 3430 Prohibition of Harassment

Evidence: Board of Trustees website: BP 3400; BP/aP3410, BP/AP 3420, BP/AP 3430



**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

- Yes
- No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Multiple Method #3 N/A
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**Does the District meet Method #4 (Focused outreach and publications)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

**Multiple Method #4**

The Human Resources Department has a standard practice of posting permanent positions (administrator, faculty, and classified) in multiple publications and websites, including focused advertising with media and publications that serve underrepresented and marginalized populations such as Asian, African American/Black, Hispanic, Latino/Latinx, Native American, Pacific Islander, women, military veterans, disabled, and the LGBTQIA+ populations. Human Resources collaborates with departments, utilizing their expertise within their field/discipline to tailor campaigns to the specific vacant position. This includes outreach to attract male applicants to nursing positions or female applicants to STEM (science, technology, engineering, and mathematics) disciplines, for example. The Human Resources Department and/or the hiring department may also advertise positions on social media outlets, such as LinkedIn and Twitter. This enables the District to reach "passive" job seekers or those who may not review traditional sources for job advertisements. In some cases, Human Resources engages in direct, targeted outreach, by researching relevant graduate programs in California and directly contacting deans, department chairs, and faculty within the program to promote faculty positions. Additionally, hiring departments have independently promoted positions through direct outreach to colleagues at other institutions. Hiring departments sometimes attend conferences where they have promoted open faculty positions through word-of-mouth and handouts with a QR code. Human Resources tracks how applicants found out about positions through the applicant tracking system to determine outreach effectiveness. The diversity of applicants who disclose their race, ethnicity, and/or gender is monitored and evaluated to ensure recruitment efforts are reaching a diverse pool of applicants. If a pool appears to lack diversity, Human Resources, the department, and administration determine whether to extend with additional advertising, or repost the position entirely in search of a diverse applicant pool.

The District provides opportunities for the campus community to participate in cultural awareness training including trainings offered through the Vision Resource Center and Diversity, Equity and Cultural Competency (DEqCC) committee that promote cultural competence.

The District maintains updated job descriptions and job announcement by reviewing job descriptions prior to recruiting to fill a vacant position and through our classification review process for Classified positions. Additionally, the Human Resources department works with faculty groups and administrators to ensure consistent faculty job announcement that convey the district's commitment to diversity, equity, and inclusion and EEO. This work

has resulted in changes to our job announcement templates for faculty positions, that include sections for student demographic data, DEI, and an “About the Department” section where departments are encouraged to include information such as programs for specific populations of students, student demographics for the department, equity initiatives and how they have affected the department, and long-term goals and trends. Additionally, the landing page for the applicant tracking system highlights the district’s mission statement, commitment to DEI, and EEO.

The District's Commitment Statement, which is part of the package of Mission, Vision, Values, and Commitment statements, conveys its commitment to diversity, equity, and inclusion, and to creating a racially just campus climate where individuals and their diverse cultures and identities are welcomed, nurtured, and validated.

Further, the EEO Advisory Committee recommends that employees of the District participate in conferences, seminars, courses and training sessions that teach techniques to effectively reach diverse populations



**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

**Multiple Method #5**

Hiring procedures start with advertising campaigns (see Multiple Method #4) designed to strategically attract a broad and diverse applicant pool. Applicant pools are evaluated to ensure sufficient number and diversity. The applicant pools of full-time faculty searches are reviewed and approved by the Vice President of Human Resources and the Superintendent/President. The Human Resources Technician and/or Human Resources Supervisor review the applicant pools for permanent classified recruitments. The District continues this review as a best practice to evaluate any potential adverse impacts in the screening and selection process. Should concerns arise with the diversity or number of applicants in a pool, Human Resources will stop the recruitment and work with the hiring department to evaluate steps forward. Human Resources may ask the committee to reconsider the job-related desirable qualifications, the number of additional application materials being requested, and/or the advertising and outreach efforts, make adjustments, and then repost the position. Applicants are not automatically eliminated for failing to submit all requested attachments with their electronic application. Human Resources staff screen applicants for minimum qualifications and the hiring committee is responsible for taking into account the completeness and quality of the application and application materials received and rating applications accordingly. This process is part of an ongoing discussion on how to create more inclusive hiring practices. All postings include language that clearly states that applicants must demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position. All applicants respond to a question as part of their application related to their efforts in support of diversity, equity, and inclusion that was designed based on feedback from faculty, staff and administrators. Applicant responses are evaluated and rated according to an established rubric and factored into their application rating. The diversity, equity, and inclusion questions are intended to gauge cues of cultural competence in applicant responses.

The next stage of the recruitment process is review of applications by hiring committees (except in the case of associate faculty where the interviews are conducted by the department chair and other department faculty and/or discipline experts). The college requires that each committee be diverse in terms of gender, ethnicity, age, and

experience, and as of July 2021 has begun tracking the demographics of the hiring committees. Ensuring that diverse perspectives are considered in the hiring process. Each committee also includes an EEO representative who is responsible for monitoring the EEO rules and hiring procedures. To ensure a degree of independence, the EEO representative cannot report to the same department/school that is recruiting for a vacancy and/or any supervisor/administrator who will participate in the initial or final interviews.

Once trained, committees create interview questions and skill assessment(s). Human Resources collaborates with the committee in the creation of the interview materials and reviews and approves them. Faculty screening and interview committees also develop application screening criteria that is also reviewed/approved by Human Resources or utilize standardized screening criteria within the applicant tracking system as described below for administrator and classified recruitments. The application screening criteria for all permanent administrator and classified recruitments has been standardized and is completed within the applicant tracking system. In standardizing the criteria, we ensure that all applications are being evaluated based on the same criteria and that those criteria are weighted consistently for all applications, thus further guaranteeing an equitable screening of applications and having the ability to review for potential adverse impacts if necessary. All screening and interview materials must be submitted to Human Resources for review and approval prior to the committee obtaining access to the pool of applicants. Human Resources ensures that the interview questions, skills assessment(s), and application screening criteria (for faculty recruitments) are in line with the knowledge, skills, and abilities of the position as stated in the job posting, do not give an advantage to internal versus external candidates, and that interview questions include at least one question related to diversity, equity, and inclusion. The committee then reviews and rates the applications based on the established criteria. Candidates selected through the screening process will participate in skills assessment(s), if applicable, and an initial interview. Next, finalists are selected based on knowledge, skills, and abilities as demonstrated during the interview and/or skills assessment(s). For full-time faculty recruitments, final interviews are conducted by the Superintendent/President, vice president, dean and committee chair. This provides for a variety of perspectives in making the decision to hire. For the majority of classified searches, the final interviews are conducted by the division head or designee. The hiring manager is often invited to participate as well. A final analysis is conducted at the conclusion of each fiscal year to review trends in the diversity of applicants and that of individuals hired. This data is contained in the longitudinal analysis found in component XI of the EEO plan.

The district conducts exit interviews with employees who voluntarily leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.

The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.



**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

- Yes
- No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Multiple Method #6

Component IX of the District's EEO plan requires that every person involved in the screening/interview process must undergo training within 12 months prior to service on a hiring committee. Human Resources tracks training completion dates and ensures current training is provided when necessary. Hiring Committee/EEO training includes a review of laws related to best practices in hiring, nondiscrimination, elimination of bias in hiring and employment, and the value of a diverse workforce. Participants are encouraged to complete the Harvard Implicit Bias tests online to become aware of potential biases. Training also includes suggestions and tools for mitigating the effects on unconscious biases. Committee EEO representatives receive additional training on pertinent laws, legally protected characteristics, and how to intervene should committee members act in a manner inconsistent with EEO regulations and/or the District's hiring procedures. EEO representatives are full voting members of each screening & interview committee. The EEO representative cannot report to the same department/school that is recruiting for a vacancy and/or any supervisor/administrator who will participate in the initial or final interviews.

In February 2022, The Vice President of Human Resources presented a mandatory training for all members of this year's faculty screening and interview committees. The training focused on equity in hiring – why it is important and how we can ensure that our job postings, application screening criteria, and interview questions and skills assessment(s) support it.





**Does the District meet Method #7 (Professional development focused on diversity)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

**Multiple Method #7**

Professional Development Committee includes a legend indicating the workshops which are “designed to enhance our understanding of human and cultural diversity.” These workshops are primarily designed for faculty in order for them to meet with contractual professional development obligations but are also open to administrators and classified staff. During the Fall 2020 and Spring 2021 Flex Weeks, workshops were conducted that specifically supported the college’s efforts in diversity, equity and inclusion. In addition to the Flex week calendar of workshops each semester, faculty, staff, and administrators may complete professional development activities of their own choosing and many complete hours on topics related to diversity in order to satisfy criteria for faculty performance evaluation (see Multiple Method #8).

Through Academic Impressions, faculty, staff, and administrators have access to many articles, trainings, and virtual conferences designed specifically for colleges and related to diversity, equity, and inclusion. Areas include personal development and skill building, faculty/staff pipeline, inclusive classroom, and student body learning.

The Academic Senate has a subcommittee called Diversity, Equity and Cultural Competency (DEqCC) whose mission is to provide faculty with resources to increase cultural competency and attain cultural proficiency. The committee has helped to sustain an effective training program and serves an important role in advising individual faculty members on matters of diversity, equity and cultural competency and attain cultural proficiency. A full day of Flex week was devoted to the Diversity, Equity and Cultural Competency Committee’s Cultural Competency Conference.

In Fall 2020, MiraCosta College adopted an institutional commitment to the creation of a racially just campus. The college embarked on a campus wide book reading discussion and has continued this practice with a new book for the 2021-22 academic year. All employees were given the opportunity to receive and engage in reading Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education by Tia Brown McNair and Estela Mara Bensimon. The college also welcomed Dr. Estela Mara Bensimon as a speaker on All College Day. Through our training partner, Academic Impressions, faculty, staff, and administrators have access to many articles, trainings, and virtual conferences designed specifically for colleges and related to diversity, equity, and inclusion all year.



**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

**Multiple Method #8**

Criteria for the evaluation of full-time faculty include statements making it clear that diversity, equity, and inclusion are an important aspect in four of the criteria for evaluation:

1. Demonstrated skill in classroom teaching, non-classroom roles, and other responsibilities specifically listed in the employment job announcement. These include commitment to cultural competence and equity-minded pedagogies.
2. Respect for students' rights and needs by demonstrating sensitivity to human and cultural diversity.
3. Respect for colleagues and the educational professions by demonstrating sensitivity to human and cultural diversity among colleagues.
4. Continued professional growth, which may be demonstrated by involvement in personal and professional development related to cultural competence.

Criteria for the evaluation of associate faculty include statements making it clear that diversity, equity, and inclusion are an important aspect in three of the criteria for evaluation:

1. Demonstrated skill in classroom teaching, counseling or library work, which may include a commitment to cultural competency.
2. Respect for students' rights and needs by demonstrating sensitivity to human and cultural diversity.
3. Respect for colleagues and the educational professions by demonstrating sensitivity to human and cultural diversity among colleagues.

When new faculty are hired, part of their orientation details the tenure evaluation process. It is emphasized to all new faculty that they are required to demonstrate sensitivity to and awareness of issues related to diversity, equity, and inclusion beyond what was included and demonstrated as part of their application and interview. It will remain an important issue and will be reflected in the evaluation criteria throughout their teaching career at the college.

The evaluation instrument for academic and classified administrators includes a rating on the statement, "Demonstrates a commitment to the diversity of faculty, staff and students."



**Does the District meet Method #9 (Grow-Your-Own programs)?**

**Yes**



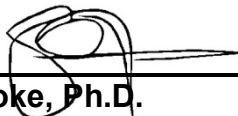
**No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Multiple Method #9

MiraCosta Community College continues to participate in the San Diego and Imperial Counties Community College Association (SDICCCA) Faculty Internship Program. The program was originally designed to provide hands-on teaching experience to underrepresented minorities but is open to all interested parties. The typical cohort size has been approximately 5 to 10 interns per year, although in recent years, the cohorts have been smaller due to COVID. Participants are assigned a full-time faculty mentor and at MiraCosta whom they “shadow” for one semester. In the second semester, typically the interns are assigned a class to teach (or counseling/librarian hours to work) and are paid for this work. In addition to compensation, participants in the internship program gain valuable experience to add to their resume/curriculum vitae. The program has resulted in the hiring of many participants into full-time faculty positions, either at MiraCosta or other community colleges. In the past several years, a number of new full-time faculty hires have previously worked in classified positions at the college, and many received their associate degree from MiraCosta Community College. This “pipeline” of individuals has ensured MiraCosta has faculty who understand its student population and serve as effective role models for our diverse student body.

If more space is needed for your explanations, you may attach an additional file. ATTACH FILE

<b>Subject:</b>  <b>Approve the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information          Consent <b>Action</b> 
<b>Recommended:</b>   <hr/> <b>Charlie Ng</b> Vice President, Human Resources	<b>Approved for Consideration:</b>   <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly, as approved by the Board of Trustees on June 17, 2021, expires on June 30, 2022, but it includes a two-year extension on its term through June 30, 2024. The two-year extension was agreed upon in order to allow the district to file a petition with the Public Employment Relations Board to decertify faculty directors from the Faculty Assembly during the filing window of the 2021/22 agreement.

As required by Government Code § 3547, the Faculty Assembly’s initial proposal for a new agreement must be presented at a public meeting and the public has to be given a chance to comment on the proposal.

**STATUS**

The Faculty Assembly intends to negotiate changes in the terms and conditions of employment contained in the articles of the agreement with the MiraCosta Community College District for the contract period to commence on July 1, 2022.


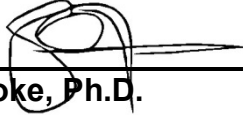
The FA’s initial proposal for bargaining is for a new, three-year successor contract with changes to the following sections:

1. Contract term, for a three-year agreement from July 1, 2022 - June 30, 2025.
2. On-schedule salary and compensation increases for faculty for the 2022/23, 2023/24, and 2024/25 academic years, in an amount that reflects a fair increase to faculty in light of (i) a strong State COLA, (ii) the District ability to pay, and (iii) to keep pace with the historic inflation taking place and which is projected to take place over the proposed term of this contract.
3. Article 5, to add binding arbitration;
4. FA dues deduction, to comply with Education Code 87833

5. Revisions to Academic Calendar, Article C.16.0, to clarify that any calendar adopted pursuant to BP/AP 4010 is still subject to negotiation with FA as the exclusive representative of full-time faculty. Please also accept this presentation as notice that, to the extent Article 6.16.0 may be read, and to rescind any waiver that may exist).

## **RECOMMENDATION**

Approve the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022.

<b>Subject:</b>  <b>Approve Emeritus Status for Full-Time and Associate Faculty Members</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information                  Consent  Action
	<b>Approved for Consideration:</b>   <hr/> 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 April 15, 2022, the following four full-time faculty retirees and four associate faculty retirees were recommended for emeritus status:

**Full-time Faculty:**


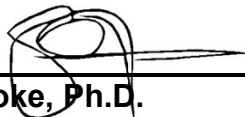
- Victoria Noddings
- Brent Pickett
- Denise Stephenson
- Mark Whitney

**Associate Faculty:**

- Grace Gray-Adams
- Jane Herrick
- Debra Marbey
- Delphine Zimmerman

**RECOMMENDATION**

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

<b>Subject:</b>  Approve Filling Board of Trustees Area 6 Vacancy by Provisional Appointment	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information                  Consent                  Action 
	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**


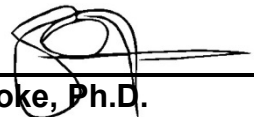
On May 4, 2022, Trustee David Broad submitted his resignation as Trustee Area 6 after May 31, 2022. A resignation letter has been submitted to Dr. Paul Gothold, San Diego County superintendent of schools.

**STATUS**

Pursuant to Education Code §5090 et seq., within sixty days of a vacancy or the filing of a deferred resignation with the county superintendent of schools, a community college governing board shall either order an election or make a provisional appointment to fill the vacancy. If a governing board takes no action within the sixty-day period, the county superintendent of schools will order an election to fill the vacancy. The sixty-day period ends on July 3, 2022.

**RECOMMENDATION**

Approve filling Board of Trustees Area 6 vacancy by provisional appointment.

<b>Subject:</b>  Adopt Resolution No. 19–21/22 Granting Emeritus Trustee Status to David Broad	<b>Attachment:</b>  Resolution No. 19–21/22
<b>Category:</b>  Action Items	<b>Type of Board Consideration:</b>  Information                  Consent  Action
	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

On September 16, 2003, the Board of Trustees established emeritus status for trustees in order to acknowledge service to the college and to keep trustees connected to the college.

**STATUS**

Trustee David Broad resigned from the Board of Trustees, effective May 31, 2022. The Board of Trustees wishes to grant emeritus status to recognize Trustee Broad’s contributions to the college and community, since he became a member of the board on December 14, 2010.

**RECOMMENDATION**

Adopt Resolution No. 19–21/22, granting emeritus trustee status to David Broad.



**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 19-21/22**

**GRANTING EMERITUS TRUSTEE STATUS TO DAVID BROAD**

Whereas, David Broad has been a member of the MiraCosta Community College District Board of Trustees since December 14, 2010, representing Trustee Area 6; and

Whereas, David Broad provided leadership to the Board of Trustees through his service as board president and vice president; and

Whereas, David Broad has offered an invaluable perspective to the deliberations of the Board of Trustees in a range of matters, especially an understanding of complex organizational development, board development, leadership, educational excellence, and fiscal management.

Whereas, David Broad has shown dedication to the mission of MiraCosta College and for ensuring students have access to higher education; and

Whereas, David Broad served as board president when the college was selected to offer a unique Bachelor of Science degree in biomanufacturing, promoting access to affordable bachelor's degrees within the community;

Whereas, David Broad has also through his service on the board made a personal contribution to the advancement of education in California;

Now, therefore, be it resolved, that we, the Board of Trustees of the MiraCosta Community College District, do bestow upon David Broad, on the 19<sup>th</sup> day of May, 2022, with our deepest appreciation and heartfelt gratitude, the title of Trustee Emeritus, and grant him all the rights and privileges therein.

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Anna Pedroza, President


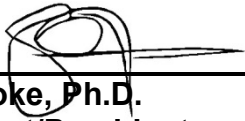
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Frank Merchat, Vice President

I, Sunita V. Cooke, secretary to the Board of Trustees of the MiraCosta Community College District, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly passed and adopted by said board at a regularly called and conducted meeting held on said date.

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Sunita V. Cooke, Ph.D.  
Superintendent President

<b>Subject:</b> Board Policy 4230 – Grading and Academic Record Symbols	<b>Attachment:</b> Board Policy 4230 – Grading and Academic Record Symbols
<b>Category:</b> Board Policies – Second Reading	<b>Type of Board Consideration:</b> Information                  Consent                  Action 
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**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**

Revisions to Board Policy Board Policy 4230 – Grading and Academic Record Symbols have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees

Administrative Procedure 4230 is included for reference only.

**RECOMMENDATION**

Adopt Board Policy Board Policy 4230 – Grading and Academic Record Symbols.

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students.

The grading system shall include a transcript notation for credit earned through successful completion of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

See Administrative Procedure 4230.

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**MiraCosta Community College District****Page 1 of 1**

Adoption History: 5/19/09, 7/15/15  
Periodic Review: 5/12/15  
References: Title 5 §55023 and 55050 et seq.  
CCLC Update: #13, 8/07, #39, 10/21  
Steering: AAC / AS

Courses shall be graded using the grading system established by Title 5 as follows:

**Evaluative Symbols**

<b>Symbol</b>	<b>Definition</b>	<b>Grade Points</b>
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

**Nonevaluative Symbols**

<b>Symbol</b>	<b>Definition</b>
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

**I – Incomplete:** Incomplete academic work for unforeseeable, emergency, and justifiable reasons. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

**IP – In Progress:** The “IP” symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” symbol shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

**RD – Report Delayed:** The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

**W – Withdrawal:** The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.


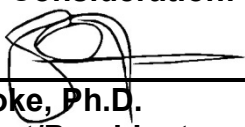
**MW – Military Withdrawal:** The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

**EW – Excused Withdrawal:** The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

The superintendent/president shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- A. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- B. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- C. Limitations on access to grade records and grade storage systems.
- D. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- E. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; and Board Policy/Administrative Procedure 5040, Student Records.

<b>Subject:</b> Board Policy 4235 – Credit for Prior Learning	<b>Attachment:</b> Board Policy 4235 – Credit for Prior Learning
<b>Category:</b> Board Policies – Second Reading	<b>Type of Board Consideration:</b> Information                  Consent                  Action 
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**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**

Revisions to Board Policy 4235 – Credit for Prior Learning have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 4235 is included for reference only.

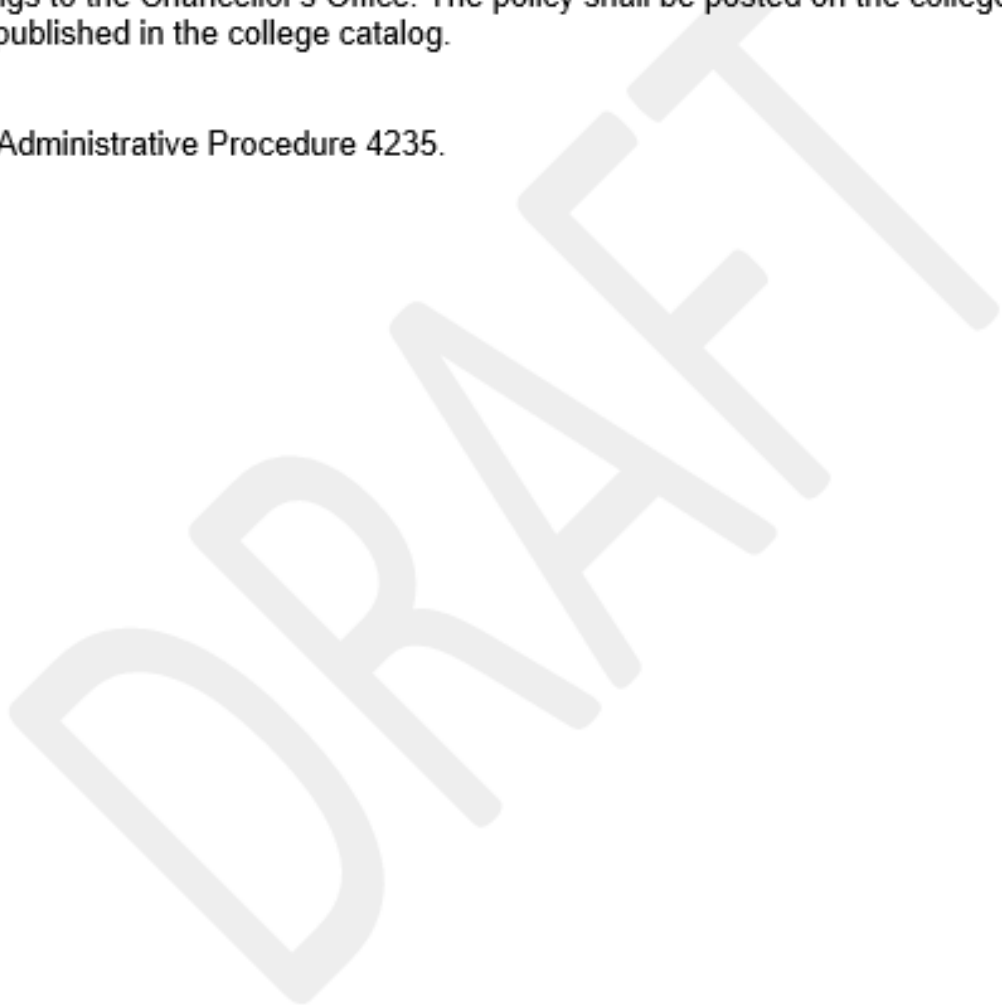
**RECOMMENDATION**

Adopt Board Policy 4235 – Credit for Prior Learning.

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. The superintendent/ president shall establish administrative procedures to implement this policy.

The district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. The policy shall be posted on the college website and published in the college catalog.

See Administrative Procedure 4235.



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Adoption History:	5/19/09, 12/17/20
Periodic Review:	5/18/16
References:	Title 5, §55050 <i>et. seq.</i>
CCLC Update:	#14, 2/08, #36, 4/20, #39, 10/21
Steering:	AAC / AS

Credit for prior learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. CPL may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. An authorized assessment is a process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record. “Sufficient mastery” means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.

Students who are veterans or active duty members of the armed forces, who hold industry-recognized credentials, or who request credit for a course based on their prior learning will be referred to the college’s appropriate authority for assessment upon completion of their educational plan.

Units earned for CPL cannot be counted for federal financial aid payment purposes but may be counted for pace of progression and maximum unit calculations.

**Determination of Eligibility for Credit for Prior Learning**

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the student’s prior learning and only for a course listed in the MiraCosta College Catalog.

Award of credit will be made to general education or program requirements when possible and to electives for students who do not require additional general education or program credits to meet their goals. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

**Approved Methods for Awarding Credit for Prior Learning**

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on any of the following standardized examinations: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- Evaluation of Joint Services Transcripts (JST).



- Satisfactory completion of an institutional examination, known as credit by examination, administered by discipline faculty.
- Evaluation of industry-recognized credential documentation.
- Evaluation of a student portfolio or other assessment approved or conducted by proper authorities of the college.

AP, IB, CLEP, JST, and credit by exam can be used by MiraCosta College to certify specific CSU and/or UC general education requirements.

### **A. Credit for Standardized Examinations**

1. Advanced Placement (AP) Examination Program: MiraCosta College grants credit to high school students who attain scores of 3, 4, or 5 on AP exams administered by the College Entrance Examination Board. The Advanced Placement Guide published in the MiraCosta College Catalog identifies how specific AP exams can be used as credit for prior learning. (See Administrative Procedure 4236: Advanced Placement Credit.)
2. International Baccalaureate (IB) Examination Program: MiraCosta College grants credit toward the associate degree for most high level IB exams passed with a minimum score of 5. However, individual departments may also determine course equivalency. The International Baccalaureate Guide published in the MiraCosta College Catalog identifies how specific exams can be used as credit for prior learning. To receive credit, official IB transcripts must be on file in the Admissions and Records Office.
3. College Level Examination Program (CLEP): MiraCosta College grants credit for successful completion of certain CLEP general examinations and subject examinations with a minimum score of 50. The CLEP Guide published in the MiraCosta College Catalog identifies how specific exams can be used as credit for prior learning. To receive credit, official CLEP transcripts must be on file in the Admissions and Records Office.

### **B. Credit for U.S. Military Service/Training**

MiraCosta College grants experience credit of three elective units for submission of any DD214, 295, or other military transcript. Additionally, active duty military personnel and U.S. military veterans may satisfy the Self-Development general education (GE) requirement from MiraCosta College's GE pattern ([Plan A](#)) or the California State University GE-Breadth pattern ([Plan B](#)) through submission of a military transcript.

Military service school training will be evaluated and awarded associate degree credit in accordance with the recommendations contained in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces. In most circumstances, the units awarded will be elective credit. Students may also receive credit for USAFI/Dantes subject standardized tests and USAFI courses by submitting an official transcript to the Admissions and Records Office. Students should submit a verified copy of their DD214/military transcript to the Admissions and Records Office for evaluation.

### **C. Credit by Examination**

Credit by examination is a process whereby discipline faculty administer a locally developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that course. The determination to offer credit by examination rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit is to be granted.

Credit by exam will be offered only under the following conditions:

1. A departmental or program credit by institutional examination policy is on file with Student Services.
2. An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. The instructor is responsible for selecting an appropriate exam.
3. The student must be currently enrolled at the college and in good standing (see Administrative Procedure 4250: Probation, Disqualification, and Readmission).
4. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
5. The deadline for returning a completed Credit for Prior Learning Assessment petition to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.
6. Students have until the 75% deadline to withdraw their intent to take the exam; after that, they must take the exam or they will automatically be issued a grade of "F."
7. Credit by institutional examination will generally not be offered for a course the student is currently enrolled in or for a course that is a prerequisite to a more advanced course in the same subject for which the student has already received college credit.
8. A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. Note: This number does not include CLEP or other similar standardized tests.
9. Credit by institutional examination will be recorded on the student's permanent record only if department and institutional policy has been followed.
10. Charges will be assessed for credit by institutional examination. The fee will not exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Credit by institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.
11. Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, Veterans, or Social Security benefits.

## **D. Credit Using Industry-Recognized Credentials**

The determination to offer CPL using industry-recognized credential documentation rests solely on the discretion of the discipline faculty. Students shall receive credit if the discipline faculty who normally teach the course for which credit is to be granted determine the industry certification adequately measures mastery of the course outcomes as set forth in the course outline of record.

Students who wish to demonstrate proficiency in a course eligible for CPL using industry certification and receive college credit must file a Credit for Prior Learning Assessment petition to the Admissions and Records Office by the Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

## **E. Credit Using Other Assessments**

The determination to offer CPL using other types of assessment rests solely on the discretion of the discipline faculty. The nature and content of other types of assessment, such as student portfolios or skills demonstrations, shall be determined by faculty in the discipline who normally teach the course for which credit is to be granted. Students shall receive credit if the faculty determine that the assessment adequately measures sufficient mastery of the course outcomes as set forth in the course outline of record.

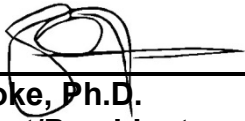
Students who wish to demonstrate proficiency in a course eligible for CPL and receive college credit using a faculty-approved assessment method must file a Credit for Prior Learning Assessment petition to the Admissions and Records Office by the Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

### **Prior Learning Assessment Grading Policy**

- A. Grading shall be according to the regular grading system in accordance with AP 4230: Grading and Academic Record Symbols.
- B. Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232: Pass/No Pass, if that option is ordinarily available for the course.
- C. Students shall be given the opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to AP 4230: Grading and Academic Record Symbols and AP 4231: Grade Changes.

### **Transcription of Credit for Prior Learning**

The student's academic record shall be clearly annotated to reflect that credit was earned by an assessment of prior learning. Credit earned through an advanced placement exam will be specifically notated as such.

<b>Subject:</b>  <b>Board Policy 5120 – Communicable Diseases</b>	<b>Attachment:</b>  <b>Board Policy 5120 – Board Policy 4235 – Credit for Prior Learning</b>
<b>Category:</b>  <b>Board Policies – First Reading</b>	<b>Type of Board Consideration:</b> <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> Action
	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**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**

Revisions to Board Policy 5120 – Communicable Diseases have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 5120 is included for reference only.

**RECOMMENDATION**

For information only.

The MiraCosta Community College District is committed to providing a safe and healthy learning and working environment. The district shall establish administrative procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases.

~~The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California.~~

~~In furtherance of this commitment to a safe environment, the district shall also establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all students who are on district premises have received the full COVID-19 vaccine.~~

See Administrative Procedure 5210.

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**MiraCosta Community College District****Page 1 of 1**

Adoption History: 5/5/09, 6/17/21  
Periodic Review: 6/22/16  
References: Education Code §76403  
CCLC Update: –  
Steering: VPSS/VPAS / N/A

The MiraCosta Community College District is committed to providing a safe and healthy environment.

MiraCosta College will cooperate with local health officials by taking any measures necessary for the prevention and control of communicable diseases in students.

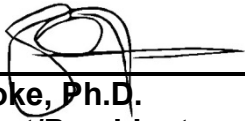
MiraCosta College will comply with any immunization program recommended or required by the California Department of Public Health (CDPH).

The Student Health Services medical team shall function as a liaison to the appropriate local public health authority when communicable disease issues involve the campus, including the reporting of communicable diseases and safety measures taken to appropriate district departments.

**MiraCosta Community College District**

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Effective Date: 5/5/09, 6/17/21, 5/5/22  
Periodic Review: 4/8/16  
References: Education Code §76403, §70902  
Americans with Disabilities Act  
Title VII of the Civil Rights Act  
EEOC Technical Assistance, updated December 16, 2020  
DFEH Employment Information on COVID-19  
CCLC Update: --  
Steering: VPSS

<b>Subject:</b>  Board Policy 7120 – Recruitment and Hiring	<b>Attachment:</b>  Board Policy 7120 – Recruitment and Hiring
<b>Category:</b>  Board Policies – First Reading	<b>Type of Board Consideration:</b> ✓ Information                  Consent                  Action
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**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**

Revisions to Board Policy 7120 – Recruitment and Hiring have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

There is not an Administrative Procedure 7120.

**RECOMMENDATION**

For information only.

The superintendent/president shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420, Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate role in local decision-making.

The criteria and procedures for hiring academic administrators shall be established after first affording the Academic Administrators Association (MCCCDAAA) an opportunity to participate in the decisions under the board's policies regarding local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Classified Senate an opportunity to participate in the decisions under the board's policies regarding local decision-making.

The criteria and procedures for hiring classified administrators shall be established after first affording the Classified Administrators Association (MCCCDCAA) an opportunity to participate in the decisions under the board's policies regarding local decision-making.

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

See Administrative Procedures 7120-1, 7120-2, 7120-3, 7120-4, and 7120-5.

**MiraCosta Community College District**

**Page 1 of 1**

Adoption Date: 5/20/15




Reference Update: 2/9/17

References: Education Code §70901.2, §70902(b)(7),(d), §§87100 et seq., §87458  
Title 5 §51023.5, §§53000 et seq.  
ACCJC Accreditation Standard III.A.1

Steering: WCCs / N/A

CCLC Update: #29, 10/16



<b>Subject:</b>  MiraCosta College Adult High School Progress Report – Western Association of Schools and Colleges Accreditation	<b>Attachment:</b>  <a href="#">Link to Report</a>
<b>Category:</b>  Information Items	<b>Type of Board Consideration:</b>  Information                  Consent                  Action
<b>Recommended:</b>  <hr/> Kristina Denée Pescarmona Vice President, Instructional Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

The MiraCosta College Adult High School (AHS) went through a full accreditation visit with the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC) in 2019. A written progress report is due at the end of the third year of the current six-year accreditation cycle. Faculty, staff, and administrators have worked in putting together the progress report during the 2021/22 academic year.



**STATUS**

The accreditation progress report was presented to key governance groups at the College during the months of April and May 2022. The report is now presented for approval before submission to WASC by June 1, 2022.

The complete report is available at the following hyperlink:  
<https://miracosta.edu/academics/continuing-education/adult-high-school/docs/AHS%20ACS%20WASC%20Mid-Cycle%20School%20Progress%20Report.pdf>

**RECOMMENDATION**

For information only.

<b>Subject:</b>  Third Quarter Fiscal Report	<b>Attachment:</b>  1. Quarterly Report on Cash and Investments 2. Quarterly Financial Status Report, CCFS-311
<b>Category:</b>  Information	<b>Type of Board Consideration:</b> ✓ Information          Consent          Action
<b>Recommended:</b>  <hr/> Tim Flood Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> 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 third quarter report for the period ending March 31, 2022, 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 \$142.5 million compared to the adopted budget of \$140.2 million. Property tax revenue is projected to increase by \$665K, a 4.45 percent increase from prior year actuals compared to adopted budget forecast of 3.9 percent. Enrollment tuition/fees are lower by \$3.6 million; the lower revenue is offset by the transfer of the HEERF CARES Act grant for the student debt write-off.
2. The total year Expense projection is \$142.4 million. Transfer to fund 41, the capital project fund will increase in order to mitigate the Facilities Master Plan projects, which has over 20 percent in cost escalations this past year.

3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection is 24.7 percent vs the adopted budget of 27.2 percent; this is due to the increase in fund transfers to the capital project fund.
4. The cash balance for period end March 31, 2022, held at the San Diego County Treasury was \$287.1 million from the following funds:
  - \$39.7 million for General Funds, Fund 11 (unrestricted) Fund 12 (restricted). The district will receive the second major property tax revenue in April 2022.
  - \$31.1 million for the Capital Outlay Fund 41.
  - \$215.8 million for the General Obligation Bond Series B, Fund 43.
  - \$561,800 for the Self-Insurance and Student Center Fee Fund.
5. The cash balances for period end March 31, 2022, held at local banks were \$3.0 million from the Financial Aid account and various auxiliary service accounts.
6. The OPEB (Other Post Employment Benefit) trust balance for period ending March 31, 2022, was \$32.8 million with the fiscal year-to-date rate of return of -2.2 percent, and the third quarter rate of return of -4.8 percent. The loss of market value from the prior quarter has resulted with a total funded accrued liability of 96.7 percent.

## **RECOMMENDATION**

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: May 19, 2022

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, March 31, 2022

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.

Actual-to-Budget, CCFS Quarterly Financial Status Report Amount

Revenues

<input type="checkbox"/>	FY22 Adopted Budget	\$140,223,756
<input type="checkbox"/>	FY22 Projected Budget	\$142,428,623
<input type="checkbox"/>	FY22 Actual as of March 31, 2022	\$90,103,727
<input type="checkbox"/>	FY22 Actual YTD to Projected Budget	63.3%

Expenses

<input type="checkbox"/>	FY22 Adopted Budget	\$137,885,139
<input type="checkbox"/>	FY22 Projected Budget	\$142,372,097
<input type="checkbox"/>	FY22 Actual as of March 31, 2022	\$100,567,490
<input type="checkbox"/>	FY22 Actual YTD to Projected Budget	70.6%

Cash Deposits and Investments, Quarterly Report of Investments Balance

<input type="checkbox"/>	Total Cash in the County pooled investment fund (combined funds)	<b>\$287,088,405</b>
	Detail by Fund below:	
	o General Fund 11 & 12	\$39,694,611
	o Capital Outlay Fund 41	\$31,061,759
	o General Obligation Bond Fund 43	\$215,770,258
	o All Other Funds	\$561,777
	o Rate of Return Fiscal YTD	0.530%
<input type="checkbox"/>	Cash in bank deposits	\$3,015,697
	o Rate of Return	NA
<input type="checkbox"/>	Cash in Money Market instruments (Bookstore Fund)	\$148,946
	o Rate of return	0.05%

OPEB Trust Balance

<input type="checkbox"/>	Balanced Fund Portfolio as of March 31, 2022	\$32,842,124
	o Rate of Return 03/31/2022 Fiscal YTD (Annual Target 5.5%)	-2.20%
	o Funded Accrued Liability	96.7%



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▾

Fiscal Year: 2021-2022

District: (050) MIRACOSTA

Quarter Ended: (Q3) Mar 31, 2022

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,106,621	130,698,321	135,739,684	138,047,339
A.2	Other Financing Sources (Object 8900)	0	45,068	1,726,909	4,381,284
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	130,106,621	130,743,389	137,466,593	142,428,623
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	121,004,340	120,956,934	119,764,121	127,357,097
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,812,202	8,040,335	15,981,045	15,015,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	127,816,542	128,997,269	135,745,166	142,372,097
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	2,290,079	1,746,120	1,721,427	56,526
D.	<b>Fund Balance, Beginning</b>	28,448,924	30,739,003	33,366,792	35,101,240
D.1	Prior Year Adjustments + (-)	0	-37,637	13,021	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	28,448,924	30,701,366	33,379,813	35,101,240
E.	<b>Fund Balance, Ending (C. + D.2)</b>	30,739,003	32,447,486	35,101,240	35,157,766
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	24%	25.2%	25.9%	24.7%

**II. Annualized Attendance FTES:**

		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
G.1	Annualized FTES (excluding apprentice and non-resident)	10,229.00	9,998.00	9,822.72	8,359.64

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2018-19	2019-20	2020-21	2021-22
H.1	Cash, excluding borrowed funds		21,107,863	38,546,077	40,063,036
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	16,446,701	21,107,863	38,546,077	40,063,036

**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.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,193,756	141,181,908	88,412,601	62.6%
I.2	Other Financing Sources (Object 8900)	30,000	4,111,284	1,691,126	41.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	140,223,756	145,293,192	90,103,727	62%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,859,139	129,074,033	91,566,264	70.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,026,000	9,026,000	9,001,226	99.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	137,885,139	138,100,033	100,567,490	72.8%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	2,338,617	7,193,159	-10,463,763	
L.	Adjusted Fund Balance, Beginning	35,101,240	35,101,240	35,101,240	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	37,439,857	42,294,399	24,637,477	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	27.2%	30.6%		

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? NO  
This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

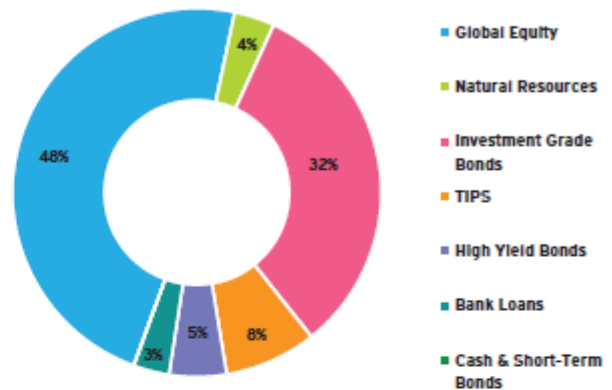
**Mira Costa Community College District**  
Balanced (50% Fixed Income, 50% Equity)

3/31/2022

Change in Portfolio - 3rd Quarter of Fiscal Year 2022

Asset Allocation

Portfolio Value on 12/31/2021	34,492,188
Contributions	0
Withdrawals	0
Change in Market Value	(1,784,481)
Income Received	145,570
Portfolio Fees	(11,553)
<b>Portfolio Value on 3/31/2022</b>	<b>32,842,124</b>



Trailing Period Performance

	Fiscal						Inception Date	Since Inception (%)
	3Q22 (%)	YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)		
Mira Costa Community College District	-4.8	-2.2	2.5	8.1	7.3	6.6	7/1/2009	8.0
Policy Benchmark <sup>1</sup>	-5.0	-2.1	2.4	9.0	7.9	NA		NA
CPI Medical Care (Inflation)	1.8	3.2	2.9	3.1	2.6	2.7		2.9

Fiscal Year Performance



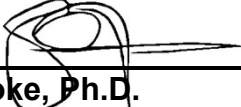
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)	2014 (%)	2013 (%)	2012 (%)
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
Mira Costa Community College District	20.2	4.4	5.9	7.0	9.2	-0.9	2.6	11.9	8.0	4.9
CPI Medical Care (Inflation)	0.4	5.1	2.0	2.5	2.7	3.5	2.5	2.6	2.1	4.0

<sup>1</sup> 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



<b>Subject:</b>  Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2022	<b>Attachment:</b>  None
<b>Category:</b>  Information	<b>Type of Board Consideration:</b>  Information          Consent          Action
<b>Recommended:</b>  <hr/> Charlie Ng Vice President, Human Resources	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly expires on June 30, 2022.

As required by Government Code § 3547, the district’s initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval.

**STATUS**

The district intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta College Faculty Assembly for the contract period to commence on July 1, 2022.


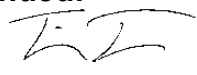
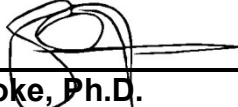
Article C:     Faculty Workloads: Negotiate terms related to institutional service hours, and other professional obligations to the District. Negotiate revision to Class Size Maxima Process, workloads related to Faculty Directors, and limitations to reassigned time assignments per semester.



- Article D: Compensation: Negotiate the salary schedule. Negotiate responsibility factors for Faculty Directors.
- Article H: Evaluation and Tenure: Negotiate and clarify evaluation procedures for tenure candidates and tenured faculty members.
- Article J: Fringe Benefits: Negotiate changes to health and wellness benefits.

## **RECOMMENDATION**

For information only.

<b>Subject:</b>  <b>Office of Administrative Services Board Report</b>	<b>Attachment:</b>  None
<b>Category:</b>  Information Item	<b>Type of Board Consideration:</b>  Information          Consent          Action
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

In recognition of their years of service, several classified professionals in the division received service pins at the Spring Celebration of Excellence in April: 5 years - Margi Arguello (Fiscal/Cashiering), Greg Stone (AIS), Carrie Everts (Facilities); 10 years - Lois Templin (Fiscal); 15 years - Luis Aceves (Facilities), Miguel Aparicio (Facilities), Brian Fitzwater (AIS), Jill Ringer (AIS); 20 years - Ramiro Peregrino (AIS), Karen Turpin (AIS); and 25 years - Karen Brown (AIS). Recent retirees, Beverly Felt (College Police), Ralph Garcia (College Police) and Asha Prasad (Fiscal), were also recognized for their years of service to the district.

Mark Stramaglia received the 2022 California Community Colleges Classified Employee of the Year award for his commitment to the Vision for Success and equitable student outcomes. Mark was selected from the largest applicant pool since the award’s inception in 2008 and will be one of seven employees statewide to be honored at the Board of Governor’s meeting in May.

**Academic Information Services (Anthony Maciel, AVP-CISO)**

In February 2022, the district welcomed Dr. Anthony Maciel as the new Associate Vice President – Chief Information Systems Officer. The Technology Advisory Committee (TAC), led by Maciel, held a technology plan retreat in March which was well attended by students, faculty, staff, and administrators. The draft plan that was generated as a result of the retreat was presented to all governance groups for feedback. AIS has also completed a draft write-up of accreditation standard III.C. Technology Resources.

Supply chain challenges continue to hamper the procurement of IT equipment. In some cases, vendors are notifying the district of twelve-month delays in equipment delivery. Additionally, inflation is expected to increase equipment costs between 10 to 16 percent.

AIS continues to try and fill vacancies, but with a very tight IT employment market, the department continues to experience challenges. According to the research firm Gartner, there are two jobs available for every IT job seeker. Despite these challenges, the department is reviewing all options to continue to support existing projects.

## Infrastructure Systems and Application Development

The networking team continues to fine-tune wireless network infrastructure to ensure the greatest coverage across the district. At the Oceanside campus, wireless access points will soon be installed in parking lot 5A, enhancing existing coverage to the parking lot, as well as adjacent buildings.

The Application Development team has completed several projects, including:

- Implementation of a new streamlined user view of student information for the Student Services division, consolidating multiple service level pages into one combined view which includes biographic and program data, priority registration status, Student Success and Support Program service history, transcripts, and profile information from Canvas.
- Completed the first Biotechnology Bachelors Program cohort application, evaluation, selection, and confirmation process with workflow-enabled electronic forms, replacing a laborious manual and paper-based process.
- Completion of the Management Information System (MIS) End-of-Term reporting to the California Community College Chancellor's Office (CCCCO) MIS Data Warehouse, including student enrollment data, student success data, and participation data for other important programs tracked by the CCCCCO.
- Migration of the existing COVID tracking and clearance application from an in-house based system to a third-party vendor, which interfaces with the district's SURF, Workday, and Salesforce systems.
- Implementation of Workday 2022 Release "R1", enabling the district to automate all telework employee requests. Updated the public agency retirement services integration and reporting functionality within Workday.

The systems engineering team completed these complex and extensive projects:

- Primary data storage was upgraded from older SAS-based SSDs to faster 50GB ethernet-connected drives, nearly doubling the available server capacity while at the same time converting the legacy storage to a faster, more modern file format, requiring much less maintenance and support, generating greater efficiencies.
- Several servers were replaced and upgraded, including domain controllers, mail servers and the Tableau database, which now offers increased performance, greater security, and features enhancements.
- Additionally, a major upgrade was completed on the PeopleSoft Enterprise System database, which including a refresh of the hardware and operating systems into a new consolidated design.

## Technology Support Services

The technology support services team along with AVP/CISO is working closely with the vice president, instructional services and instructional deans to setup four additional HyFlex classrooms for use by the beginning of the fall semester. This will provide greater flexibility to our instructional division.

The media services team has supported various ceremonies for new building construction. The team is gearing up for the multitude of ceremonies celebrating student achievement and success for the academic year. Classrooms, conference rooms, and the board room have newly installed webcasting technology enabling remote viewing and attendance.

The online multipurpose academic computer lab continues to see high demand from students.

The student help desk team continues to provide services to students and district employees on a regular basis. These services include support and troubleshooting with SURF (e.g., e-forms, adding and dropping classes, viewing class schedules, wait listing, enrollment dates, payments, class search, search and ordering textbooks, transcripts, etc.) and Canvas (e.g., discussion boards, media apps, Turnitin, submission of assignments, uploading and/or downloading of files, locating online classes, and navigation in general). Additional technical assistance was given to students who were unable to access to district's data and online portals. Typical troubleshooting support calls include: retrieving login information, password resets, unlocking of accounts, updating of software, and multifactor authentication solutions.

The table below outlines the Student Help Desk statistics for the first quarter of calendar year 2022.

<b>2022 – 1st Quarter Student Help Desk Service Request Report</b>				
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Quarter Total</b>
<b>Calls</b>	1,395	916	738	<b>3,049</b>
<b>Emails</b>	590	436	318	<b>1,344</b>
<b>Chats</b>	471	265	207	<b>943</b>
<b>Total</b>	<b>2,456</b>	<b>1,617</b>	<b>1,263</b>	<b>5,336</b>

## **Fiscal Services (Katie White, Director)**

### Fiscal Services Operations

At the Spring Celebration of Excellence held in April, Mandy Frakes received an Individual Spotlight Outstanding Service award and the Accounts Payable team, which includes Miriam Anderson, Renee Austin, Mandy Frakes, Mariana Grindley, Rudy Guzman, Gina Hansen, and Arthur Rodriguez, received a Team Spotlight Outstanding Service award.

The Accounting/Fiscal Services department completed all calendar year 2021 activities (District and Foundation 1099 distribution) and provided training to end-users through Zoom sessions and departmental training to the Foundation staff on accounting and Workday processes. The department completed annual financial reports (IPEDS, ACCJC Annual Financial Reports, and HEERF CARES Act survey report), and coordinated audit requirements for the Foundation audits and the district FY2021/22 mid-year audits. Budget development for the tentative budget for the FY2022/23 cycle began in mid-March in

preparation for review with the vice president, administrative services and presentation at the Budget and Planning Committee's mid-May meeting.

### Cashier's Office

The Cashier's Office continues to serve students with various inquiries via emails, phone calls, and walk-in services. Student debt analysis for funding from the HEERF CARES Act were completed and regular on-going student accounts and term set-ups/maintenance for new terms were performed.

### **Purchasing (Mina Hernandez, Director)**

Director of Purchasing and Material Management, Mina Hernandez, was awarded the Procurement Professional of the Year award by the Foundation for California Community Colleges (FCCC) at its annual conference on April 23, 2022. Her vision and dedication to providing a high level of service has resulted in innovations and made her a leader among the community college procurement professionals throughout the State of California.

### Copy Center

With the August 2021 upgrade to a high-production color machine, the Copy Center has significantly increased its inhouse services and reduced outsourcing. Departments have seen cost savings and quicker turnaround times by having the Copy Center provide inhouse services such as business cards, alumni calendars, programs, and posters. The Copy Center continues to collaborate with the Public Information Office to identify other projects that may be performed inhouse.

### Purchasing

The purchasing team attended the FCCC Purchasing conference in April and shared its expertise in its approach to innovation with other statewide procurement professionals through presentations on Civic Center Act and Facilities Use Agreements, Punchouts, and the A to Z of Public Works e-bidding.

In October 2020, the purchasing team evaluated requisition processing activities and timelines. Outcomes from this exercise included an updated team focus on processing times and identification of new punchout opportunities. This has resulted in a 144 percent reduction in requisition processing time between all of FY20/21 and the first nine months of FY21/22.

With the Workday update spring release, the purchasing team continues to offer trainings in partnership with the Classified Senate Professional Development Committee. The spring update focused on requisition creation functionality and enhanced reporting capability. Final testing for the B&H Photo Punchout continues, and additional punchout opportunities are being identified for future development.

The purchasing department is soliciting bids for janitorial services at the Technology Career Institute (TCI). Additional bidding opportunities have been identified by the facilities team for work to be completed in horticulture.

COVID-19 required technology for remote work/learning and instructional equipment orders for socially distanced learning in lab environments resulted in a 15 percent increase to total purchasing spend in the first eight months of FY21/22 over the entire FY20/21.

### Warehouse

Warehouse has been working closely with the purchasing team to ensure all open purchase orders are delivered and received by year-end. Purchase order receipts for punchout orders have increased 28 percent in the first eight months of FY21/22 over the entire FY20/21, along with an additional 25 percent increase due to COVID-19 technology and equipment needs during the first eight months of FY21/22. With the continued increase of incoming volume, the Warehouse/Mailroom reorganization last year has proven to be a positive move. The warehouse team continues to collaborate timely and effectively with campus departments in order to satisfy all student and staff needs.

### **Facilities (Tom Macias, Director)**

The district was honored at the Construction Management Association of America (CMAA) annual awards banquet held on May 5, 2022, receiving the Client of the Year award. Additionally, Tim Flood, vice president, administrative services, and Tom Macias, director of facilities, both received Distinguished Owner Honorees awards.

### Non-Capital Improvement Program Project Updates

#### Oceanside

- Repaired several concrete panels around the campus.
- Installed new outside tables and benches throughout the campus.
- Replaced Fire Main Valves Pavilion lawn.
- Repaired main bus stop storm water drainage & replaced retaining wall.
- Repaired fence at horticulture outside growing yards.
- Installed new concrete seat walls at B3600 and B4500.
- Performed miscellaneous sidewalk grinding.
- Repaired the CDC perimeter brow ditch and storm drain.
- Replaced B2100 Print Lab sink.
- Painted bus stop enclosure.
- Replaced the B3400 boiler.
- Replaced the B2200 hot water valve system.
- Continued planning for replacement of horticulture shade house.
- Began initial work on the district's 5-year capital construction plan.
- Continued planning meetings with architect to design new lighting control system to replace the old system at B2000 theater.

## San Elijo Campus

- Repaired Fire Road next to B600.
- Replaced sidewalk panels next to B300.

## Capital Improvement/Measure MM Program Project Updates

MiraCosta Facilities and Kitchell Project Management office conducted an annual semester outreach presentation to the students in the MiraCosta College Design department's project management course.

## Oceanside

- The Track and Field, Parking Lot 5A and Strong Workforce Development projects are complete.
- The B1000 Renovation project continued. Expected to be completed in Fall 2022.
- The Health and Wellness Hub Project Parking Lot 5A completed construction and was put into use in January 2022.
- The Health and Wellness Hub New Gym, KHAN and Allied Health buildings received full DSA approval and began construction in late December 2021.
- The New Student Services Building Project has 4 GMP Phases. GMP 1 was completed in fall 2022. GMP 2 Central Plant Upgrades work continues and is expected to complete late summer 2022. GMP 3 Slope Stabilization work was completed in March 2022. GMP 4 Student Services Building was bid to subcontractors, received board approval and began construction in April 2022.
- The New Chemistry and Biotechnology Building the design phase was completed and is now under DSA review.
- The Library Renovation project is in the construction document phase of design and preparing for DSA submission.
- The New Arts/Media Building completed the design phase and was submitted to DSA in April.
- The Strong Workforce Development Trailer project was substantially completed in December 2021 and is ready for use.
- The Communications Hub, Equity Village and Student Center Renovation project is completing the collaboration phase of design.

## San Elijo

- B600, B300, B500, B200, New Student Services and Administration Building, B100, B900, B400 and Site Utility Projects are complete.
- The B100 renovation project was substantially complete in December 2021 and opened for the spring 2022 semester.
- B400 and B900 renovation projects were completed over the winter break and opened for the spring 2022 semester
- The temporary swing space buildings that were setup for construction efforts have been removed.
- The Site Utilities project is under construction and achieved substantial completion in April 2022.

- A final enhancement project to complete classroom building renovations completed the design process and is in the bidding phase.

#### Community Learning Center

- The Monument Project, New Student Services B300, and B100 and B200 projects are complete.
- Materials were ordered and preparations made for a final phase in B100 to replace a skylight in summer 2022.

#### **College Police (Val Warner-Saadat, Chief of Police)**

College Police personnel continued to work at all sites, in-person to keep the college safe and assisted at multiple events including the Farmer's Market, vaccination/booster clinics, food distribution, etc. Safety walks for TCI, SAN and OC were completed in March with representatives from risk management, facilities, and students participating in the walks. The department began the long-term project of inventorying equipment and property maintained at OC. The goal will be to appropriately replace, repurpose or redistribute items that are no longer used by police personnel.

Police Services Officer, Juan Orozco, received a commendation for his exceptional response to an incident in December.

The department was approved to move forward with the encryption of radio equipment which will be implemented in the near future. The encryption will allow College Police to communicate with neighboring law enforcement agencies who have already begun, or are in the process of transitioning to, an encrypted radio system. In addition to the above listed items, the department completed the following:

- March 22, 2022 - College Police conducted a district lockdown test at each of the campuses. Each building with lockdown features was tested and any issues were reported to facilities for resolution. The test included dispatch locking down buildings from their computers.
- College Police is converting the Computer-Aided Dispatch (CAD) system to be CIBRS (California Incident-Based Reporting System) compliant, as required by the FBI. This includes reporting additional crimes against people, property and society along with other data to the FBI to publish in their yearly report, which replaced the Uniform Crime Report (UCR). Police personnel will begin CIBRS training through the Department of Justice.
- Police personnel have been conducting weekly emergency callbox tests to ensure all callboxes are operational and functional. Any issues have been reported to AIS for resolution. Four new callboxes were added to the CLC and campus maps have been updated with these new locations.

Dispatch and police personnel continued to receive training in multiple areas including attending the campus sponsored De-escalating Students in Distress webinar presented by Health Services. Police personnel provided an Active Shooter Safety Q&A for staff at the



Child Development Center in February and worked with staff at CLC to simulate an emergency lockdown incident. Preparations to update the Emergency Operations Plan for all sites has begun and will continue for several months. In an effort to obtain mandated training locally without having to send officers to Riverside, an amendment to the MOU with the Oceanside Police department was created to allow personnel to train locally with OPD. In addition to the above training, officers also attended the following courses:

- Mandated Perishable Skills – Advanced Officer Training
- Glock Armorer Training Course
- CA POST Instructor Training Course
- PERT Crisis Intervention Training
- Annual TASER Recertification for Patrol Staff

### **Bookstore (Follett)**

The bookstore has remained mindful of the health and safety of their store visitors and staff, continuing to clean shared spaces, disinfecting throughout each business day, and fully supporting and enforcing the district's mask mandate.

The bookstore continues to partner with different departments to support orders from textbooks to apparel to supplies and regalia, and to support the MiraCosta College Vaccination Incentive. The bookstore has partnered with the district to provide students a voucher worth \$300 to use towards goods in-store or online if they have submitted proof of vaccination via Surf and received approval. To date, over 10,000 students have been approved, and a total of \$1,707,995.79 voucher funds have been spent.

The San Elijo team worked hard to move from the old space in B900 to the new location and opened to support the first three weeks of spring 2022. Since this is a shared space, the team swiftly packed up and moved their items and fixture to storage to allow the space to easily transition to the SAN Faculty/Student meeting room.

Summer Adoption collection and plans to start the fall semester collection process are underway. To date, the bookstore has received 77 percent of summer 2022 adoptions. Gradfest and commencement are at the top of the planning list for the team as they are partnering with the college on logistics and will support the various celebration events by setting up pop-up areas to sell merchandise and swag, and are offering two great prizes in celebration of Gradfest/Commencement.

Online shopping remains the trend. Between December and March, the bookstore fulfilled over 5,600 orders, totaling \$879,517 in sales. At the close of their fiscal year, over 15,000 online orders were fulfilled, which consisted of over 35,000 items and totaled over \$2.4 million in sales. Sales were strong, all departments made gains and they ended their fiscal year 146 percent over the prior year in sales.