



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – NOVEMBER 17, 2022
BOARDROOM T200 – OCEANSIDE CAMPUS
1 BARNARD DRIVE – OCEANSIDE, CA

AGENDA

- I. CALL TO ORDER
- II. FLAG SALUTE / ROLL CALL
- III. APPROVE MEETING MINUTES

- A. Special Meeting/Closed Session of October 20, 2022
- B. Regular Meeting of October 20, 2022

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

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

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

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

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

- A. Student Success and Equity Metrics Report
- B. Five-Year Technology Plan

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Employment Contract for Interim Dean of Counseling and Student Support
- C. Approve Increase to Hourly Pay Rates Effective January 1, 2023, and Set Minimum Wage to \$15.50
- D. Approve Stipend for Head Coaches – Club Sports
- E. Ratify Execution of Personal Services Contract
- F. Approve Minimum Qualifications Comparable Degree Title Request
- G. Approve 2023/24 Academic Calendar
- H. Approve Curriculum for 2023-2024 Catalog, Part I
- I. Approve Purchase of Dell Laptops for Library
- J. Notice of Completion – Bid #MM-20-016 SAN B100 Library Renovation Project
- K. Ratify and Approve Contracts and Purchase Orders

VIII. ACTION ITEMS

- A. Approve Five-Year Technology Plan
- B. Approve the MiraCosta College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation
- C. Establish Date and Time of Annual Organizational Board Meeting
- D. Approve 2022-2025 Student Equity Plan

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

- A. Board Policy 4226 – Multiple and Overlapping Enrollments
- B. Board Policy 5120 – Transfer Center
- C. Board Policy 5200 – Student Health Services
- D. Board Policy 5420 – Associated Student Government
- E. Board Policy 5570 – Student Credit Card Solicitations
- F. Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions

X. SECOND READING – BOARD POLICIES (Action Required)

- A. Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility
- B. Board Policy 3420 – Equal Employment Opportunity
- C. Board Policy 3505 – Emergency Response Plan
- D. Board Policy 7100 – Commitment to Diversity in Hiring

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

- A. Board Policy 5040 – Student Records, Directory Information, and Privacy

XII. INFORMATION

- A. Annual Financial and Budget Report – 311
- B. First Quarter Fiscal Report

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. – December 15, 2022
Organizational Meeting
Tentative

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.



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

MINUTES OF SPECIAL MEETING/CLOSED SESSION

**October 20, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, October 20, 2022, in Conference Room 1116 on the San Elijo Campus. President Anna Pedroza called the meeting to order at 2:18 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

Superintendent/President Sunny Cooke
Assistant Superintendent/Vice President Charlie Ng

Others present:

JPA Representative Lisa Jensen
Legal Counsel Randy Winet

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:18 p.m., the board announced the need to enter closed session to discuss the following topics:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Assistant Superintendent/Vice President, Human Resources Charlie Ng
Employee organizations: Faculty Assembly, Classified Administrators,
Classified Senate

- B. Conference with Legal Counsel**
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 3
- JPA 20-05413
 - JPA 23-05816
 - JPA 21-05582

- C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 2**
(Pursuant to Government Code section 54957)

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

At 3:41 p.m., the board returned to open session to report the following:

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

No action taken.

- B. Conference with Legal Counsel**
(Pursuant to Government Code section 54956.9(d)(2))
Anticipated Litigation, Number of Potential Cases: 3
- JPA 20-05413
 - JPA 23-05816
 - JPA 21-05582

No action taken.

- C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 2**
(Pursuant to Government Code section 54957)

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:41 p.m.

MINUTES APPROVAL:

Anna Pedroza
President

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



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

MINUTES OF REGULAR MEETING

**OCTOBER 20, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, October 20, 2022, in-person in Conference Room 1131 at the San Elijo Campus. President Anna Pedroza called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

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

III. APPROVE MEETING MINUTES

A. Special Meeting of August 26, 2022

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the special meeting minutes of August 26, 2022.

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

B. Special Meeting/Closed Session of September 8, 2022

By motion of Trustee Simon, seconded by Trustee Clendening, the board approved the special meeting/closed session minutes of September 8, 2022.

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

C. Board Workshop of September 8, 2022

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the board workshop minutes of September 8, 2022.

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

D. Regular Meeting of September 15, 2022

By motion of Trustee Fischer, seconded by Trustee McNeil, the board approved the regular meeting minutes of September 15, 2022.

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

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. All African Diaspora Education Summit

Dean of Counseling and Student Development Dr. Wendy Stewart provided an overview of the recent travel with Superintendent/President Dr. Sunny Cooke, Counseling Department Chair Don Love and four students (Shann Davis, Isaac Dixon, Ebony Hunt, and Hayat Sherif) to the All African Diaspora Education Summit in Ghana. The team represented the college and connected with other institutions across the diaspora including students and staff at the University Cape Coast, learned about African-centered education and strategies towards Black student success, and engaged in several impactful cultural experiences that inform the history and experience of Black or African Americans.

The trip is in line with the district’s institutional goals, particularly Goal I and Goal III. A brief video was shared, and the students shared with the board a first-hand account of their experience and the impact it has had on their lives.

B. 2022-2025 Student Equity Plan Presentation

Dean of Counseling and Student Development Dr. Wendy Stewart and Program Manager Kristina Londy provided an overview of the 2022-2025 Student Equity Plan. The board of trustees were provided with a first read of the plan, and approval will be requested at the board’s November 17, 2022, regular meeting.

Multiple data sets and metrics were reviewed, some from the Chancellor’s Office, and some locally. Disproportionately impacted populations were identified as Black or African American, males, Hispanic or Latino, Native Hawaiian or other Pacific Islanders, and adult learners (age 25+). With the goal of closings equity gaps. Several action steps were identified. Equity Champions will further this equity work.

C. Accreditation Update on Standards

Dean of Research, Planning, and Institutional Effectiveness Chris provided an update on the development of the Institutional Self-Evaluation Report (ISER) and a summary of key areas for improvement that were identified through the process. Accreditation is an important quality assurance process, and the peer review process is more about improvement and innovation than it had been in the past.

The ISER also includes two quality focus areas (QFEs) in areas that the college has determined need continued attention and emphasis. These include a QFE on meaningful student learning outcomes assessment so that emphasis is placed upon this important aspect of monitoring student learning and equity impacts. Streamlining this work and tying it more closely to program and core competencies will be important. The second QFE is focused on instructional effectiveness in areas connected to guided pathways indicators and an intentional enrollment plan which is being developed.

The accreditation timeline was reviewed, including the upcoming request for approval of the ISER in November 2022, an ACCJC team evaluation review in spring 2023, and a focused site visit in September 2023.

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- B. Ratify MiraCosta Community College District Academic Administrators Working Conditions Manual**
- C. Ratify Memorandum of Understanding 22-04 with the Faculty Assembly**
- D. Approve Employment Contracts for Professional Experts**
- E. Approve Health-and-Welfare Benefits Program for the 2023 Benefit Year**
- F. Approve Reorganization of the Facilities Department**
- G. Approve Contract for Employment for Interim Chief Inclusion, Diversity, Equity, and Accessibility Officer**
- H. Approve Classification of New Position, Job Description, and Salary for Grant Activity Director**
- I. Approve Release Time for Classified Staff Recognition**
- J. Approve Study Abroad Association Services Agreement and Costa Rica Summer 2023 Program**
- K. Ratify Approval of Guaranteed Maximum Price (GMP) and Execution of Change Order to the Design Build Contract for Oceanside New Arts Media Building Project Memorializing Same**
- L. Ratify Approval of Guaranteed Maximum Price (GMP) and Execution of Change Order to the Design Build Contract for Oceanside Chemistry and Biotechnology Building Project Memorializing Same**
- M. Notice of Completion - Bid #MM-20-020 SAN B400 Science Labs Renovation Project**
- N. Notice of Completion - Bid #MM-20-020 SAN B900 Student Center Renovation Project**
- O. Award of Contract for Bid #C03-23 Building OC 2100 Fine Arts Mechanical Improvements**
- P. Authorize Extensions to Terms of Architectural and Engineering Services, Geotechnical Engineering Services, and Civil Engineering and Related Services Master Services Agreements; Approve Resolution No. 04-22/23**

- Q. Approve Parchment LLC Services Agreement**
- R. Approve George Brown College Partnership Agreement for Distance Education Certificate Programs**
- S. Approve Purchase for Network Switch Replacement Upgrade Project**
- T. Approve Kitchell Agreement for Non-Bond related Program and Construction Management Services**
- U. Adopt Resolution No. 5-22/23: Intent to Adopt Grant of Easement to SDG&E for Installation of Electric Vehicle Charging Facilities on Oceanside Campus**
- V. Ratify and Approve Contracts and Purchase Orders**

Item G was pulled for discussion.

By motion of Trustee Cassar, seconded by Trustee Simon, consent item A-F and H-V were approved.

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

By motion of Trustee Simon, seconded by Trustee McNeil, consent item G was approved.

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

VIII. ACTION

- A. Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee Senior Citizens' Organization, At-Large Community Member and Student Representatives**

By motion of Trustee Clendening, seconded by Trustee Simon, the board appointed the MiraCosta Community College District Independent Citizens' Bond Oversight Committee Senior Citizens' Organization, At-Large Community Member and Student Representatives

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

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

- A. Board Policy 2210 – Vacancies on the Board**

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 2210 was adopted.

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

- B. Board Policy 2715 – Code of Ethics – Standards of Practice**

By motion of Trustee Fischer, seconded by Trustee Cassar, Board Policy 2715 was adopted.

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

C. Board Policy 3710 – Securing of Copyright

By motion of Trustee McNeil, seconded by Trustee Fischer, Board Policy 3710 was adopted.

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

X. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 6300 – Fiscal Management

By motion of Trustee McNeil, seconded by Trustee Merchat, Board Policy 6300 was adopted.

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

XI. FIRST READING – BOARD POLICIES

A. Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility

B. Board Policy 3420 – Equal Employment Opportunity

C. Board Policy 3505 – Emergency Response Plan

D. Board Policy 7100 – Commitment to Diversity in Hiring

Proposed edits to Board Policies 3400, 3420, 3505, and 7100 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

XII. INFORMATION

A. Irrevocable Trust Investment Board Report and Actuarial

The Irrevocable Trust Investment Board Report and Actuarial was provided as information to the board.

B. 2022-2025 Student Equity Plan-First Read

The 2022-2025 Student Equity Plan was presented to the board as a first read.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Pedroza expressed the board's appreciation for classified staff and reiterated the approval of release time to attend the year-end awards celebration on December 9. Trustee Clendening attended the gala event for the Vista Community Clinic, for which she serves on the board. She attended a campus orientation and tour at the CLC, NAACP Blue and Gold event, the LGBTQ event at El Corazon, and an Oceanside Boys and Girls Club event. Additionally, she listened to the Zoom meeting with Gina Garcia on how to become an HSI to better understand and to better serve. Trustee Clendening and Trustee Simon attended the Selena Tribute Concert hosted by EOPS in honor of

Hispanic History Month. Trustee Simon also attended the Zoom PTK induction ceremony. Trustees Cassar and Clendening attended the CSUSM report to the community, and Trustees Cassar, Merchat, and McNeil attended the facility liaison meeting. Trustee Cassar also attended the Encinitas City Council debate. Trustees Cassar, Clendening, McNeil, and Merchat attended the Chem/Biotech Building groundbreaking. Trustee Merchat commended the Facilities staff and the college leadership for managing the college while so many building projects are happening simultaneously. Trustee McNeil attended a dedication of a park for former Mayor Jim Wood, the Relay for Life event, the Latinx Book Fair, a men's soccer game, a women's soccer game, a women's volleyball game, and a men's rugby event, and all were wins for the MiraCosta Spartans. Trustee Pedroza joined Dr. Cooke at a SDICCCA meeting.

B. Students

Student Trustee Inayah Abdulmateen reported that ASG established their mission and goals, a candidate forum with Mike Levin and Brian Maryott was hosted by Student Life and Leadership, and more than 300 students, ASG leaders, and community members attended. Abdulmateen attended a CCLC web-based event to learn about raising campus voices through civic engagement, and the League of Women's Voters shared pros and cons of California initiatives with ASG. The ASG sponsored 17 students to attend a leadership conference hosted by the California Community College Student Affairs Association, and ASG continues their efforts to engage students.

C. Classified Employees

Classified Senate (CS) President Carl Banks reminded board members they are also invited to attend the year-end celebration. A governance orientation was offered to classified professionals, and another session will be held during spring break. Banks and the CS want to reignite the Caring Campus initiative, and they are reimagining what that will look like, while becoming more aligned with the district's mission, vision, and values.

D. Faculty

Academic Senate (AS) President Leila Safaralian reported The Academic Senate for California Community Colleges Area D meeting was held on October 15, where all the resolutions going to the ASCCC fall plenary during November 3-5 were reviewed. The resolutions include an emphasis on student success, open educational resources, zero textbook costs, Guided Pathways, and support for minoritized students. The AS hosted the fifth Friday event and about 160 faculty attended. The event included a student panel and faculty panel, and the work focused on SLOs. Safaralian thanked the Outcomes and Assessment Committee for their support. A Career and Major Fair was held on October 13 on the Oceanside campus, and she thanked Donna Davis and Stacy Mattis for putting this event together. Safaralian has begun sending one article each week about the main goal of teaching and learning at the Academic Senate with the goal of faculty reading the articles to learn more and improve student success.

E. Vice Presidents

1. Instructional Services

Assistant Superintendent/Vice President Pescarmona reported the Title IV Hispanic Serving Institution grant was received, and the Foundation has stepped up to provide a match to some of the funds to benefit students for several years down the road.

Late start classes (majority are online, but also non-credit ESL) started this week and are filled. Students are interested in compressed schedules, access, as well as a superior experience.

2. Student Services

Assistant Superintendent/Vice President Wojcik reported undocumented student week of action is this week, with many different activities and events.

She also reported that 2,100 students received \$1,000 each from our student emergency grant, focusing first on disproportionately impacted students. The funds are exhausted for this semester. Mini-STREAM festivals are being planned for local elementary, middle, and high schools, which will include providing learning kits and activities.

3. Administrative Services

Assistant Superintendent/Vice President Flood submitted a written report. He highlighted the Facilities Plan is being updated, which will include Futures thinking. Completed the Emergency Operation Plan. Tremendous work done by the division, many times in collaboration with other divisions.

4. Human Resources

Assistant Superintendent/Vice President Ng reported two trainings around cultural competency were released to employees.

F. Superintendent/President

Superintendent/President Cooke reported the folks in the trailer village are moving out so the folks from the Library can move into the trailer village, which will keep the construction momentum going. The Transforming Lives booklet was distributed. Cooke highlighted the Latino Book and Family Festival, which included assistance from many departments. She touted the remarkable work that the Foundation, RPIE, and PIO are doing. Former MiraCosta College Professor Rita Soza will be stepping in while Kristen Huyck is on maternity leave, and Ann Kreuger will be supporting the SDICCCA portion of this role.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.






XV. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

MINUTES APPROVAL:

Anna Pedroza
President

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

Subject: Student Success and Equity Metrics Report	Attachment: PowerPoint Presentation
Category: Presentations	Type of Board Consideration:  Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:    Goal 1 Goal 2 Goal 3 Goal 4
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



As part of meeting the Accrediting Commission for Community and Junior Colleges (ACCJC) standards and supporting student success and equity initiatives, MiraCosta College regularly reports on issues of academic quality and tracks measures of student success by monitoring and analyzing leading and lagging metrics associated with the guided pathways framework.

STATUS

This report presents the most recent metrics and trends from the college’s first-time-in-college cohorts that are tracked in the Guided Pathways Dashboard.

RECOMMENDATION

For information only.

Subject: Five-Year Technology Plan	Attachment: PowerPoint Presentation
Category: Presentations	Type of Board Consideration: ✓ Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ ✓ ✓ ✓ Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


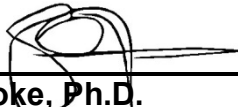
A new five-year Technology Plan, which aligns with the district’s mission, vision, commitment, institutional values and goals, integrated planning, and the long-term planning framework, has been developed. The plan was vetted and approved by all governance groups. The plan aligns with the Educational Master Plan and the five top technology Futures signals. The plan was developed with input from all governance groups and was created collaboratively with the Technology Advisory Committee and Academic Information Services.

STATUS

The Technology Plan presentation will outline all the participants involved in the development of the plan, the development and approval processes, timeline, governance input, alignment with district goals and Futures signals, and summary of strategies/initiatives.

RECOMMENDATION

For information only.

Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Resignation of Antonio Alarcon, Dean, School of Letters, Humanities, and Communication Studies, position P-00434, effective November 1, 2022.
2. Adjustment to the initial salary placement for Olivia Quintanilla, Ethnic Studies Instructor, position P-09231, due to verification of additional experience, from salary class 6, step 2, to salary class 6, step 6, \$115,940 per year (2022/23 academic salary schedule), effective August 12, 2022.
3. Employment of the following regular classified employees:

Eric Corbett, Web Applications Developer, Infrastructure and Systems Applications Development, position P-00406, salary range 33, step 1, \$7,754.83 per month, full-time, 12 months per year, effective October 31, 2022. Eric was selected through an open recruitment process.

James Dorris, Senior Enterprise Applications Developer, Infrastructure and Systems Applications Development, position P-00348, salary range 42, step 2, \$10,607.75 per month, full-time, 12 months per year, effective October 24, 2022. James was selected through an open recruitment process.
4. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for Maria-Isabel Rocha Duarte, Student Services Coordinator, Financial Aid, position P-06186, will serve as an Interim Grant Activity Director, Counseling and Student Development, range CM-8, step 2, longevity L-1, \$9,374.50 per month, full-time, effective November 7, 2022 – June 30, 2023.

5. Employee 00001749, in accordance with Board Policy 7345, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the 2022/23 fiscal year. Pursuant to the Classified Senate WCM, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.
6. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, Peter Ovwiovwio, Associate Business Instructor, requests advancement on the associate faculty salary schedule, from salary class 5 to 6, due to the completion of a doctoral degree, effective December 1, 2022.
7. Parental leave request for employee 07283508, position P-00340, accordance with AP7340. Employee requests a reduced work schedule from 40 to 20 hours per week, effective November 28, 2022 – May 30, 2023.
8. Employee 07252812, in accordance with the Article 15.2.e of the Academic Associate Faculty collective bargaining agreement, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the fall 2022 semester. Associate faculty members may use up to 60 percent of the amount of sick leave earned for the current semester for the purpose of personal necessity leave.
9. In accordance with Administrative Procedure 7211.2.III, the individual identified below has provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the district to teach in the discipline listed:

Francisco Torres – Music

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

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

WHEREAS Academic Senate notes that the candidate exhibits a strong background in general education,

THEREFORE BE IT RESOLVED that the Academic Senate recommends that the board of trustees accept the candidate's qualifications as equivalent for the specific assignment in question.



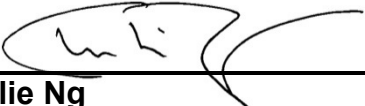
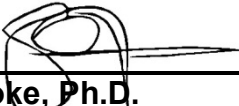
10. Employment of associate faculty member, Jeffery Allen, Computer Studies, for the 2022 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty.
11. Employment of associate faculty member, Benjamin Rolland, Anthropology, for the 2023 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty.

12. 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
Adam Packard	GEAR UP Support Staff I	Substitute	GEAR UP	\$15/hr	11/14/22	6/30/23
Amanda Pifer	Apprentice III	Substitute	Child Development	\$17/hr	11/2/22	5/31/23
Anisha Jackson	Administrative Support Assistant II	Substitute	Public Information Office	\$27.37/hr	11/10/22	6/30/23
Aurora Monette Iglesias	Support Assistant, Noncredit Adult Ed	Short-term	Workforce IOA	\$24.41/hr	11/18/22	6/30/23
Donald Smith	Campus Aide II	Substitute	Athletics and Intramurals	\$17/hr	10/20/22	6/30/23
Emeline Oropeza	Campus Aide III	Short-term	Student Equity	\$19/hr	11/18/22	6/30/23
Gregory DePies	Administrative Assistant to the Dean	Short-term	Instructional and Library Services	\$34.49/hr	12/16/22	6/30/23
Inayah Bint Sadiq Abdulmatee	Campus Aide III	Substitute	School Relations/Diversity Recruitment	\$19/hr	10/11/22	6/30/23
Jacobsen Palouda	Campus Aide I	Short-term	School Relations/Diversity Recruitment	\$15/hr	11/18/22	6/30/23
Jacobsen Palouda	Campus Aide III	Short-term	Student Equity	\$19/hr	11/18/22	6/30/23
Jazmin Cueva	Campus Aide III	Short-term	Career Center	\$19/hr	11/18/22	6/30/23
Josue Navarrete	Campus Aide III	Short-term	Student Equity	\$19/hr	11/18/22	6/30/23
Julie Cruz	Apprentice I	Substitute	Child Development Center	\$15/hr	10/17/22	2/28/23
Kelly Kissinger	Campus Aide III	Short-term	Theatre and Film	\$19/hr	11/18/22	5/31/23
Laura Romero	Receptionist / Switchboard Operator	Substitute	Public Information Office	\$22.36/hr	11/10/22	6/30/23
Luisa Rabe	Support Assistant, Noncredit Adult Ed	Short-term	Workforce IOA	\$24.41/hr	11/18/22	6/30/23
Marcella Nino	Assistant Coach	Short-term	Athletics and Intramurals	\$27.37/hr	11/18/22	6/30/23
Mariene Pili	Instructional Aide	Short-term	Workforce IOA	\$23.03/hr	11/18/22	6/30/23
Serena Sanchez	Administrative Support Assistant III	Short-term	International Education	\$30.73/hr	10/24/22	6/30/23
Sonya Ogirala	Administrative Support Assistant II	Substitute	Public Information Office	\$27.37/hr	11/2/22	6/30/23
Sophia Hewitt	Science Laboratory Technician	Short-term	Biological Sciences	\$30.73/hr	11/18/22	6/30/23
Zayne Randel	Campus Aide III	Short-term	Student Equity	\$19/hr	11/18/22	6/30/23

RECOMMENDATION

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

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

BACKGROUND

Freddy Ramirez, Ed.D., the current Dean of Admissions and Student Support, has been selected as the interim Dean of Counseling and Student Development, effective November 7, 2022. The district has the need to backfill the Dean of Counseling and Student Development position, while the incumbent, Wendy Stewart, Ed.D., serves as the Interim Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO). The Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO) is a new position, and the district has appointed Dr. Wendy Stewart to serve as full-time Interim Chief Inclusion, Diversity, Equity, Accessibility Officer (CIDEAO) until such time that the district conducts a search for a permanent incumbent.

STATUS

Dr. Ramirez will serve as the Interim Dean of Counseling and Student Development, full time, deans, doctorate, step 7 of the 2022/23 academic administrators salary schedule. Compensation for the contract period will be \$220,181, prorated for the number of days worked, effective November 7, 2022 – November 6, 2023.

RECOMMENDATION

Approve employment contract for interim Dean of Counseling and Student Support, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT EMPLOYMENT CONTRACT WITH ACADEMIC ADMINISTRATOR

This contract ("Agreement") between the MiraCosta Community College District ("District") and Freddy Ramirez, Ph.D., an individual Academic Administrator ("Administrator"), is made as of November 7, 2022.

Recitals

A. Pursuant to Education Code section 72411, the parties desire to enter into this Agreement to create or continue the employment relationship on the terms and conditions in this Agreement.

B. This Agreement adheres to the terms and conditions of the Academic Administrator's Association Working Conditions Manual (hereinafter "Academic Administrator's Manual") and relevant provisions of the Education Code and Government Codes of the State of California.

C. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, the Academic Administrator's Manual as from time to time amended by the District, and the rules and regulations of the District's Governing Board including, but not limited to, Government Code sections 53260 and 53261, which are incorporated herein by this reference, and which provide that if a contract is terminated, the maximum cash settlement an employee may receive shall be equal to the monthly salary of the employee 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.

D. This Agreement is entered into in accordance with Education Code sections 72411 and 72411.5. In the event that the Administrator is not offered a contract with an additional term, this Agreement shall be extended for one (1) year beyond its termination date, unless Administrator is given written notice of the determination of the Board to not reemploy, by appointment or contract, Administrator upon the expiration of this Agreement on or before March 15 of the final year of this Agreement.

Terms and Conditions

1. Position and Term.

1.1 Position. District agrees to employ Administrator and the Administrator agrees to be employed by District as Interim Dean of Counseling and Student Development. The Administrator has the responsibilities and authority that are associated with Administrator's position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee provided that such additional duties shall be consistent with Administrator's position. The Board may adopt or amend the position description for the Administrator's position at any time as long as the modifications are not inconsistent with the terms of this Agreement or the Academic Administrator's Manual. It is further agreed that Administrator is subject to reassignment in accordance with the Academic Administrator's Manual.

1.2 Term. The term of this Agreement is one (1) year from November 7, 2022 to November 6, 2023.

2. Salary and Benefits.

2.1 Salary. Administrator's annual salary shall be as set forth on the Academic Administrator's Salary Schedule that is agreed to between the District and the Academic Administrator's Association and included in the Academic Administrator's Manual. 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). The Administrator's salary for the period November 7, 2022 through November 6, 2023, shall be \$220,181.

2.2 Benefits. Benefits, including vacation, sick leave and other leaves are set forth in the Academic Administrator's Manual as amended or modified from time to time.

2.3 Allowance. Administrator will be provided a 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 consideration is currently considered as taxable compensation by the United States government and State of California.

3. Working Conditions. All working conditions are set forth in the Academic Administrator's Manual as amended or modified from time to time.

4. Indemnity. As provided in Government Code sections 825 and 995 et seq.

5. Settlement on Termination of Agreement Without Cause. Regardless of the term of this Agreement, 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 this Agreement or eighteen months, whichever is less, and shall not include non-cash items, except for health benefits. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes. District agrees to pay any lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS or CalSTRS, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided to 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.

6. Termination of this Agreement During its Term With Cause. The Board may terminate this Agreement during its term and discharge Administrator if Administrator commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement 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. A termination for cause shall be carried out in compliance with the provisions applicable to administrative employees as set forth in the Academic Administrator's Manual as adopted by the Board.

7. Provisions of Government Code Sections 53243.3-53243.4.

7.1. In the event that District provides paid leave to Administrator pending an investigation of a crime involving abuse of their 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.

7.2. In the event that District provides funds for the legal criminal defense of Administrator pending an investigation of a crime involving an abuse of their 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.

7.3. 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.

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

7.4.1. An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.

7.4.2. 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.

8. Miscellaneous Provisions. This Agreement and applicable provisions of the Academic Administrator's Manual contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

9. Representations and Warranties.

Administrator represents and warrants that Administrator:

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


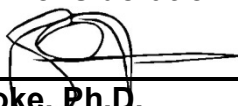
MiraCosta Community College District

Administrator

By:

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

Freddy Ramirez, Ph.D.
Interim Dean of Counseling and Student
Development

Subject: Approve Increase to Hourly Pay Rates Effective January 1, 2023, and Set Minimum Wage to \$15.50	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Per California Labor Code, minimum wage is scheduled to increase from the current rate of \$15 per hour to \$15.50 per hour in 2023.

STATUS

Effective January 1, 2023, the minimum wage in California will increase to \$15.50 per hour. As a result, the pay rates for hourly job classifications currently paid at the minimum wage of \$15 per hour, will increase along with the corresponding rates within each classification. This adjustment is necessary to ensure a sufficient differential between levels within each classification that adequately reflects the requisite level of knowledge, skills and abilities required of each level.

Title	2022 Hourly Rate	2023 Hourly Rate
Apprentice I	\$15.00	\$15.50
Apprentice II	\$16.00	\$16.50
Apprentice III	\$17.00	\$17.50
Campus Aide I	\$15.00	\$15.50
Campus Aide II	\$17.00	\$17.50
Campus Aide III	\$19.00	\$19.50
College for Kids Instructor	\$15.00	\$15.50
GEAR UP Aide I	\$15.00	\$15.50
GEAR UP Aide II	\$17.00	\$17.50
GEAR UP Aide III	\$19.00	\$19.50
GEAR UP Support Staff I	\$15.00	\$15.50


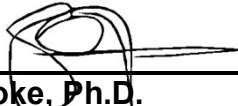
GEAR UP Support Staff II	\$16.00	\$16.50
GEAR UP Support Staff III	\$17.00	\$17.50
Student Workers	\$15.00	\$15.50
Theatre Aide I	\$15.00	\$15.50
Theatre Aide II	\$16.00	\$16.50
Theatre Aide III	\$17.00	\$17.50
Theatre Aide IV	\$19.00	\$19.50

The cost to the district for FY2023/24 is estimated to be \$ \$69,066.

The hourly wage for all district positions shall not fall below the required minimum wage of \$15.50 per hour effective January 1, 2023.

RECOMMENDATION

Approve increase to hourly pay rates effective January 1, 2023, and set minimum wage to \$15.50, as stated above.

Subject: Approve Stipend for Head Coaches – Club Sports	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

There is a need to establish a stipend for payment of athletic coaches of club sports. The head coaches of club sports are short-term, hourly employees. These positions are different from associate faculty positions that lead the district’s intercollegiate sport teams.



STATUS

Short-term, hourly employees who hold the position of head coach of a club sports team will be paid a stipend of \$2,500 per year. For employees who work less than a full season as head coach of a club sport, the stipend amount will be pro-rated accordingly.

Club Sport	Stipend
Men’s Rugby	\$2,500/year
Women’s Rugby	\$2,500/year

RECOMMENDATION

Approve stipend for head coaches of club sports, as stated above.

Subject: Ratify Execution of Personal Services Contract	Attachment: Contract of Employment
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="text-align: center;">  </div> Goal 1 Goal 2 Goal 3 Goal 4
Recommended:  <hr/> Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, Section 53021(7) authorizes the district to hire an administrator through a personal services contract. The individual selected cannot be currently employed by the district, must be specially trained, experienced, and competent to serve as an administrator, and must satisfy the minimum qualifications applicable to the position. No appointment or series of appointments may exceed a period of two years.

STATUS

The district has selected Rita Soza to serve full-time as the interim Director, Public and Governmental Relations, Marketing and Communications, while the incumbent employee is on leave. Rita Soza is not a current employee, has the training, education, and experience to serve as an administrator, and meets the minimum qualifications of the Director, Public and Governmental Relations, Marketing and Communications position. Rita Soza will be paid an annual salary of \$131,791, which is salary range 14, step 1, on the 2022/23 Classified Administrator Salary Schedule. Compensation for the contract period will be prorated for the number of days worked, effective January 9, 2023, to June 30, 2023, or until the incumbent employee returns from leave.

RECOMMENDATION

Ratify execution of personal services contract, as stated above.

MiraCosta Community College District
CONTRACT OF EMPLOYMENT
Interim Director, Public and Governmental Relations, Marketing, and Communications

AGREEMENT

This contract ("Agreement") is made between the MiraCosta Community College District ("District") and Rita Soza ("Soza"), an individual.

Recitals

A. The district desires to engage the services of Soza as the Interim Director, Public and Governmental Relations, Marketing and Communications, as described in this Agreement. The Interim Director is a classified administrator as defined by Education Code section 87002(c) and a management employee as defined by Government Code section 3540.1(g).

B. Soza warrants and represents that they are competent to perform the duties and responsibilities required by this Agreement and by all applicable laws and regulations.

C. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules and regulations of the District's Governing Board.

D. This Agreement is entered into pursuant to Title 5, Section 53021(c)(7) of the California Code of Regulations.

Terms and Conditions

1. **Position**: The District hereby agrees to employ Soza and Soza hereby accepts employment as Interim Director, Public and Governmental Relations, Marketing and Communications under the terms and conditions set forth in this Agreement. Soza has the responsibilities and authority that are associated with the Interim Director position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

2. **Term**: The term of this Agreement is from January 9, 2023, through June 30, 2023, unless terminated pursuant to the terms of this Agreement.

3. **No Automatic Renewal of Agreement**: The term of this Agreement shall not be automatically renewed and shall expire without further notice.

4. **Salary**: Soza shall be employed as a full-time employee of the district with an annual salary of \$131,791 based upon placement on the 2022/23 Classified Administrator salary schedule, Range 14, Step 1. The salary will be prorated for service

performed of less than one year. 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).

5. **Benefits**: Soza shall be entitled to the following District benefits:

- 16.67 hours of vacation accrued per month of service (up to 200 hours annually). Soza may accrue up to twice the annual allotment if the contract is extended;
- Sick leave at the rate of one (1) day per month of service;
- Paid district holidays;
- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time-equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

Soza shall also be eligible to receive an educational incentive applicable to all classified administrators if they meet the eligibility criteria and are approved by the Vice President of Human Resources. Changes in the benefits outlined above provided to other classified administrators shall apply to the Interim Director and do not constitute a violation of the terms of this Agreement.

6. **Overtime Status**: The parties acknowledge and agree that the position of Interim Director may require more than 40 hours of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

7. **Evaluation**: The District reserves its right whether to evaluate Soza during the term of this Agreement. Any such evaluation shall be conducted pursuant to current Board policies and procedures, and may include evaluation of the Interim Director based upon: 1) the job description and job announcement for the position; 2) any other duties prescribed by the Superintendent/President and/or the Board; and 3) Soza' effectiveness in this administrative position, including leadership and communication skills, rapport with subordinates, ability to identify and address subordinates' strengths and weaknesses, and Soza' working relationships with colleagues. This evaluation shall not constitute a precondition to a decision to terminate this Agreement. The failure to evaluate the Interim Director shall not constitute a material breach of the Agreement and shall not constitute a basis to challenge any termination of this Agreement.

8. **Indemnity**: As provided in Government Code sections 825 and 995 et seq.

9. **Termination:**

a) **Termination Without Cause:** Regardless of the term of this Agreement, 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 Soza may receive shall be equal to the monthly salary of multiplied by the number of months left on the unexpired term of this Agreement, or three months, whichever is less, and shall not include non-cash items. 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, if applicable, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided to Soza, Soza 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.

b) **Termination With Cause:** The Board may terminate this Agreement during its term and discharge Soza if Soza commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Soza 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.

c) **Termination Upon Director Return from Leave:** This Agreement shall automatically terminate the day before the Director, Public and Governmental Relations, Marketing and Communications returns from leave to their permanent position. No further notice to the Interim Director shall be required. Souza shall not be entitled to any sums outlined above in section 10(a) of this Agreement.

10. **Provisions of Government Code Sections 53243.3-53243.4.**

a) In the event that District provides paid leave to Soza 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, Soza shall fully reimburse District for any salary provided for that purpose.

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

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

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

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

11. **Miscellaneous Provisions:** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks, or practices which are inconsistent with or in conflict with this Agreement.

12. **Severability:** If any term or provision of this Agreement is to any extent held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms and provisions of the Agreement shall continue in effect.

13. **No Assignment.** This is a contract for personal services, and Soza may not assign or transfer any rights granted or obligations assumed under this Agreement.

14. **Other Provisions:** All terms and condition of employment not specifically provided for by this Agreement shall be in accordance with the policies, rules and regulations of the Board.

15. **Advice of Counsel:** The parties acknowledge that they each have the right to obtain independent legal advice regarding the terms of this Agreement before accepting its terms. By their signatures below, Interim Director and the District accept that they have obtained such advice or expressly and voluntarily have waived their right

to do so. This Agreement shall be construed and interpreted under the laws of the State of California.

16. **Governing Law and Venue**: This Agreement is subject to the applicable laws of the State of California and any dispute arising out of this Agreement shall be heard in the County of San Diego.

17. **Ratification**: Soza and the District agree that this Agreement, and any amendment thereto, is not binding or enforceable unless it is in writing and ratified by the Board at an open meeting of the Board.

18. **Representations and Warranties**:

Soza represents and warrants that they:

- a) have read this Agreement and understand its provisions; and
- b) is freely and voluntarily signing this Agreement.


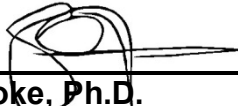
MiraCosta Community College District

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

Rita Soza

Date: _____

Date: _____

Subject: Approve Minimum Qualifications Comparable Degree Title Request	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  Charlie Ng Assistant Superintendent/Vice President, Human Resources	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Administrative Procedure (AP) 7211.2 allows for the approval of comparable degree titles so individuals with similar degree titles are not required to individually go through the equivalency process to meet the minimum qualifications as listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges disciplines list adopted by the California Community Colleges Board of Governors.

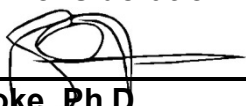
STATUS

In accordance with AP 7211.2, the Academic Senate approved the Equivalency Committee’s recommendation to approve a comparable degree title as follows:

Discipline	Comparable Degree Title
Psychology	Master’s degree in Psychological Science (institution-specific only for CSU San Marcos)
Psychology (for option two minimum qualification of Master’s in Sociology)	Master’s degree in Sociological Practice

RECOMMENDATION

Approve minimum qualifications comparable degree title request, as stated above.

Subject: Approve 2023/24 Academic Calendar	Attachment: 2023/24 Academic Calendar
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy/Administrative Procedure 4010, Academic Calendar, states that the superintendent/president will submit the Academic Senate-recommended academic calendar to the board of trustees for approval. Implementation will occur in the year following the next academic year.

STATUS

The Academic Affairs Committee prepared the attached academic calendar for 2023/24. The calendar was approved by the Academic Senate on October 21, 2022, and recommended for approval by the superintendent/president.

RECOMMENDATION

Approve the 2023/24 Academic Calendar, as recommended by the superintendent/president.

MiraCosta College 2023-2024 Academic Calendar

Summer Session 2023 June 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Fall Semester 2023 August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Spring Semester 2024 January 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

IMPORTANT DATES

SUMMER

June 12 Start of Summer 8-week Intercession
 June 12 Start of Summer 6-week Intercession
 August 5 End of Summer Intercession

FALL

Aug 18 All-College Day
 Aug 21 Classes Begin
 Sept 1 Last Day to Add Classes
 Sept 1 No "W" Deadline*
 Sept 5 First Census
 Nov 17 75% Withdrawal Deadline***
 Dec 11-16 Final Exams
 Dec 18 Pass/No Pass Deadline**
 Dec 18 End of Semester
 Dec 24-Jan 1 Campus Closed

SPRING

Jan 22 Classes Begin
 Feb 2 Last Day to Add Classes
 Feb 2 No "W" Deadline*
 Feb 5 First Census
 Mar 18-23 Spring Break
 Apr 23 75% Withdrawal Deadline***
 May 21-24 Final Exams
 May 24 Pass/No Pass Deadline**
 May 24 Commencement

*Last day to withdraw from classes without a "W"
 **Last day for exercising pass/no pass option
 ***Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

June 19 Juneteenth (Legal Holiday)
 July 4 Independence Day (Legal Holiday)
 Sept 4 Labor Day (Legal Holiday)
 Nov 10 Veterans Day (Observance)
 Nov 23 Thanksgiving Day (Legal Holiday)
 Nov 24 Day after Thanksgiving (Local Holiday)
 Dec 25 Christmas (Observance)
 Dec 25-31 Winter Closure
 Jan 1 New Year's Day (Observance)
 Jan 15 Martin Luther King, Jr. Day (Legal Holiday)
 Feb 16 Lincoln Day (Observance)
 Feb 19 Washington Day (Legal Holiday)
 Mar 21-22 Thursday/Friday of Spring Break (Local Holiday)
 May 27 Memorial Day (Legal Holiday)

October 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

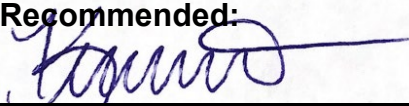
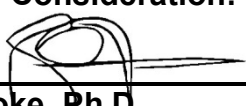
15+1 16+1 16+1 15+1 15 15+1
 82 Days of Instruction • 5 Days of Flex
 1 All-College Day

15+1 16+1 16+1 16+1 15+1 15
 84 Days of Instruction • 5 Days of Flex

 Legal/Local Holidays	 Spring Semester
 Commencement	 Flex
 Final Exams	 Spring Break
 Summer Intercession	 Non-class days
 Fall Semester	 All-College Day



Draft to Submit to the Board of Trustees
 X/X/20XX

Subject: Approve Curriculum for 2023-2024 Catalog, Part I	Attachment: 2023/24 Approved Courses and Programs for Board, Part I								
Category: Consent Items	Type of Board Consideration: <table style="width: 100%; text-align: center;"> <tr> <td>Information</td> <td>Consent</td> <td>Action</td> </tr> <tr> <td></td> <td>✓</td> <td></td> </tr> </table>	Information	Consent	Action		✓			
Information	Consent	Action							
	✓								
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width: 100%; text-align: center;"> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Goal 1</td> <td>Goal 2</td> <td>Goal 3</td> <td>Goal 4</td> </tr> </table>	✓	✓	✓	✓	Goal 1	Goal 2	Goal 3	Goal 4
✓	✓	✓	✓						
Goal 1	Goal 2	Goal 3	Goal 4						
Recommended:  <hr/> Kristina Denée Pescarmona Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President								

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 professionals 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 five (5) curriculum approval meetings beginning August 25, 2022, and ending October 27, 2022. Curriculum proposals follow a rigorous review process before each CPC meeting.

This review process has eight stages:

- 1) The faculty author initiates a proposal to modify, add, or delete a course or program. Once the proposal is complete, the faculty author forwards it to the next stage (technical writer).
- 2) The technical writer reviews the proposal and works closely with the faculty author to assist in writing high quality course outlines; the technical writer then forwards the proposal to the articulation officer.
- 3) The articulation officer reviews for potential CSU/UC transfer; the articulation officer then forwards the proposal to the department chair.
- 4) The department chair reviews the proposal for discipline and department specific impact, encroachment, accuracy, and completeness; the department chair then forwards the proposal to the instructional dean.
- 5) The dean reviews the curriculum for interdepartmental and collegewide impact, encroachment, and, when appropriate, local workforce need. The dean also checks for

accuracy, completeness, and impact on divisional load; the dean then forwards the proposal to the Technical Review Committee (Tech Review).

- 6) Tech Review evaluates the curriculum for:
 - consistency and compliance with local and state curriculum writing and content standards
 - state standards pertaining to prerequisites, corequisites, and advisories
 - state and local standards and guidelines pertaining to repeatability and courses related in content
 - state standards pertaining to hours and units
 - local mandates on class size maxima.
- Tech Review then forwards the proposal to Courses and Programs Committee (CPC).
- 7) CPC, by means of careful study and open discussion, assures the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures. Once approved, CPC forwards a complete list of courses and programs to the Academic Senate as a consent item.
- 8) Finally, the Academic Senate reviews and approves the curriculum packet.

The CPC submits curriculum to the board for approval in both the fall and spring semesters. Once approved by the board, the curriculum is submitted to the Chancellor's Office for review and approval. By submitting the curriculum on a frequent basis, the curriculum review workload is spread out to allow faculty and staff ample time to review the curriculum.

STATUS

Credit course approvals include the addition of 21 new courses, 28 modifications of existing courses, and 1 course deletion. In addition, one new Certificate of Achievement (COA) in Sustainability Studies and one new Associate of Arts for Transfer (AA-T) degree, Communication Studies 2.0 were approved. Nine COAs, two Certificates of Proficiency (COPs), nine AA degrees, one AS-T degree, and one AA-T degrees were modified. Only one program, Communication Studies for Transfer AA-T, was deleted and replaced with the new Communication Studies 2.0 AA-T degree. There were ten new general education (GE), 17 new 100 percent online (O), and no new hybrid only (H) approvals.

Noncredit course approvals include nine new courses, with five receiving 100 percent DE approval, one modified course, and no course deletions. Noncredit saw the addition of one new program: Employment Success Skills Certificate of Completion, and no programs were modified or deleted in this packet.

RECOMMENDATION

Approve the attached listing of curriculum approvals for inclusion in the 2023-2024 Catalog and the attached list of courses and programs with code update changes.

2023/24 Curriculum Approvals

Effective: August 2023

Part I

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
BIO	BIO	108L	O/GE	<u>Introductory Biology: Ocean Ecology and Sustainability Lab</u> : This general education life science lab course offers students an experimental approach to examining current topics in the field of ocean ecology with a strong emphasis on sustainability. The course introduces students to current laboratory and field-based research methods, allowing them to develop skills in experimental design and then practice their skills by engaging in instructor-led independent research. This course supports the content of BIO 108 and includes local field trips.	1	9/8/2022
COMM	COMM	144	O/GE	<u>Race and Ethnicity in Communication</u> : This course provides both a theoretical and a practical exploration of how we communicate race and ethnicity in the United States. Topics include how contemporary and historical constructions of race and ethnicity influence identity construction, everyday interactions, and intercultural social dynamics. The course emphasizes developing racial and ethnic awareness concerning situations where perceived racial or ethnic differences factor into communication outcomes. Students engage with qualitative analysis, social, cultural, and political theories, and power relations related to the representations of Native Americans, African Americans, Asian Americans, and/or Latinas/os in contemporary popular culture in the US.	3	9/22/2022
COMM	COMM	150	O/GE	<u>Communication, Culture, and Leadership</u> : This course introduces the fundamental elements of leadership in communication as it relates to theories, ethics, styles, and different cultures. Students analyze and appreciate the philosophical, historical, aesthetic, and cultural aspects of leadership in various works of importance. They also articulate their own leadership experiences as they relate to the development of a personal philosophy of leadership that includes an understanding of subjective human experiences of self, others, community, and culture.	3	9/22/2022
COMM	COMM	190	O/GE	<u>Introduction to Persuasion</u> : This course examines the components of persuasive messages in advertising, politics, and sales. Students analyze persuasive themes, such as ethics, logic, reasoning, and fallacies, as they relate to the use of evidence, speaker credibility, and emotional appeals directed toward various types of audiences. Students learn skills for practical everyday living as a participant in a complex society.	3	9/22/2022

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
NAAH	NURS	185		<u>Nursing Skills/Simulation Laboratory I</u> : This course gives students the opportunity to apply related theoretical concepts with supervised practice of fundamental patient care skills and procedures that are presented in beginning nursing courses. Topics include the nursing process, patient assessment, fundamental nursing skills, and medication administration. This course is intended for beginning nursing students in the Associate Degree Nursing (ADN) Program, Licensed Vocational Nursing Program (LVN), and LVN-RN Nursing Program. This course is also open to accepted re-entry students who need to remediate skills prior to returning to the nursing program.	1	9/22/2022
COMM	COMM	186	O	<u>Social Media Strategies for Communication Studies</u> : This course explores the growing need for social media technology from a communication perspective within and across multiple online contexts. Students gain the knowledge and skills to effectively apply communication theories and concepts to social media and digital contexts to gain an understanding of online behaviors and practices. Students learn how to communicate messages for an intended audience within social media environments and are introduced to social media technologies and digital communication methods, such as branding, content creation, team organization, distribution channels, strategies, and ways to assess digital platforms.	3	10/13/2022
KHAN	HEAL	108	O	<u>Meditation</u> : This course introduces students to the practice of meditation to reduce stress and enhance wellness. Students learn a variety of meditation styles, breathing techniques, relaxation practices, and cognitive tools for practicing mindfulness. Topics include the health benefits of meditation, the history of meditation, and tools to adopt a regular practice of meditation.	1	10/13/2022
ILNG	JAPN	101H	O/GE	<u>Elementary Japanese (First Semester)(Honors)</u> : This course introduces contemporary Japanese and the Japanese writing system (hiragana, katakana, and selected kanji characters). It examines the language's structure and emphasizes the development of language acquisition through listening, speaking, reading, and writing. Students learn about Japanese history, geography, and customs as well as about the relationship between language and culture. This course corresponds to the first two years of high school Japanese. As an honors course, it offers an enriched experience for highly motivated students through challenging coursework.	4	10/13/2022

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
ILNG	JAPN	123	O/GE	<u>Japanese Anime and Manga</u> : This course introduces students to anime and manga (Japanese cartoons and comics) and explore various aspects of Japanese culture and society through the lens of anime and manga. Areas of study include history, music, literature, technology, customs, traditions and their interrelationship with the cultures and societies of America and the world. The course does not require prior study of the language or culture.	3	10/13/2022
ILNG	JAPN	123H	O/GE	<u>Japanese Anime and Manga (Honors)</u> : This course introduces students to anime and manga (Japanese cartoons and comics) and explores various aspects of Japanese culture and society through the lens of anime and manga. Areas of study include history, music, literature, technology, customs, traditions and their interrelationship with the cultures and societies of America and the world. The course does not require prior study of the language or culture. The course does not require prior study of the language or culture. As an honors course, it offers an enriched experience for highly motivated students through challenging coursework.	3	10/13/2022
SSCI	ANTH	120	O/GE	<u>Global Health</u> : This course explores contemporary human health problems around the world, focusing on economic, political, historical, sociocultural, and environmental factors that underlie disparities. Global health analyzes the causes and consequences of the unequal burden of disease and disability, including infectious disease, climate change, women's health, and food insecurity. Employing an interdisciplinary approach, this course introduces major concepts, principles, and research methodology in global health.	3	10/27/2022
CS	CS	139	O	<u>Advanced Programming with Python</u> : This course continues with the Python programming language, using topics of personal and social relevance to investigate the impact of computing. This course includes data structures and libraries for modularization, data extraction and visualization, web APIs, server applications, and an introduction to machine learning.	3	10/27/2022
DNCE	DNCE	104	O/GE	<u>Dance on Film (Honors)</u> : This honors course offers highly motivated students the opportunity to complete, document, observe, and discuss the influence of dance as entertainment in musical films from the 1920s to the present. It examines how dance as art has influenced and responded to societal issues such as race, gender, war, class, politics, and other significant socio-cultural topics of this time period. Students are required to attend a live dance performance.	3	10/27/2022

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
DNCE	DNCE	231	O	<u>Middle Eastern Dance IV</u> : This course provides a concentrated study of Middle Eastern dance within its cultural context at the advanced level. The focus is on Raqs al Sharqi technique, styling, and musicality with traditional and contemporary influences. Students learn choreography and improvisational skills, using body isolations, hip drops, shimmies, undulations, finger cymbals, and drum solo patterns at an advanced level. Students are required to attend a live dance concert.	1	10/27/2022
DNCE	DNCE	234	O	<u>Pacific Island Dance III</u> : This course studies the dance and music of the Pacific Islands, including Polynesia, Melanesia, and Micronesia at the intermediate-advanced level. Specific countries may include but are not limited to Samoa, Hawai'i, Guam, New Zealand, Tahiti, Tonga, Fiji, Solomon Islands, Papua New Guinea, Vanuatu, Kiribati, Marshall Islands, Naru, and Palau. Students learn intermediate-advanced dance steps, postures, rhythms, timing, songs, and movements of different Pacific Island dances in contemporary and traditional forms using Pacific Island movement terminology. The course examines the function and aesthetic of dance as ritual, social discourse, education, and artistic expression. Students are required to attend a live dance performance.	1.5	10/27/2022
DNCE	DNCE	235	O	<u>Pacific Island Dance IV</u> : This course continues the study of dance and music of the Pacific Islands, including Polynesia, Melanesia, and Micronesia at the advanced level. Specific countries may include but are not limited to Samoa, Hawai'i, Guam, New Zealand, Tahiti, Tonga, Fiji, Solomon Islands, Papua New Guinea, Vanuatu, Kiribati, Marshall Islands, Naru and Palau. Students learn basic dance steps, postures, rhythms, timing, songs, and movements of different Pacific Island dance in contemporary and traditional forms using Pacific Island movement terminology. The course examines the function and aesthetic of dance as ritual, social discourse, education, and artistic expression. Students are required to attend a live dance performance.	1.5	10/27/2022
LTRST	ENGL	295	O	<u>Publishing Practicum</u> : This work-based learning course gives students experience researching and applying best publishing practices to the annual edition of Tidepools, MiraCosta's journal of creative writing and visual art. In collaboration with the Media Arts & Technologies Department responsible for the journal's design and layout, students read, evaluate, and make informed editorial decisions about content submissions. The course also provides students the opportunity to promote the journal through social media and other marketing materials as well as at campus and community events.	3	10/27/2022

I. Credit Course Level						
A. New Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
ETHN	ETHN	100	O/GE	Introduction to Ethnic Studies: This course provides a comparative and interdisciplinary exploration of historical connections among race, ethnicity, class, religion, sexuality, and gender inequality. It introduces significant theories, philosophies, concepts, issues, and social movements related to racial and social justice and liberation in the US. Students examine diverse perspectives on empowerment, identity, equity, self-determination, agency, and anti-racism within contemporary American society as well as the effects of institutional racism and marginalization on the African American, Native American, Asian American, and Latinx/Chicanx racial and ethnic groups.	3	10/27/2022
NAAH	NURS	186		Nursing Skills/Simulation Laboratory II: This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures related to specialty patient populations. Topics include the nursing process, patient assessment, intermediate nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN nursing program.	1	10/27/2022
NAAH	NURS	285		Nursing Skills/Simulation Laboratory III: This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures for patients across the lifespan. Topics include the nursing process, patient assessment, advanced nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN nursing programs.	1	10/27/2022
NAAH	NURS	286		Nursing Skills/Simulation Laboratory IV: This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures for critically ill patients. Topics include the nursing process, patient assessment, critical care nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN Nursing Programs.	1	10/27/2022
Total Credit Course Additions: 21						

2023/24 Curriculum Approvals

Effective: August 2023

Part I

I. Credit Course Level						
B. Modified Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
BIO	BIO	108	O/GE	Introductory Biology: Ocean Ecology and Sustainability	3	9/8/2022
BUS	BUS	132	O	Marketing	3	9/8/2022
BUS	BUS	134	O	Retail Management	3	9/8/2022
MATH	MATH	112	O/GE	Algebraic Concepts for Problem Solving	3	9/8/2022
LTRST	ENGL	100	O/GE	Composition and Reading	4	8/25/2022
LTRST	ENGL	100H	O/GE	Composition and Reading (Honors)	4	8/25/2022
KHAN	KINE	210	O	Exercise Programs for Special Populations	3	8/25/2022
NAAH	NURS	155	O	Basic Medical Terminology	3	8/25/2022
NAAH	NURS	166	O	American Medical Corps Transition to Vocational Nurse	3	8/25/2022
KHAN	NUTR	105	O/GE	Human Performance and Sports Nutrition	3	8/25/2022
PHSN	EART	106	O/GE	Earth and Space Science	3	9/22/2022
PHSN	EART	106H	O/GE	Earth and Space Science (Honors)	3	9/22/2022
ILNG	JAPN	102	O/GE	Elementary Japanese (Second Semester)	4	9/22/2022
ILNG	JAPN	201	O/GE	Intermediate Japanese (Third Semester)	4	9/22/2022
ILNG	JAPN	202	O/GE	Intermediate Japanese (Fourth Semester)	4	9/22/2022
AUTO	AUTO	110	O/GE	History of the Automobile	3	10/13/2022
BUS	BUS	160	O	International Business	3	10/13/2022
MATH	MATH	102	O/GE	Math Fundamentals: Mathematics for Life	3	10/13/2022
NAAH	NURS	170	H	Licensed Vocational Nursing I	7.5	10/13/2022
ILNG	JAPN	101	O/GE	Elementary Japanese (First Semester)	4	10/13/2022
ART	ART	158	O/GE	Traditional Arts of Africa, Oceania, and the Americas	3	10/27/2022
ART	ART	258	O/GE	Ancient to Gothic Art	3	10/27/2022
DNCE	DNCE	104	O/GE	Dance on Film	3	10/27/2022
DNCE	DNCE	130	O	Middle Eastern Dance I	1	10/27/2022
DNCE	DNCE	131	O	Middle Eastern Dance II	1	10/27/2022
DNCE	DNCE	230	O	Middle Eastern Dance III	1	10/27/2022
DNCE	DNCE	134	O	Pacific Island Dance I	1.5	10/27/2022
DNCE	DNCE	135	O	Pacific Island Dance II	1.5	10/27/2022
Total Credit Course Modifications: 28						

2022/23 Curriculum Approvals

Effective: August 2023

Part I

I. Credit Course Level						
C. Deleted Courses						
Department	Subject	Course #	Additional Approvals	Course Title and Catalog Description	Units	Date Approved
DESN	DESN	213		Solid Modeling II	3	10/13/2022
Total Credit Course Deletions: 1						

2023/24 Curriculum Approvals

Effective: August 2023

Part I

II. Certificate and Degree Level						
A. New Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
COMM	COMM		AA-T	Communication Studies 2.0	18	10/13/2022
PHSN	PHSN	COA		Sustainability Studies	12-13	9/22/2022

Total New Degree and Certificates: 2

2023/24 Curriculum Approvals

Effective: August 2023

Part I

II. Certificate and Degree Level						
B. Modified Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
LIBART	LIBART		AA	Liberal Arts with AOE: Arts and Humanities	21	9/8/2022
MATH	MATH		AS-T	Mathematics for Transfer	20-22	9/8/2022
NAAH	MAP	COA		Medical Assistant	30	8/25/2022
KHAN	KINE	COA		Personal Fitness Trainer	21-23	8/25/2022
LIBART	LIBART		AA	Liberal Arts with AOE: Mathematics and Sciences	18	9/22/2022
LIBART	LIBART		AA	Liberal Arts with AOE: Social and Behavioral Sciences	18	9/22/2022
DESN	DESN	COA	AA	Computer-Aided Drafting	24-25	10/13/2022
DESN	DESN	COA	AA	Computer-Aided Drafting and Design	28	10/13/2022
DESN	DESN	COA	AA	Mechanical Design	23	10/13/2022
DESN	DESN	COP		Engineering Design Graphics	15	10/13/2022
DESN	DESN	COP		SolidWorks Certified User	8	10/13/2022
KHAN	HEAL	COA		Yoga Instructor (300-Hours)	12-16	10/16/2022
ILNG	JAPN	COA	AA	Japanese	19	10/16/2022
SSCI	ANTH		AA-T	Anthropology for Transfer	20-21	10/27/2022
CS	CS	COA	AA	Software Development	24	10/27/2022
DNCE	DNCE		AA	Dance	24	10/27/2022
DNCE	DNCE	COA		Dance Instructor	20.5	10/27/2022

Total Modified Degrees and Certificates: 22
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2023/24 Curriculum Approvals

Effective: August 2023

Part I

II. Certificate and Degree Level						
C. Deleted Degrees and Certificates						
Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
COMM	COMM		AA-T	Communication Studies for Transfer	18	10/27/2022
Total Deleted Degrees and Certificates: 1						

2023/24 Curriculum Approvals
Effective: August 2023
Part I

III. Noncredit Program Level

A. New Program

Department		Program	Date Approved
NCSTVOC	NCWFP	Employment Success Skills Certificate of Completion	10/27/2022

Total New Noncredit Programs: 1

III. Noncredit Program Level

B. Modified Program

Department		Program	Date Approved
		None.	

Total Modified Noncredit Programs: 0

III. Noncredit Program Level

C. Deleted Program

Department		Program	Date Approved
		None.	

Total Deleted Noncredit Programs: 0

2023/24 Curriculum Approvals
Effective: August 2023
Part I

III. Noncredit Course Level

A. New Course

Department	Subject	Additional Approvals	Course Title and Description	Date Approved
NCVOC	NCNUR 185		Nursing Skills/Simulation Laboratory I	9/22/2022
NCVOC	NCNUR 186		Nursing Skills/Simulation Laboratory II	10/27/2022
NCVOC	NCNUR 285		Nursing Skills/Simulation Laboratory III	10/27/2022
NCVOC	NCNUR 286		Nursing Skills/Simulation Laboratory IV	10/27/2022
NCVOC	NCVOC 45	O	Careers in Automotive	10/27/2022
NCVOC	NCWFP 22	O	Communication in the Workplace	10/27/2022
NCVOC	NCWFP 23	O	Social and Diversity Awareness in the Workplace	10/27/2022
NCVOC	NCWFP 24	O	Time Management and Goal Setting	10/27/2022
NCVOC	NCWFP 25	O	Teamwork and Collaboration	10/27/2022

Total New Noncredit Course: 9

III. Noncredit Program Level

B. Modified Course

Department	Subject	Additional Approvals	Course Title	Date Approved
NCVOC	NCWFP 21	O	Employability Skills	10/27/2022

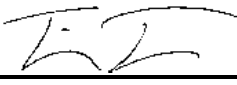
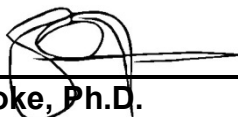
Total Modified Noncredit Courses: 1

III. Noncredit Program Level

C. Deleted Course

Department	Subject	Additional Approvals	Course Title	Date Approved
			None.	

Total Deleted Noncredit Courses: 0

Subject: Approve Purchase of Dell Laptops for Library	Attachment: Dell Quote Dated October 26, 2022
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  _____ Tim Flood Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district currently has a pool of laptops it loans to students who are taking online courses and students who do not have adequate computing power to complete class assignments. This purchase is to supplement this pool. Some of the laptops will also be used for librarian and faculty instruction in a temporary swing space classroom during the library's remodel.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. As a result, Board Agenda Item No. VII.K was approved at the July 15, 2021, board meeting authorizing the use of the Foundation for California Community Colleges (FCCC) agreement #00004206 with Dell Marketing for the purchase of supplies, technology, software, equipment another other miscellaneous material, at the lowest cost and best overall value for district technology purchases.

The following laptops have been identified with a total list cost (including sales tax and e-waste fee) of \$533,730.71 with an overall negotiated discount, utilizing the referenced FCCC Contract, of 68.92 percent resulting in a district total cost, including sales tax and e-waste fee, of \$165,870.15.

Funds are budgeted with PPIS funds.

QTY	UOM	Description
150	EA	Dell Latitude 5420

RECOMMENDATION

Authorize the director, purchasing and material management to proceed with the procurement from Dell in accordance with the terms and conditions of the Foundation for California Community Colleges (FCCC) agreement #00004206 in the amount of \$165,870.15.



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000134739434.1	Sales Rep	Lissa Sheets
Total	\$162,844.78	Phone	(800) 456-3355, 80000
Customer #	1941487	Email	Lissa.Sheets@Dell.com
Quoted On	Oct. 26, 2022	Billing To	ACCOUNTS PAYABLE
Expires by	Nov. 25, 2022		MIRACOSTA COLLEGE
Contract Name	UCOP Participation Agreement		1 BARNARD DR
Contract Code	C000000886546		OCEANSIDE, CA 92056-3820
Customer Agreement #	00004206		
Deal ID	24847953		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Lissa Sheets

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5420	\$1,017.83	150	\$152,674.50
	Subtotal:		\$152,674.50
	Shipping:		\$0.00
	Environmental Fee:		\$600.00
	Non-Taxable Amount:		\$37,270.50
	Taxable Amount:		\$116,004.00
	Estimated Tax:		\$9,570.28
	Total:		\$162,844.78

	Quantity	Subtotal
Dell Latitude 5420	150	\$152,674.50
Estimated delivery if purchased today: Nov. 10, 2022 Contract # C000000886546 Customer Agreement # 00004206		

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5420 XCTO Base	210-AYNM	-	150	-
11th Generation Intel vPro with Intel Core i7-1185G7 (4 Core, 12 MB Cache, up to 4.8GHz)	379-BEHI	-	150	-
Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish	619-AQMP	-	150	-
No Microsoft Office License Included	658-BCSB	-	150	-
I7-1185G7 Vpro, Intel Iris Xe Graphics Capable, Thunderbolt	338-BXRW	-	150	-
ME Disable Manageability	631-ACTQ	-	150	-
16GB, 2x8GB, DDR4 Non-ECC	370-AFVQ	-	150	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BKUR	-	150	-
LCD back cover for Latitude 5420 WLAN Only	320-BECQ	-	150	-
FHD IR Camera Bezel with Mic (ExpressSign-In/Mic)	325-BDYZ	-	150	-
14" FHD (1920x1080) Touch, Anti-Glare, 300nits	391-BFPL	-	150	-
Single Pointing Backlit US English Keyboard	583-BHCH	-	150	-
Intel AX201 WLAN Driver	555-BGJD	-	150	-
Intel Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2	555-BGGT	-	150	-
4 Cell 63Whr ExpressChargeTM Capable Battery	451-BCSW	-	150	-
65W Type-C EPEAT Adapter	492-BCXP	-	150	-
Palmrest, NFC, Fingerprint Reader, Contacted & Contactless SmartCard Reader, Thunderbolt 4	346-BGVL	-	150	-
E4 Power Cord 1M for US	537-BBBL	-	150	-
Quick start guide for Win 10, Ubuntu	340-CTZO	-	150	-
ENERGY STAR Qualified	387-BBPC	-	150	-
Custom Configuration	817-BBBB	-	150	-
SupportAssist	525-BBCL	-	150	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	150	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	150	-
Waves Maxx Audio	658-BBRB	-	150	-
Dell Power Manager	658-BDVK	-	150	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	150	-
Dell Optimizer	658-BEQP	-	150	-
Windows PKID Label	658-BFDQ	-	150	-
Mix Model 65W Adpater + TGL CPU	340-CUCT	-	150	-
Latitude 5420 Bottom Door	321-BGBE	-	150	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	150	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	150	-
Dell Limited Hardware Warranty	997-8317	-	150	-

Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-8328	-	150	-
Onsite/In-Home Service After Remote Diagnosis, 3 Year Extended	997-8334	-	150	-
Accidental Damage Service, 4 Years	815-9460	-	150	-
				<hr/>
			Subtotal:	\$152,674.50
			Shipping:	\$0.00
			Environmental Fee:	\$600.00
			Estimated Tax:	\$9,570.28
				<hr/>
			Total:	\$162,844.78

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

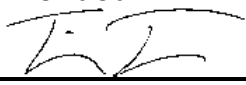
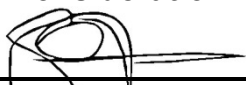
In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

Subject: Notice of Completion - Bid #MM-20-016 SAN B100 Library Renovation Project	Attachment: None
Category: Consent	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

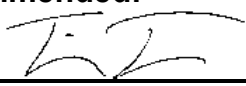

On October 11, 2022, Conant Construction Inc. completed all the work associated with Bid #MM-20-016 SAN B100 Library Renovation Project. The original construction contract amount for Conant Construction Inc. was \$4,098,000 and the total change order amount for this project was \$438,165.45. This project had a final construction cost of \$4,536,165.45.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Approve and execute Notice of Completion for the Bid #MM-20-016 SAN B100 Library Renovation Project No. 04109.

Subject: Ratify and Approve Contracts and Purchase Orders	Attachment: Contract and Purchase Order Ratification List
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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 = \$99,100.00), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

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

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

STATUS

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

RECOMMENDATION

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

**Contract and Purchase Order Ratification List
September 27, 2022 – October 24, 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.

CUPCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
22004086_PO	Botsford Construction Inc	4C-Wellness Crosswalk Safety System (Fac)	\$59,875.00
22004132_PO	Frontier Fence Company Inc	Horticulture Fence R and R Phase 2 (Fac)	\$57,475.00
22003925_PO	Frontier Fence Company Inc	B700 Automated Entry Gate (Fac)	\$24,971.00
22003923_PO	Botsford Construction Inc	SAN 800 Drinking fountain and tile (Fac)	\$24,895.00
22004130_PO	Russ Stroika	SAN 800 Building Painting and Repair (Fac)	\$24,000.00
22003847_PO	Botsford Construction Inc	OC 4200 Shop Lighting Project (Fac)	\$23,600.00
22004133_PO	Frontier Fence Company Inc	Facilities Yard Automated Entry Gate (Fac)	\$21,503.00
22004131_PO	Russ Stroika	SAN 700 Building Painting (Fac)	\$20,000.00
22004134_PO	AO Reed & Co	Hort Underground Leak repair (Fac)	\$15,380.13
22003918_PO	Maurice Gannon	Lot 3A-C Concrete Curb Repair (Fac)	\$12,100.00
22003798_PO	Superior Cleaning Equipment Inc	Wash Rack Repair and Upgrade (Fac)	\$11,843.77
22003919_PO	Vaughn Irrigation Services Inc	Phase 2 Fire Hydrant Replacement (Fac)	\$11,828.03
22003920_PO	Maurice Gannon	Facilities Yard Driveway (Fac)	\$11,500.00
22003874_PO	Botsford Construction Inc	Lift Installation (Fac)	\$8,920.00

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

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

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

POs from \$25,000 – \$99,100			
PO #	Vendor	Description	Amount
22003972_PO	Facilities Planning & Program Services Inc.	Contract Services (Fac)	\$98,943.00
22003908_PO	Reach Local Inc	Advertising (PIO)	\$97,980.00
22003831_PO	Reach Local Inc	Advertising (Comm Ed)	\$58,500.00
22003823_PO	Consulab Educatech Inc.	Instructional Equipment (Auto Tech)	\$50,073.20
22003846_PO	MJK Architecture	Architectural Services for SAN 800 (Fac)	\$46,347.50
22003884_PO	MJK Architecture	Architect Fee (TCI)	\$45,000.00
22003963_PO	Nth Generation Computing	Contract Services (AIS)	\$41,325.00
22003907_PO	Clear Channel Traffic S D	Advertising (PIO)	\$41,009.43
22003910_PO	Dell Marketing L P	Equipment (Career Ed)	\$40,893.16
22004127_PO	Fifty Square Feet	Contract Services (PIO)	\$32,000.00
22003973_PO	The PAPE Group Inc.	Equipment (Facilities)	\$28,746.97
22003965_PO	CENGAGE Learning Inc / Gale	Contract Services (Comm Ed)	\$28,000.00
22004060_PO	ReproMagic	Printing (Inst Advance)	\$25,974.59
22003975_PO	Powerland Equipment Inc	Weed abatement (Fac)	\$25,000.00
22003992_PO	Monica U. Ellis-Blied	Contract Services (Health Services)	\$25,000.00

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.

POs from \$10,000 – \$24,999

PO #	Vendor	Description	Amount
22003822_PO	CDW Government Inc	Software Maintenance (AIS)	\$23,396.40
22003835_PO	Dell Marketing L P	Equipment (Auto Tech)	\$22,636.30
22003921_PO	CBM Fundraising Services, LLC	Contract Services (Inst Advance)	\$20,490.00
22003911_PO	Invested Advisors, Inc	Contract Services (Comm Ed)	\$20,000.00
22003782_PO	American Association of Community Colleges	Membership (Pres)	\$18,063.00
22003830_PO	RevLocal LLC	Advertising (PIO)	\$18,000.00
22003844_PO	Climatec LLC	Services (Fac)	\$17,440.00
22003902_PO	Higher Edge Consulting LLC	Contract Services (Fin Aid)	\$15,000.00
22004059_PO	Southland Technology	Equipment (AIS)	\$14,738.13
22003934_PO	BankMobile Disbursements	Software Maintenance (AIS)	\$14,310.00
22003957_PO	HTM Global, LLC	Equipment (Workforce Dev)	\$12,990.00
22003759_PO	California Stainless MFG Inc.	Equipment (Fac)	\$11,905.38
22003941_PO	Matco Tools Corporation	Instructional Equipment (Auto Tech)	\$10,283.44
22003775_PO	David Ogul	Contract Services (PIO)	\$10,000.00
22003956_PO	OverDrive	Library E-Resources (Lib)	\$10,000.00

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

POs from \$5,000 – \$9,999

PO #	Vendor	Description	Amount
22004126_PO	Christopher M. LeBlanc	Contract Services (Foundation)	\$9,450.00
22004161_PO	Secure W2 Inc	Software Maintenance (AIS)	\$9,230.00
22003851_PO	Unicon, Inc.	Software Maintenance (AIS)	\$9,000.00
22004080_PO	Alchemer LLC	Software Maintenance (AIS)	\$9,000.00
22004061_PO	Lawnmowers Plus Inc	Equipment (Agr)	\$8,028.30
22003810_PO	Qualtrics LLC	Software Maintenance (RPIE)	\$7,800.00
22004142_PO	Dell Marketing L P	Equipment (Instr Serv)	\$6,992.29
22004170_PO	CTK Instruments LLC	Instructional Equipment (Bio)	\$6,668.20
22004167_PO	VWR International LLC	Instructional Equipment (Biotech)	\$6,437.15
22003953_PO	BSN Sports	Supplies (KHAN)	\$6,181.08
22003818_PO	CDW-G	Equipment (AIS)	\$6,135.04
22003976_PO	Axon Enterprise	Equipment (Pol)	\$6,038.89
22003959_PO	California Community Colleges Chancellor's Office	Contract Services (Fin Aid)	\$5,900.00
22004119_PO	BIOCEPT, INC	Contract Services (Admin Serv)	\$5,220.00
22003964_PO	Ginasol, Inc.	Contract Services (HR)	\$5,000.00

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

Change Orders

PO #	Vendor	Description	Amount
	No Entries This Month		

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

Construction Contract Change Orders

PO #	Vendor	Description	Amount
	No Entries This Month		

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

MOUs and Grants			
PO #	Vendor	Description	Amount
N/A	Audi of America, Inc.	Audi Education Partnership Program	\$0.00
N/A	Southland Technology	User Interface with all coding and information	\$0.00

Total Contract Expenditures: \$1,359,017.38
Total MOU Expenditures: \$0.00
Ratify MCC purchase orders 22003752 through 22004177

**Capital Improvement Program Contract and Purchase Order Ratification List
September 26, 2022 - October 24, 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 (CUPCCAA) per PCC §220000 et seq.

CUPCCAA POs from \$5,000 – \$200,000			
PO #	Vendor	Description	Amount
	No Entries This Period		

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

POs from \$25,000			
PO #	Vendor	Description	Amount
22003980_PO	Dudek	04202 Environmental Compliance Monitoring (OC)	\$44,400.00
22004020_PO	Saving Sacred Sites	04215 Native American Monitoring Services (OC)	\$52,238.55
22004021_PO	NV5 Inc	04215 SWPPP Support Services (OC)	\$25,000.00
22004098_PO	Saving Sacred Sites	04202 Native American Monitoring Services (OC)	\$74,560.00

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

POs from \$10,000 – \$24,999			
PO #	Vendor	Description	Amount
22003796_PO	Class Leasing LLC	04244 Temporary Facilities (OC)	\$12,000.00
22003922_PO	Communication Wiring Specialists Inc	04117 IT Equipment (SAN)	\$13,515.01
22003982_PO	NV5 Inc	04204 Stormwater Support Services (OC)	\$19,408.90
22004022_PO	Division of the State Architect	04109 DSA Plan/Field Review Fee (SAN)	\$13,474.80

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

POs from \$0 – \$9,999			
PO #	Vendor	Description	Amount
22003734_PO	Vantage Technology Consulting Group	03722 FY22/23 District Standards Update	\$4,184.00
22003767_PO	Division of the State Architect	04203 Plan Check Review Fee (OC)	\$1,387.06
22003768_PO	Elite Relocation Services	04202 Moving Services (OC)	\$5,814.31
22003855_PO	Anixter Inc	04207 Supplies (OC)	\$3,801.74
22004023_PO	Division of the State Architect	04102 DSA Plan/Field Review Fee	\$6,647.66
22004084_PO	Diegoview LLC	04215 Photographic Documentation Services (OC)	\$9,000.00
22004085_PO	Diversified Business Solutions Inc	04244 Moving Services (OC)	\$290.00
22004115_PO	CDW Government Inc	04102 Phone Equipment (SAN)	\$3,413.68

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

Change Orders			
PO #	Vendor	Description	Amount
22002285_PO	NV5 Inc.	04215 Change Order 1 (OCN)	\$28,309.00

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.

Construction Contract Change Orders			
PO #	Vendor	Description	Amount
22003301_PO	Caliba Inc	04207 Change Order 8 (OCN)	\$127,177.00
22003302_PO	Rudolph and Sletten	04205 Change Order 2 (OCN)	\$583,344.00
22003303_PO	Swinerton Builders	04203 Change Order 29 (OCN)	\$240,509.00

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

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

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

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

MM-17-002 – Geotechnical Engineering Task Orders			
PO #	Vendor	Description	Amount
22003981_PO	SMS Geotechnical Solutions Inc	04202 Geotechnical Engineering Observations (OC)	\$109,855.00

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

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item IX.K (10/19/17); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-17-001 is \$1,200,000.

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

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

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.K (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-012 is \$2,252,892.

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

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

In accordance with Government Code Sections 4526, 4527, and 53060; and Education Code Sections 81655 and 81656, applicable district policies regarding professional service procurements; and Board Agenda Item VIII.L (06/13/19); and other applicable law, the following transactions were entered into and approved by the vice president, administrative services. The total approved funding authority under MM-19-013 is \$6,663,954.

MM-19-013 – Inspector of Record Task Orders			
PO #	Vendor	Description	Amount
	No Entries This Period		






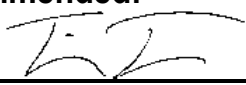

MM-19-013 – Inspector of Record Task Change Orders			
PO #	Vendor	Description	Amount
	No Entries This Period		

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

MM-19-014 – Special Inspection Task Orders			
PO #	Vendor	Description	Amount
22004097_PO	MTGL Inc	04202 Special Inspection Services (OC)	\$243,427.00

MM-19-014 – Special Inspection Task Change Orders			
PO #	Vendor	Description	Amount
	No Entries This Period		

Total Contract Expenditures: \$1,621,756.71			
Ratify purchase orders — 22003734, 22003767, 22003796, 22003855, 22003922, 22003980, 22003982, 22004020-22004023, 22004084-22004085, 22004098, 22004115			
Ratify purchase orders (Task Orders) — 22003981 22004097			
Ratify purchase orders (Contracts) — N/A this Reporting Period			

Subject: Approve Five-Year Technology Plan	Attachment: Technology Plan
Category: Action	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
Recommended:  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

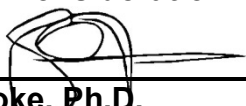
The Technology Advisory Committee (TAC) in collaboration with AIS developed a new five-year Technology Plan. TAC conducted surveys, environmental scans of current data, analyzed trends and projections, and reviewed comparable best practices from other higher education institutions to inform in the development of the plan. The Technology Plan is aligned with the Educational Master Plan and the Long-Term Planning framework. The plan was presented to governance groups, and that feedback guided in the evolution and completion of the Technology Plan. The plan will be reviewed annually to ensure alignment with the district’s goals, while leveraging new innovations and developments in technology.

STATUS

The Technology Plan has strategies and initiatives guiding the implementation and investment of technology for the district. The five-year technology plan was reviewed and ratified by the district’s governance groups with approvals from the Technology Advisory Committee, College Council, and the Budget and Planning Committee. The development of the plan received substantial participation and contributions from students, faculty, staff, and administrators.

RECOMMENDATION

Approve the five-year Technology Plan.

Subject: Approve the MiraCosta College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation	Attachment: MiraCosta College Institutional Self Evaluation Report
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


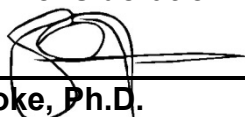
MiraCosta College is preparing for the self-evaluation for the fall 2023 Accrediting Commission for Community and Junior Colleges (ACCJC) site visit. The self-evaluation is a multi-year-long study of the College’s policies, procedures, and practices to assess how the district is meeting the accreditation eligibility requirements and standards. The self-evaluation report has been reviewed and approved by the governance bodies through October and November, and the report is due to the ACCJC by December 15, 2022. The ACCJC peer review team is scheduled for the week of September 18, 2023.

STATUS

At the November 3, 2022 Board workshop, the Accreditation Liaison Officer presented a draft of the institutional self-evaluation report for Board information. The report is now presented for approval prior to submission to the ACCJC.

RECOMMENDATION

Approve the MiraCosta College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation.

Subject: Establish Date and Time of Annual Organizational Board Meeting	Attachment: None
Category: Action Items	Type of Board Consideration: Information Consent  Action
	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

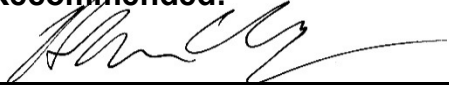

Education Code sections 35143 and 72000 provide that the 2021 organizational meeting shall be held between December 10 and December 24, inclusive, and the day and time for the annual organizational meeting shall be selected by the Board of Trustees at its regular meeting held immediately prior to December 1, unless otherwise provided by rule of the Board of Trustees.

STATUS

Annual organizational meetings have historically been held on the same day of the week as regular board meetings, which this year would be Thursday, December 15, 2022, at 4 p.m.

RECOMMENDATION

Approve Thursday, December 15, 2022, at 4 p.m. as the date and time of the annual organizational board meeting.

Subject: Approve 2022-2025 Student Equity Plan	Attachment: Draft 2022-2025 Student Equity Plan
Category: Action Items	Type of Board Consideration: Information Consent <input checked="" type="checkbox"/> Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <input checked="" type="checkbox"/> Goal 1 Goal 2 <input checked="" type="checkbox"/> Goal 3 Goal 4
Recommended:  Alketa Wojcik, Ed.D. Vice President, Student Services	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As a condition of the receipt of Student Equity and Achievement funds, campuses are required to maintain a student equity plan to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances (Education Code §§ 78220). The Student Equity Plan is a plan submitted to the Chancellor’s Office that identifies targeted populations based on an analysis of disproportionate impact for the following subgroups: ethnicity, gender, age, students with disabilities, low-income, veterans, foster youth, homeless, and Lesbian, Gay, Bisexual, and Transgender students. The plan assesses outcomes for five key metrics: enrolled at the same community college, retained from fall to spring, completed both transfer-level math and English within the first year, transferred to a four-year institution, and attained the Vision Goal Completion definition. The Chancellor’s Office has required colleges to submit an updated 2022-2025 plan inclusive of activities to address identified equity gaps.

STATUS

The Student Equity plan is due to the Chancellor’s Office on November 30, 2022. The plan requires approval by the board of trustees prior to submittal.

The draft [Student Equity Plan 2022–2025](#) is available on the college website.

RECOMMENDATION

Approve 2022-2025 Student Equity Plan.

Subject: Board Policy 4226 – Multiple and Overlapping Enrollments	Attachment: Board Policy 4226 – Multiple and Overlapping Enrollments				
Category: Board Policies – Periodic Reviews	Type of Board Consideration: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Information</td> <td style="text-align: center;">Consent</td> <td style="text-align: center;">Action </td> </tr> </table>	Information	Consent	Action	
Information	Consent	Action			
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"> Goal 1</td> <td style="text-align: center;"> Goal 2</td> <td style="text-align: center;"> Goal 3</td> <td style="text-align: center;"> Goal 4</td> </tr> </table>	Goal 1	Goal 2	Goal 3	Goal 4
Goal 1	Goal 2	Goal 3	Goal 4		
	Approved for Consideration: <hr style="width: 80%; margin: 0 auto;"/> 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

A periodic review of Board Policy 4226 – Multiple and Overlapping Enrollments has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4226 is included for reference only.

RECOMMENDATION

Adopt Board Policy 4226 – Multiple and Overlapping Enrollments.

The superintendent/president shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The superintendent/president shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, §55007.






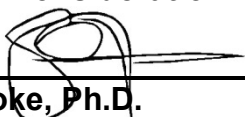
See Administration Procedure 4226.

Adoption History: 5/5/09
Periodic Review: 5/12/15, ~~xx/xx/xx~~
References: Title 5, §55007
CCLC Update: #13, 8/07
Steering: VPSS / N/A

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- A. The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- B. The student provides an instructor-approved schedule of specific days and times when the student will make up the coursework.
- C. The Director of Admissions and Records approves the schedule.
 - 1. The Director of Admissions and Records will review and may approve time conflicts for 20 minutes or less; and
 - 2. Time Conflict requests for more than 20 minutes will not be considered; and
 - 3. Time Conflicts for online synchronous courses will be treated the same as in-person courses.
- D. The student makes up the overlapping time during the same week under the supervision of the instructor of the course.

Subject: Board Policy 5120 – Transfer Center	Attachment: Board Policy 5120 – Transfer Center
Category: Board Policies – Periodic Reviews	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  _____ 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

A periodic review of Board Policy 5120 – Transfer Center has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

There is not an Administrative Procedure 5120.

RECOMMENDATION

Adopt Board Policy 5120 – Transfer Center.






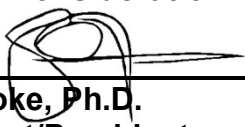
The MiraCosta Community College District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The district further recognizes that students who have historically been underrepresented in transfer to baccalaureate-level institutions are a special responsibility.

The superintendent/president shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with laws and regulations. Such plan shall describe the activities of the Transfer Center and the services to be provided to students. The college will provide space and facilities adequate to support the Transfer Center in implementing its activities. In collegial consultation with the Instructional Services Division and the Academic Senate, the Student Services Division shall staff the center and coordinate the plan.

The MiraCosta Community College District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students. Plan components include, but are not limited to:

- A. Services to be provided to students
- B. Facilities
- C. Staffing
- D. An advisory committee
- E. Evaluation and reporting
- F. Transfer path requirements for each articulated baccalaureate major

The plan is reviewed and updated at least annually by the Transfer Center director.

Subject: Board Policy 5200 – Securing of Copyright	Attachment: Board Policy 5200 – Securing of Copyright
Category: Board Policies – Periodic Reviews	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  _____ 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

A periodic review of Board Policy 5200 – Securing of Copyright has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5200 is included for reference only.

RECOMMENDATION

Adopt Board Policy 5200 – Securing of Copyright.

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health-oriented programs and services.

See Administrative Procedures 5200.

Adoption History: 5/5/09
Periodic Review: 6/22/16, xx/xx/xx
References: Education Code §76401
CCLC Update: --
Steering: VPSS

Office of Primary Responsibility: Student Health Services**Scope of Services**

Services provided for students by Student Health Services include but are not limited to:

A. Medical Services

1. Health Assessment
2. First aid
3. Over the counter medications
4. Tuberculosis clearance
5. Vision and hearing screens
6. Sexual health
7. Community referrals
8. Physicals
9. Health Consultations
10. Low-cost lab work
11. Low-cost prescriptions
12. Reproductive health/birth control
13. Communicable disease control.

B. Mental Health Services

1. Crisis management.
2. Individual, relationship, and family counseling
3. Alcohol and substance use
4. Eating-disorders
5. Stress management.
6. Domestic/intimate partner violence
7. Gender identity
8. Traumatic life experiences
9. Pressure/trauma related to marginalization

C. Health Education and Support Services

1. Healthy habits
2. Student accident insurance
3. Nutrition







MiraCosta Community College District**Page 1 of 2**

Effective Date: 5/5/09, 4/8/16, 10/20/22
 Periodic Review: ---
 References: Education Code §76401
 Title 5, §§53411, 54700-54710
 CCLC Update: --
 Steering: VPSS

4. Exercise
5. Tobacco cessation
6. Immunizations
7. Community Resources
8. Educational blog
9. Support groups and workshops

D. Personnel

1. Medical and mental health services shall be provided by qualified health care professionals.
2. All student records shall be maintained in a confidential manner.

Subject: Board Policy 5420 – Associated Student Government	Attachment: Board Policy 5420 – Associated Student Government
Category: Board Policies – Periodic Reviews	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  <hr/> 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 5420 – Associated Student Government have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5420 is included for reference only.

RECOMMENDATION

Adopt Board Policy 5420 – Associated Student Government.

In accordance with the organization's constitution and bylaws, the Associated Student Government shall prepare an annual budget under the supervision of the vice president of student services or designee. The budget shall be approved by a vote of the Associated Student Government.

Associated Student Government funds shall be deposited with and disbursed by the Fiscal Services Office. The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law. Funds shall be expended according to procedures established by the Associated Student Government, subject to the approval of each of the following two persons, which shall be obtained each time before any funds may be expended:

- A. The advisor to the Associated Student Government (or designee).
- B. The ~~vice president of finance~~ Director of Finance or president of the Associated Student Government.


The funds of the Associated Student Government shall be subject to an annual audit. Associated Student Government funds are prohibited from being used for the district's operations.

Associated Student Government funds are maintained in accordance with the following procedures:

- A. Associated Student Government fund books, financial records, and procedures are subject to annual audit.
- B. Reports of the annual audit of Associated Student Government funds are available on the district’s website.
- C. Audit information, except that containing personnel or other confidential information, shall be shared with the Associated Student Government by the Advisor(s) of the Associated Student Government.
- D. Associated Student Government funds shall be deposited with and disbursed by Fiscal Services.

All funds shall be expended subject to such procedures as may be established by the Associated Student Government subject to the approval of each of the following persons. Approval shall be obtained each time before any funds may be expended:

- A. The Advisor to the Associated Student Government (or designee).
- B. The Director of Finance or President of the Associated Student Government (or designee).

Subject: Board Policy 5570 – Student Credit Card Solicitations	Attachment: Board Policy 5570 – Student Credit Card Solicitations
Category: Board Policies – Periodic Reviews	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information Consent ✓ Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Goal 1 ✓ Goal 2 ✓ Goal 3 ✓ Goal 4 </div>
	Approved for Consideration: <div style="text-align: center; margin-top: 10px;">  <hr style="width: 100%;"/> Sunita V. Cooke, Ph.D. Superintendent/President </div>

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 5570 – Student Credit Card Solicitations have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5570 is included for reference only.

RECOMMENDATION

Adopt Board Policy 5570 – Student Credit Card Solicitations.

The superintendent/president shall establish procedures that regulate the solicitation of student credit cards on campus and other promotional activities that could put students into debt.







See Administrative Procedure 5570.

Adoption History: 5/19/09
Periodic Review: 9/14/16, xx/xx/xx
References: Title 5, §54400
Civil Code §1747.02(m)
Education Code §99030
CCLC Update: #5, 8/03
Steering: VPSS

Companies wishing to market credit cards to students in officially designated areas on campus must submit a student-contact table form to the director of student activities in advance for approval. Marketers of student credit cards are prohibited from offering gifts or inducements to students for filling out credit-card applications. Student Activities hosts debt-education workshops each semester, using existing debt-education materials prepared by nonprofit entities.

MiraCosta Community College District

Effective Date: 5/19/09
Periodic Review: 9/2/16
References: Title 5, §54400
Civil Code §1747.02(m)
Education Code §99030
CCLC Update: #5, 8/03
Steering: VPSS

Subject: Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions	Attachment: Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions
Category: Board Policies – Periodic Reviews	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  <hr/> 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 5800 – Prevention of Identity Theft in Student Financial Transactions have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5800 is included for reference only.

RECOMMENDATION

Adopt Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions.

MiraCosta College, in response to the problem of identity theft, will safeguard personal and private information of all student records. The district will establish identity-theft-prevention processes designed to prevent identity theft in connection with college business.

See Administrative Procedure 5800.

Adoption History: 2/16/10
Periodic Review xx/xx/xx
References: 15 U.S. Code §1681m(e)
Fair and Accurate Credit Transactions Act (FACT Act or FACTA)
CCLC Update: #18, 2/11
Steering: VPSS

All users are required to sign a compliance statement for access to district data and information systems. All users have a unique username and password.

Cashiers and Student Accounts personnel are required to change their passwords quarterly. There will be no group, shared, or generic accounts and passwords.

Cashiers and Student Accounts personnel are required to have fingerprinting on file with the district. Once an employee leaves the district, the account and passwords are immediately revoked.

All credit-card data printed on paper is protected against unauthorized access and securely stored. Credit-card data will be transported between campuses via armored transport or authorized personnel only. After six months, paper data will be destroyed via shredding before being disposed of or recycled.

If credit-card information is stored on network devices, the system will be encrypted. Credit-card numbers will only be stored until refunds are processed for that term. The encryption keys will be renewed annually (see attached Cryptographic Key Management Procedures).

The district will remain in compliance with all PCIDSS (Payment Card Industry Data Security Standards) and contract with a compliance-validation service to satisfy these standards.

Refunds to credit cards will be processed back to the credit card used to pay fees. Exception requests must be made in person by presenting picture identification. A refund check can only be mailed to an address on file or picked up in person by showing picture identification.

Financial Aid may defer a tuition payment. Requests must be made in person only and will require the student's identification card and signature. This will keep a student from being dropped from class for nonpayment.

EOPS emergency loan requests must be made in person by presenting picture identification. The loan check can only be picked up in person by showing picture identification.

Responsibility

The Registrar is responsible for accepting and responding to subpoenas, court orders, and requests involving release of records and personal information.

Student Cashiering is responsible for developing procedures and standards regarding the processing, safeguarding, release, and disposal of bank and credit-card information acquired in person and physically stored, and the timing for disposal of online credit-card and checking information.

Academic Information Services (AIS) and Student Cashiering are responsible for the encryption-upgrade process, quarterly password changes for specific positions, and retention of required data.

AIS will lead the quarterly network scan to comply with payment-card industry standards.

MiraCosta College recognizes its continuing obligation to protect the confidentiality and maintain the integrity of faculty, staff, and student information. The college will continue to provide administrative, technical, and physical safeguards to protect this information in the following ways:

1. Safeguard personal and confidential information regardless of format or medium.
2. Protect against anticipated threats to physical and technology-stored information.
3. Take all measures to prevent unauthorized use, access, or loss of stored data.
4. Ensure compliance with federal and state law, regulations, and district standards regarding information security and privacy.
5. Protect information that is acquired, transmitted, processed, transferred, and/or maintained by MiraCosta College.

Cryptographic Key Management Procedure

All keys used to encrypt credit-card data must be changed yearly and any time compromise of the key is suspected.

When keys are changed, the old keys must be revoked or expired.

All persons with custody of encryption keys must sign the encryption key custodian form. These forms will be scanned and kept on file in the \\in\ts\PCI folder on the MiraCosta College network.

SSL Web Server Keys (surf.miracosta.edu)

Keys must be renewed annually and the old keys expired or allowed to expire. If the keys are replaced due to a suspected compromise, the old keys must be revoked.

To achieve separation of duties, one person must request the certificate through the vendor and a second person must approve the request. The requester then replaces the existing certificate.

Credit-Card Vendor

Keys must be renewed annually and the old keys expired or allowed to expire. If the keys are replaced due to a suspected compromise, the vendor must be contacted so the old keys can be revoked.

The credit-card vendor has key management procedures in place that must be followed to replace encryption keys on the PeopleSoft application servers and process schedulers annually.

Separation of duties is achieved by the vendor having separate keys to which MiraCosta does not have access.

PeopleSoft Credit Card Encryption

Keys must be renewed annually and the old keys replaced. If the keys are replaced due to a suspected compromise, no additional steps must be taken because once the keys are replaced; the old keys can no longer be used.

Because the entire key must be used in clear text, and is then readable in clear text via page access in PeopleSoft, separation of duties is achieved by the administrator granting the key custodian access to the pages and processes used to change the keys immediately prior to a key change, monitoring the processes during the key change, and revoking access after the key change is completed.

.....

Encryption Key Custodian Form

I have read and understand the policies and procedures of MiraCosta College pertaining to cryptographic-key management, including the Enterprise Information Security Plan and the Cryptographic Key Management Procedure of MiraCosta College.

I agree to comply with the policies and procedures of MiraCosta College pertaining to cryptographic-key management, as well as any applicable laws.







I understand the responsibility that custody of the cryptographic keys carries and will take all reasonable precautions to prevent unauthorized disclosure of those keys and the data they encrypt.

I will promptly report to appropriate personnel any suspicious activity surrounding encryption keys in my custody, especially compromise or suspected compromise of those keys, or related files, passwords, or other security mechanisms associated with them.

Print: _____

Signed: _____

Date: _____

Subject: Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility	Attachment: Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  <hr/> 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 3400 – Inclusion, Diversity, Equity, Accessibility have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

There is not an Administrative Procedure 3400.

RECOMMENDATION

Adopt Board Policy 3400 – Inclusion, Diversity, Equity, Accessibility.







MiraCosta College is committed to providing a strong, supportive, and authentic environment where difference is valued, respected, encouraged, and honored; where all faculty, staff, and students experience a sense of belonging and the freedom to express themselves; and where their experiences are recognized and valued.

MiraCosta College strives to be a model for inclusion, diversity equity and accessibility (IDEA)inclusion. The college is committed to providing opportunities for engagement both across the campus and within the communities the college serves. The college seeks to remove barriers to learning, participation, and success, with a focus on changing procedures and practices that disproportionately affect certain groups.

Anchored in a culture of evidence, MiraCosta College promotes increased awareness and appreciation of individual, collective, and intersecting identities within our diverse society and acknowledges that different students learn in different and unique ways.

MiraCosta College is committed to creating a racially just campus climate. Individuals and their diverse cultures and identities are welcomed, nurtured, and validated. MiraCosta College takes institutional responsibility for closing the equity gap for disproportionately-impacted populations as defined in the College's Equity Plan.

See Board Policy 3410–Nondiscrimination, Board Policy 3420–Equal Employment Opportunity, Board Policy 7100–Commitment to Diversity in Hiring.

Subject: Board Policy 3420 – Equal Employment Opportunity	Attachment: Board Policy 3420 – Equal Employment Opportunity
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent Action 
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  _____ 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 3420 – Equal Employment Opportunity 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 3420 is included for reference only.

RECOMMENDATION

Adopt Board Policy 3420 – Equal Employment Opportunity.

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The superintendent/president shall develop, for review and adoption by the board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

The superintendent/president shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Also see AP 3420 Equal Employment Opportunity, BP/AP 3410 Nondiscrimination, BP/AP 3440 Service Animals, and BP/AP 7100 Commitment to Diversity in Hiring.

MiraCosta Community College District

Adoption History: 10/6/09, 6/24/15,
 Periodic Review: 2/10/15
 Reference Update: 1/15, 4/15
 References: Education Code §§87100, et seq.
 Title 5 §53000, et seq.
 ACCJC Accreditation Standard III.A.12
 CCLC Update: #4, 2/03; #26, 4/15; #38, 4/21
 Steering: VPHR / N/A

The MiraCosta College District Equal Employment Opportunity (EEO) Plan is included in the attached appendix. The EEO Plan is reviewed annually and updated as needed by the EEO Advisory Committee.

The EEO Plan components include Annual Evaluation, EEO Advisory Committee, Employment Procedures, Delegation of Authority, Complaint Procedures, Job Announcements, and Dissemination and Revision of the Plan, as excerpted below.

Annual Evaluation

The district shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses. The Human Resources Department will annually survey the district’s workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the district’s progress in implementing the EEO Plan, to provide data needed for the reports required by this plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify their gender, ethnic group identification, and, if applicable, their disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). At least every three years, the EEO Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- A. Executive/Administrative/Managerial
- B. Faculty and Other Instructional Staff – Faculty full-time and part-time
- C. Professional Non-faculty

MiraCosta Community College District

Effective Date: 10/6/09, 6/16/15
 Reference Update: 1/15
 Periodic Review:
 References: Education Code §§87100 et seq.
 Title 5, §§53000 et seq., 59300 et seq.
 ACCJC Accreditation Standard III.A.12
 CCLC Update: #4, 2/03; #10, 2/06; #11, 8/06; #15, 9/08; #23, 10/13; #25, 11/14; #26, 4/15
 Steering: VPHR / N/A

- D. Secretarial/Clerical
- E. Technical and Paraprofessional
- F. Skilled Crafts
- G. Service and Maintenance

The district will review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention, and promotion. The information to be reviewed shall include, but need not be limited to longitudinal analysis of data regarding job applicants to identify whether, over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool; the qualified applicant pool; and analysis of data regarding potential job applicants (to the extent provided by the State Chancellor's Office), which may indicate significant underrepresentation of a monitored group.

EEO Advisory Committee

The district has established an Equal Employment Opportunity Advisory Committee to assist the district in implementing its EEO Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the EEO Plan itself. The advisory committee shall receive training in all of the following: applicable Title 5 regulations and state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in carrying out of the district's EEO Plan. The committee shall include a diverse membership whenever possible. A substantial, good-faith effort to maintain a diverse membership is expected. If the district has been unable to meet this objective, it will document what efforts were made to recruit advisory committee members who represent diversity. The committee will be composed of two members of the faculty appointed by the Academic Senate president, two members of the classified staff appointed by the Classified Senate Council president, two students recommended by the Associated Student Government, two community representatives appointed by the superintendent/president, and one member of the administration appointed by the superintendent/president.

The committee will be convened initially each year and chaired by the equal employment opportunity officer. Terms of office for the voting members shall be for two years. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings, if needed, to review equal employment opportunity and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the superintendent/president, and the equal employment opportunity officer.

The responsibilities of the Equal Employment Opportunity Advisory Committee shall include but not be limited to the following:

review and advise on recruitment efforts; job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the district's ability to attract and retain a diverse faculty and staff; advise on implementing the district's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; promote communication with community groups and organizations for people with disabilities; promote hiring of faculty who have themselves graduated from a community college; develop communications among departments to foster understandings of the EEO Plan; to advise the superintendent/president regarding special training or staff development needs; review the EEO Plan and monitor its progress; recommend changes needed in the EEO Plan; and review and approve the annual written report to the superintendent/president, the Board of Trustees, and the California Community Colleges Chancellor's Office.

Employment Procedures

Employment procedures will comply with current Title 5 regulations.

Job Analysis and Validation

The vice president of human resources (VPHR) shall assure that a proper job analysis is performed for every job filled by the district to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description

Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment

Recruitment must be conducted actively within and outside of the district work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the district.

Recruitment for administrative and faculty positions (full-time and part-time) may include advertisement in appropriate professional journals, job registries, and newspapers of general circulation; distribution of job announcements to the EEO registry, K-12 districts, two- and four-year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and

professional organizations.

Recruitment for classified positions shall include notice to all district personnel; notice to the Employment Development Department; and advertising in area newspapers of general circulation.

Applicant Pools

The application for employment shall afford each applicant an opportunity to identify themselves voluntarily as to gender, ethnicity, and if applicable, their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the EEO Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the VPHR or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

Once the qualified applicant pool is formed, the pool must again be analyzed. If the VPHR or designee finds that the composition of the qualified applicant pool may have been influenced by factors that are not job related, the district may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection

Screening, selecting, and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the California Community Colleges Chancellor’s Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the district community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The EEO representative assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.

- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the district determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the district shall take the following additional steps:

- Review its recruitment procedures.
- Consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law.
- Consider various other means of reducing the underrepresentation that do not involve taking monitored group status into account and implement any such techniques that are feasible.

If significant underrepresentation persists:

- Review each locally established job qualification to determine if it is job related and consistent with business necessity.
- Discontinue the use of any non-job-related local qualification.
- Continue using job-related local qualifications only if no alternative standard is reasonably available.
- Consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

It is the goal of the MiraCosta Community College District that all employees promote and support equal employment opportunity because such a goal requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this EEO Plan are set forth below.

A. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the district's EEO Plan at all levels of district and college operation and for ensuring equal employment opportunity as described in the plan.

B. Superintendent/President

The Board of Trustees delegates to the superintendent/president the responsibility for ongoing implementation of the EEO Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The superintendent/president shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on EEO Plan implementation. The superintendent/president shall include in the evaluation of the performance of all administrators who report directly to them actions taken in support of the plan.

C. Equal Employment Opportunity Officer

The district has designated the VPHR as its equal employment opportunity officer who is responsible for the day-to-day implementation of the EEO Plan. If the designation of the equal employment opportunity officer changes before the plan is next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the EEO Plan, and for assuring compliance with the requirements of Title 5, §53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in section 6 of the plan and for ensuring that applicant pools and selection procedures are properly monitored.

D. Equal Employment Opportunity Advisory Committee

The district has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the equal employment opportunity officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee assists in the development and implementation of the EEO Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for plan revisions as appropriate.

E. Agents of the District

Any organization or individual, whether or not an employee of the district, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the district and is subject to all the requirements of this EEO Plan and will be given a copy of it.

F. Good-Faith Effort

The district shall make a continuous, good-faith effort to comply with all the requirements of its EEO Plan.

Complaint Procedure

A. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 §53026)

The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the district to waive the sixty (60)-day limitation. Complaints alleging violations of the EEO Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's Office, the decision of the district in complaints pursuant to Title 5 §53026 is final. (See California Community Colleges Chancellor's Office website for the Guidelines for Minimum Conditions Complaints.)

The district may return without action any complaints that are inadequate because they do not state a clear violation of EEO regulations. All returned complaints must include a district statement of the reason for returning the complaint without action.

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the superintendent/president. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Title 5 §53026 alleges unlawful discrimination, it will be processed according to the requirements of Title 5 §59300 et seq.

B. Complaints Alleging Unlawful Discrimination or Harassment (Government Code §59300 et seq.)







The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The VPHR is responsible for receiving such complaints and for coordinating their investigation.

Job Announcements

Job announcements will clearly state job specifications, setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any “required”, “desired”, or “preferred” qualifications beyond the state minimum qualifications that the district wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the district is an “Equal Opportunity Employer.”

Dissemination and Revision of the EEO Plan

The commitment of the Board of Trustees and the superintendent/president to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the EEO Plan. The policy statement will be printed in the college catalog and class schedule. The EEO Plan and subsequent revisions will be distributed to the Board of Trustees, the superintendent/president, administrators, the Academic and Classified Senate Councils, union representatives, and members of the district Equal Employment Opportunity Advisory Committee. The EEO Plan will be available on the district’s website and employees will be notified electronically. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence employment with the district. Each year, the district will inform all employees by e-mail of the plan’s availability, including a written summary of the provisions of the plan. The annual notice will emphasize the importance of the employee’s participation and responsibility in ensuring the EEO Plan’s implementation.

Subject: Board Policy 3505 – Emergency Response Plan	Attachment: Board Policy 3505 – Emergency Response Plan
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  _____ 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 3505 – Emergency Response Plan 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 3505 is included for reference only.

RECOMMENDATION

Adopt Board Policy 3505 – Emergency Response Plan.

The superintendent/president shall establish procedures that ensure that the district implements a program or plan to be activated in the event of an emergency or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include:

- A. Establishing a disaster preparedness program or plan.
- B. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines.

B. Training requirements vary based on job titles or assigned roles within the emergency plan.

All persons employed by a public district are considered to be public employees. They must be informed that they are also disaster service workers during national, state, and local emergencies. Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act. The superintendent/president should ensure that an ICS team is created to carry out compliance with NIMS and SEMS mandates. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The plan or program should contain information regarding activation and chain-of-command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management, including mitigation and prevention, preparedness, response, and recovery. The responses to emergencies or natural disasters are organized by SEMS into five categories: (1) field response, (2) local government, (3) operational areas, (4) regions, and (5) state."

MiraCosta Community College District

Adoption History:	9/15/09
Periodic Review:	7/7/15
References:	Education Code §§32280 et. seq., 71095 Government Code §§3100, 8607(a) Labor Code §§3100, 3211.9, 3211.91, 3211.93, 3211.93a California Emergency Services Act Homeland Security Act of 2002 National Fire Protection Association 1600 Homeland Security Presidential Directive-5 Executive Order S-2-05 19 California Code of Regulations (CCR), Sections 2400-2450 34 Code of Federal Regulations 668.46(g)

CCLC Update: #15, 9/08; #16, 4/09; #19, 8/11
 Steering: VPAS / N/A

Melanie Haynie
 Additional CCLC language

Colleges must comply with NIMS and SEMS to receive federal or state funding. The District must ensure that its plan is updated regularly. The Chief of Police of the MiraCosta College Campus College Police Department will update the plan biennially.

Emergency Response and Evacuation Procedures

General information about the emergency response and evacuation procedures for the district are publicized each year as part of the district's Clery Act compliance efforts, and that information is available at <https://www.miracosta.edu/administrative/college-police/docs/clery-safety-and-security-report.pdf>. The Emergency Operation Plan is available to college employees on the district's College Police website, and an Emergency Response App is available to employees, students, and the public at: <https://miracosta-ccb59.web.app/>

All members of the campus community are notified on an annual basis that they are required to notify the College Police Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. College Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the district that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, the district will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The district will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to the College Police Department) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the district has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate

MiraCosta Community College District

Page 1 of 5

Effective Date:	2/16/10, 7/7/15, 10/6/22
References:	Education Code §§32280 et seq., 71095 Government Code §§3100 et seq., 8558, 8559, 8600, 8605, 8607(a) Homeland Security Act of 2002 National Fire Protection Association 1600 Homeland Security Presidential Directive-5 Executive Order S-2-05 19 California Code of Regulations (CCR) §§2400-2450
CCLC Update:	#16, 4/09; #17, 2/10; #19, 8/11
Steering:	VPAS / N/A

threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the district web site), public address system, phone calling trees, and district website. The district will post updates during a critical incident on the district web site at miracosta.edu. Individuals can call the district's recorded information telephone line at (760) 757-2121 for updates. Employees and students may opt-in to the San Diego County Emergency "Reverse 911" mass-notification system by designating an off-campus emergency phone number in SURF.

The district's director of public information and governmental relations, marketing and communications will be responsible for the dissemination of emergency information to the larger community through the district website, social media platforms and press release, if necessary.

Testing Emergency Response and Evacuation Procedures

An evacuation drill is coordinated by the College Police Department annually. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campuses have designated evacuation locations identified, but those may be altered based on the incident type, time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College Police Department and district staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the College Police Department and district administration to evaluate egress and behavioral patterns. Reports are prepared which identify deficiencies so that improvements can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The district conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. College Police and district administration coordinate announced and unannounced evacuation drills, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the College Police chief or their designee will document a description of the exercise, the date, time, and whether it was announced or unannounced. The district will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

In the event of an emergency, natural disaster, or the occurrence of a hazardous condition, the superintendent/president will ensure the activation of a plan to protect and govern employees, students, visitors, and children in childcare programs on its campuses and facilities. The superintendent/president will implement a campus emergency management team to aid in the creation and implementation of its emergency procedures or plan, and to review and update that plan on at least an annual basis.

The District Emergency Response Plan shall adopt California's Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and

components of emergency management, which includes the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational-area concept, and established mutual-aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, which is responsible for the management of resources to effectively accomplish the district's stated objectives in response to an incident.

For major incidents, NIMS provides a consistent, nationwide template to ensure that local, state, and federal agencies work together to prepare for, prevent, respond to, and recover from incidents. The following are criteria and areas that should be included in the district's Emergency Response Plan.

SEMS

State agencies are required by law to use SEMS. There are five designated levels in the SEMS organization: field response, local government, operational areas, regions, and state. Each level is activated as needed.

- A. Field-response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
- B. Local-government level manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
- C. Operational-area level manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local-government level and the regional level.
- D. Regional level manages and coordinates information and resources among operational areas within the mutual-aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state-agency support for emergency response activities.
- E. State level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual-aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

The district plan includes the following functions:

- A. Management
- B. Operations
- C. Planning/Intelligence
- D. Logistics
- E. Finance/Administration

Training

The district shall determine the appropriate level(s) of SEMS training for each of its employees. This determination is dependent upon the employee's potential assignment during an emergency-response situation. The district should ensure that its emergency-response personnel can demonstrate and maintain the minimum SEMS performance objectives at the appropriate level, as required by the district's training programs.

Compliance with SEMS

To be compliant with SEMS requirements, the district must include the five essential SEMS functions in its Emergency Response Plan. To be in compliance with SEMS, the Emergency Response Plan must at minimum address the following functions:

- A. Management
- B. Operations
- C. Logistics
- D. Planning/Intelligence
- E. Finance/Administration

In the event that a local emergency occurs and the Governor declares a state of emergency, if the district responds to said emergency, the district shall complete and transmit an after-action report to the California Office of Emergency Services (OES) within ninety days of the close of the incident period. The after-action report shall at a minimum include a review of the response actions taken, the application of SEMS, the identified training needs, suggested modifications to SEMS, necessary modifications to the SEMS plans and procedures, and an up-to-date recall of the recovery actions.

NIMS

The district must also be in compliance with the federal requirements for emergency preparedness or NIMS. The five components of NIMS are:

- A. Command and Management including ICS
- B. Preparedness
- C. Resource Management
- D. Communications and Information Management
- E. Supporting Technologies
- F. NIMS Management and Maintenance

Compliance with NIMS

To comply with NIMS requirements, the district must ensure that its employees receive the appropriate NIMS training. NIMS compliance is measured by a performance-based metrics system. In addition to the training requirements, the district must also comply with state and federal preparedness laws for public institutions.







Medical Emergencies

In medical emergencies when the nurse is not available, college personnel are to call College Police. Desk phones have a red emergency button.

For emergencies when offices are closed during the week or on weekends, individuals should call College Police or dial 911.

Transportation of Injured or Ill

The Health Services Department at the appropriate campus should be called first. College Police can also facilitate the paramedic response, if necessary.

Subject: Board Policy 7100 – Commitment to Diversity in Hiring	Attachment: Board Policy 7100 – Commitment to Diversity in Hiring
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent  Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported:  Goal 1  Goal 2  Goal 3  Goal 4
	Approved for Consideration:  <hr/> 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 7100 – Commitment to Diversity in Hiring Plan 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 7100 is included for reference only.

RECOMMENDATION

Adopt Board Policy 7100 – Commitment to Diversity in Hiring.

The district is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture. The Board of Trustees recognizes that diversity, equity, and inclusion in the academic environment fosters cultural awareness, promotes mutual understanding and respect, enhances student learning, and provides suitable role models for all students and employees. The board is strongly committed to hiring and staff-development processes that support the goals of equal opportunity and diversity, equity, and inclusion, and provide equal consideration for all qualified candidates. and create an anti-racist academic and employment environment.

[Also see AP 7100 Commitment to Diversity in Hiring and BP/AP 3420 Equal Employment Opportunity.](#)

MiraCosta Community College District**Page 1 of 1**Adoption ~~History~~ Date: 6/15/10Revised Date: 5/20/15, 

Periodic Review: 2/19/16

References: Education Code §§87100 et seq.

Title 5, §§53000 et seq.

CCLC Update: #4, 2/03; #38, 4/21

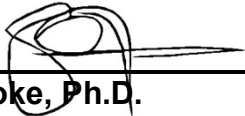
Steering: S/P

The district demonstrates its commitment to diversity by complying with all federal, state, and local laws regarding equal employment and nondiscrimination in employment, and by maintaining an Equal Employment Opportunity Plan. It also maintains a Student Equity Plan that addresses issues related to the recruitment of students (access to educational opportunities) and their academic environment.

Also see BP 7100 Commitment to Diversity in Hiring and BP/AP 3420 Equal Employment Opportunity.

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

Effective Date:	6/15/10, 10/6/22
Periodic Review:	11/10/15, 2/19/16
References:	Education Code §§87100 et seq. Title 5, §§53000 et seq.
CCLC Update:	—
Steering:	S/P

Subject: Board Policy 5040 – Student Records, Directory Information, and Privacy	Attachment: Board Policy 5040 – Student Records, Directory Information, and Privacy
Category: Board Policies – First Reading	Type of Board Consideration: ✓ Information Consent Action
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: ✓ ✓ ✓ ✓ Goal 1 Goal 2 Goal 3 Goal 4
	Approved for Consideration:  _____ 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 5040 – Student Records, Directory Information, and Privacy have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 5040 is included for reference only.

RECOMMENDATION

For information only.

The superintendent/president shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The superintendent/president may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the district has a right of access to any and all student records pertaining to the student that are maintained by the district.

[Commencing with the 2023–24 graduating class, a graduating student may request the district confer the diploma or certificate in the student’s chosen name. The district cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student’s chosen name listed on the student’s diploma or certificate.](#)

No district representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- A. Student name, address, student identification number (SURF ID), phone number, email address, dates of attendance, and enrollment status (full-time, half-time).
- B. Student participation in officially recognized activities and sports, including weight, height, and a photograph of athletic team members.
- C. Degrees, certificates, and awards received by students, including date, major, honors, scholarship awards, athletic awards, and President’s List and President’s Permanent Honor Roll recognition.

See Administrative Procedures 5040.

MiraCosta Community College District

Page 1 of 1

Adoption History: 6/15/10, 10/26/16

Reference Update: 4/15

References: Education Code [§§66271.4 and](#) §§76200 et seq.
Title 5, §§54600 et seq.
ACCJC Accreditation Standard II.C.8
20 U.S. Code §1232g(j)

CCLC Update: #26, 4/15, [4/22](#)

Steering: VPSS

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records

No instructor, official, employee, or board of trustees member shall authorize access to student records to any person except under the following circumstances:

- A. Student records in the form of a transcript shall be released pursuant to a student's written or verified electronic consent. Students shall submit a signed transcript request to the Admissions and Records Office indicating the number of transcripts requested and destination. Students may submit an electronic transcript request whereby the identity of the requestor is verified through a series of questions and responses and validation of the payer. If identity cannot be verified electronically, the student's written signature will be required by the transcript-processing vendor prior to release of the academic record.
- B. Directory information may be released in accordance with the definitions in Board Policy 5040. Requests for release of directory information shall be submitted to the director of admissions and records or the dean of admissions and student support for approval or denial. The district reserves the right to deny any such requests. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas shall be submitted to the Admissions and Records Office. The subpoenas shall be reviewed to determine the type of records requested and the appropriate office of retention of such records. Retrieval of records from college departments and offices shall be organized by Admissions and Records staff. The director of admissions and records shall review the subpoena and gathered documents and, when required, prepare a declaration of records as submitted in order to comply with the subpoena. The district will make a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance so that the eligible student may seek protective action, unless the disclosure is prohibited by regulation.

Effective Date:	6/15/10, 2/13/20
Periodic Review:	9/2/16
References:	Education Code §§66093.3, 71091, and 76200 et seq. Title 5 §§54600 et seq. 20 U.S. Code §1232g(j) (U.S. Patriot Act) Civil Code §1798.85 ACCJC Accreditation Standard II.C.8
Reference Update:	4/15; 3/19
CCLC Update:	#26, 4/15; #34, 3/19
Steering:	VPSS / N/A

- C. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- D. Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. The supervisor of an employee who requires access to student records as part of their normal course of duties shall submit an access-to-records request as part of the hiring process. The employee shall be required to sign a confidentiality form to ensure compliance with privacy laws. Non-routine requests for access to student records shall be submitted to the director of admissions and records or the dean of admissions and student support, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- E. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state-education officials, or their respective designees, or the United States Office of Civil Rights, when that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests shall be submitted to the director of institutional research who in conjunction with the director of admissions and records shall monitor the retrieval and distribution of such records.
- F. Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, when the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code section 76225. Requests shall be submitted to the dean of research, planning, and institutional effectiveness who in conjunction with the director of admissions and records, shall monitor the retrieval and distribution of such records.
- G. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Requests shall be submitted to the director of financial aid who shall monitor the retrieval and distribution of such records.
- H. Student records may be released to organizations conducting studies for or on behalf of accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering financial-aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations, and the information will be destroyed when no longer needed for the purpose for which it is conducted. Requests shall be submitted to the dean of research, planning, and institutional effectiveness, who in conjunction

with the director of admissions and records shall monitor the retrieval and distribution of such records.

- I. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Requests under this procedure shall be submitted to the director of admissions and records, the dean of admissions and student support, grievance officers at San Elijo Campus and the Community Learning Center, or the vice president of student services, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- J. The following information shall be released to the federal military for the purposes of federal military recruitment: student name, address, telephone listing, date of birth, level of education, degree received, prior military experience, enrollment status, and major.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript record or to two free verifications of various student records. Additional copies shall be made available to the student or to an addressee designated by them at the rate of five dollars per copy. Students may request special processing of a transcript.

Use of Social Security Numbers

Effective January 1, 2007, the district shall not do any of the following:

- A. Publicly post or publicly display an individual's social security number.
- B. Print an individual's social security number on a card required to access products or services.
- C. Require an individual to transmit their social security number over the Internet using a connection that is not secured or encrypted.
- D. Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device.
- E. Print, in whole or in part, an individual's social security number so that it is visible on any materials that are mailed to the individual, except those materials used for:
 - a. Application or enrollment purposes.
 - b. To establish, amend, or terminate an account, contract, or policy.
 - c. To confirm the accuracy of the social security number.

If the district has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- A. The use of the social security number is continuous.

- B. The individual is provided an annual disclosure that informs the individual they have the right to stop the use of their social security number in a manner otherwise prohibited.
- C. MiraCosta Community College District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual.
- D. No fee shall be charged for implementing this request, and the district shall not deny services to an individual for making such a request.

Collection and Retention of Student Information

The district shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Admissions and Records Office shall maintain in writing district policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The district will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The will provide students an opportunity to opt out of disclosure of directory information.

Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the district or disclosed by the student, should be maintained only for as long as necessary.



If the district possesses information that could indicate immigration status or citizenship status, the district shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The district shall not create a list of student names linked with immigration status.

District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Subject: Annual Financial and Budget Report	Attachment: CCFS-311 Annual Report
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around; align-items: center;"> Goal 1 Goal 2 Goal 3 ✓ Goal 4 </div>
Recommended:  <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58305 (d) of the California Code of Regulations, requires the chief executive officer or other designee to submit the Annual Financial and Budget Report (311 Annual Report) to the California Community Colleges Chancellor’s Office. On or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the chancellor. The district shall also file copies of the report with the appropriate county officers for information and review.

STATUS

The Annual Financial and Budget Report (CCFS-311 Annual Report) for the fiscal year 2021/22 actual results and for the budget report for fiscal year 2022/23 was electronically certified on September 30, 2022, and the signed copy filed on October 10, 2022. Subsequent to October 10, there was a post-closed adjustment for fair market value that decreased the Local Revenue, in particular Fund 43. The revised report was submitted and certified on Nov 8, 2022. The fiscal year 2021/22 financial summary results and fiscal year 2022/23 budgets were presented at the board workshop on September 8, 2022, and approved at the board meeting on September 15, 2022.

Notable: FF2020/21 was in compliance with the 50 Percent Law (ECS 84362) of the Current Expense of Education (CEE) where Instructional Salary Cost / Total CEE should be 50 percent or higher. The district’s result was 50.32 percent (page 4 of the CCFS Report).

RECOMMENDATION

For information only.

Subject: First Quarter Fiscal Report	Attachment: Quarterly Report on Cash and Investments
Category: Information	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action </div>
Institutional Goals: mcc_mission_statement.pdf (miracosta.edu)	Institutional Goal Supported: <div style="display: flex; justify-content: space-around;"> Goal 1 Goal 2 Goal 3 Goal 4 </div>
Recommended: <hr style="width: 80%; margin: 0 auto;"/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	Approved for Consideration: <hr style="width: 80%; margin: 0 auto;"/> 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 first quarter report for the period ending September 30, 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 \$151.5 million, the same as the adopted budget. Revenue through September 30, 2022, is at 6.2 percent of budget; the major property tax revenue will be in December 2022.
2. The total year expense projection is \$149.7 million, the same as adopted budget. Expenses through September 30, 2022, is at 20.1 percent, with 25 percent through the year.
3. The Unrestricted General Fund balance (Reserves) fiscal year-end projection remains the same as adopted budget at 25.6 percent, 3 months, of annual expenses, above the 2 months, 17 percent, policy.

FROM: Tim Flood, Vice President, Administrative Services

DATE: November 17, 2022

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, September 30, 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.

<u>Actual-to-Budget, CCFS Quarterly Financial Status Report</u>	<u>Amount</u>
Revenues	
· FY23 Adopted Budget	\$151,454,952
· FY23 Projected Budget	\$151,454,952
· FY23 Actual as of September 30, 2022	\$9,459,810
· FY23 Actual YTD to Projected Budget	6.2%
Expenses	
· FY23 Adopted Budget	\$149,784,185
· FY23 Projected Budget	\$149,709,075
· FY23 Actual as of September 30, 2022	\$30,127,785
· FY23 Actual YTD to Projected Budget	20.1%
<u>Cash Deposits and Investments, Quarterly Report of Investments</u>	
· Total Cash in the County pooled investment fund (combined funds)	\$251,842,204
Detail by Fund below:	
o General Fund 11 & 12	\$36,550,322
o Capital Outlay Fund 41	\$32,565,853
o General Obligation Bond Fund 43	\$182,136,040
o All Other Funds	\$589,990
o Rate of Return Fiscal YTD	0.390%
· Cash in bank deposits	\$3,312,989
o Rate of Return	NA
· Cash in Money Market instruments (Bookstore Fund)	\$148,984
o Rate of return	0.05%
<u>OPEB Trust Balance</u>	
· Balanced Fund Portfolio as of September 30, 2022	\$27,738,456
o Rate of Return 09/30/2022 Fiscal YTD (Annual Target 5.5%)	-5.90%
o Funded Accrued Liability	81.7%



Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

District: (050) MIRACOSTA

Quarter Ended: (Q1) Sep 30, 2022

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

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,698,321	135,739,684	138,422,668	151,394,952
A.2	Other Financing Sources (Object 8900)	45,068	1,726,909	4,262,923	60,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	130,743,389	137,466,593	142,685,591	151,454,952
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,956,934	119,764,121	127,299,257	140,694,075
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,040,335	15,981,045	13,854,379	9,015,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	128,997,269	135,745,166	141,153,636	149,709,075
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,746,120	1,721,427	1,531,955	1,745,877
D.	Fund Balance, Beginning	30,739,003	33,366,792	35,101,240	36,633,195
D.1	Prior Year Adjustments + (-)	-37,637	13,021	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,701,366	33,379,813	35,101,240	36,633,195
E.	Fund Balance, Ending (C. + D.2)	32,447,486	35,101,240	36,633,195	38,379,072
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.2%	25.9%	26%	25.6%

II. Annualized Attendance FTES:

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

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2019-20	2020-21	2021-22	2022-23
H.1	Cash, excluding borrowed funds		20,242,058	22,937,708	37,812,038
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,674,000	20,242,058	22,937,708	37,812,038

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	151,394,952	151,394,952	9,459,810	6.2%
I.2	Other Financing Sources (Object 8900)	60,000	60,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	151,454,952	151,454,952	9,459,810	6.2%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	140,769,185	140,694,075	30,082,844	21.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,015,000	9,015,000	44,941	0.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	149,784,185	149,709,075	30,127,785	20.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,670,767	1,745,877	-20,667,975	
L	Adjusted Fund Balance, Beginning	36,633,195	36,633,195	36,633,195	
L.1	Fund Balance, Ending (C. + L.2)	38,303,962	38,379,072	15,965,220	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	25.6%	25.6%		

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

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

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

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

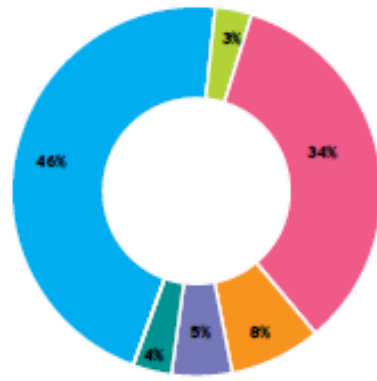
If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

9/30/2022

Change in Portfolio - 1st Quarter of Fiscal Year 2023 Asset Allocation

Portfolio Value on 6/30/2022	29,472,085
Contributions	0
Withdrawals	0
Change in Market Value	(1,914,074)
Income Received	190,586
Portfolio Fees	(10,141)
Portfolio Value on 9/30/2022	27,738,456



- Global Equity
- Natural Resources
- Investment Grade Bonds
- TIPS
- High Yield Bonds
- Bank Loans
- Cash & Short-Term Bonds

Trailing Period Performance

	Fiscal						Inception Date	Since Inception (%)
	1Q23 (%)	YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)		
Mira Costa Community College District	-5.9	-5.9	-17.1	0.9	2.6	4.4	7/1/2009	6.4
Policy Benchmark ¹	-5.3	-5.3	-16.8	1.5	3.3	NA		NA
CPI Medical Care (Inflation)	1.8	1.8	6.0	3.5	3.1	2.9		3.0

Fiscal Year Performance

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

¹ Policy Benchmark consists of 47% MSCI ACWI IMI, 7% Vanguard Spliced Global Capital Cycles Index, 7% Spliced U.S. IMI Materials 25/50, 7% 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




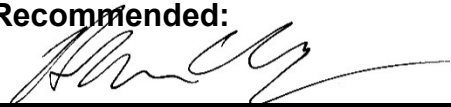
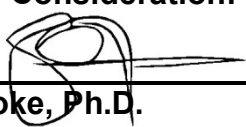
Prepared by Meketa Investment Group



4. The cash balance for period end September 30, 2022, held at the San Diego County Treasury was \$251.8 million from the following funds:
 - \$36.6 million for General Funds, Fund 11 (unrestricted) Fund 12 (restricted). The cash will be spent during 2Q, which will lower the balance until the first major property tax revenue in December 2022
 - \$32.6 million for the Capital Outlay Fund 41
 - \$182.1 million for the General Obligation Bond Series B, Fund 43
 - \$590 thousand for Fund 61-Self Insurance and Fund 73-Student Center Fees
5. The cash balances for period ending September 30, 2022, held at local banks were \$3.3 million for financial aid, cash clearing, auxiliary funds (bookstore, cafeteria,) and student accounts (ASG and clubs).
6. The OPEB (Other Post Employment Benefit) trust balance for period ending September 30, 2022, was \$27.7 million with the fiscal year-to-date rate of return of -5.9 percent. The loss of market value has resulted in a total funded accrued liability of 81.7 percent.

RECOMMENDATION

For information only.

Subject: Student Services Division Board Report	Attachment: None
Category: College-Related Reports	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Recommended:  <hr/> Alketa Wojcik, Ed.D. Assistant Superintendent/Vice President, Student Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

Academic Counseling (Tim Alves)

Last year, the Counseling Department experimented with new ways to connect first-time-to-college and returning students with counselors in an effort to front-load critical services, address equity gaps, and increase enrollments. The “New Student Course Selection Workshop” was created in which students are shown pre-recorded information including an explanation of Academic and Career Pathways (ACPs), transfer pathways, degrees/certificates, how to navigate SURF, search and enroll in courses, major/career exploration resources, and time management. In this online workshop, students interact with our counseling specialists who answer additional questions and then they meet one-on-one with counselors to get a one semester education plan, in essence, their first semester of classes.

Leading up to fall 2022, 282 students attended the New Student Course Selection Workshop and, of those, 245 were enrolled at census (86.9 percent); 70.6 percent were full-time students, while 29.4 percent were part-time. Of the 245 enrolled, 164 were identified as disproportionately impacted (66.9 percent). The Counseling Department is following up with all 245 students and getting them connected with counselors to select spring courses.

The Counseling Department had 545 students that interacted with a counselor at Welcome Fest. The Counseling staff did not wait to connect these folks with services and a majority got help well in advance of August.

Admissions and Records (Kathy Rodriguez)

Admissions and Records is currently accepting credit and noncredit applications for fall 2022, spring 2023, summer 2023, and fall 2023.

The noncredit Admissions and Records Office collaborated with Instructional Services to provide an onsite application and registration workshop for Sunset High School in Encinitas. The noncredit Admissions and Records is embedding cultural inclusivity into their everyday practices and making forms available in multiple languages that reflect the current and future student population. The languages currently being considered are Spanish, Russian, and Ukrainian with the expectation that more will be added in the future.

Athletics (Patrick Conahan)

The MiraCosta Athletic Department fall sports teams are having successful seasons thus far. The men's soccer team is currently in first place in the PCAC conference standings and undefeated. Their conference record is 7-0-1 with four games to play before the CCCAA state playoffs begin. The women's soccer team is currently in second place in conference with a 10-1-1 record. The women's volleyball team is currently in third place in conference with a 9-3 record.

The Athletic Department partnered with the Student Equity Department to offer a specific event to welcome men of color to MiraCosta College. The Brotherhood BBQ took place in August and was well attended. It included an African drum call, as well as the men's rugby team performing their Siva Tau. Counselor Adrean Askerneese emceed the event that included 70 students.

Campus Assessment, Resources, and Education (CARE) Program (Devon Boone)

The CARE Program recently worked alongside of the Instructional Division and Student Services Division to identify MiraCosta programs and courses that have elements of Employment and Training (E&T) components to be identified as part of California Department of Social Services (CDSS) statewide list of Local Programs that Increase Employability (LPIEs). Students who are enrolled in courses or participants of MiraCosta programs that were identified and approved on the statewide LPIE list are now eligible to apply for CalFresh.

Additionally, the CARE Program is gearing up to host our inaugural Hunger and Homelessness Awareness Week (HHAW) during November 12-18 as part of a nationwide effort to bring awareness to students who experience homelessness, housing insecurity, and food insecurity.

Extended Opportunity Programs and Services (EOPS) (Yesenia Balcazar)

EOPS is starting to see an increase in the number of students served per semester. The number of active EOPS student for fall 2022 is at 438 students, which is six percent higher than fall 2021. EOPS welcomed a total of 151 new students into the program this fall semester and all new EOPS students met with a counselor to create a new comprehensive education plan.

Counseling appointments and workshops continued to be offered both in person and via zoom. It has been very exciting for EOPS to see a lot more students visit the office and attend counseling and peer mentoring appointments in person. Auxiliary services such as book vouchers, gas cards, gift cards for school supplies, and laptops continue to be provided to students in addition to parking permits and school ID cards.

In celebration of Hispanic National Heritage Month, EOPS hosted the Dreaming of You concert. The event was sold out, and all funds raised went into the EOPS foundation account that will help provide educational and cultural experiences to students. EOPS and student equity students were invited to attend the event for free. The event was very successful event and attracted many Latino/a/x community members, including kids and families.

EOPS continues to partner with Brother Benno's Foundation, and 20 scholarships in the amount of \$500 each were awarded to students in the spring of 2022; 20 more scholarships will be awarded this fall 2022.

Three EOPS students attended the three-day HACU Student Leadership Institute in San Diego. This was the first time that EOPS staff and students attended the HACU conference, and it was an incredible experience.

Student Accessibility Services (SAS) (formerly DSPS) (Jeff Higginbotham)

Based upon finalized MIS data for 2021/22, Student Accessibility Services observed an increase in students served by the department during 2021-2022 compared to 2020/21.

2019/20	2020/21	2021/22
1,164 students	947 students	1,046 students

Thus far through fall 2022, SAS has observed an increase in credit and noncredit students served (630 credit and 44 noncredit) compared to students served in the same timeframe through fall 2021 (529 credit and 39 noncredit students).

SAS has also had an increase in proctoring needs and supports, having proctored 213 quizzes and exams for students so far through fall 2022 compared to 70 proctoring appointments during the same timeframe through fall 2021.

The SAS Department is partnering with the Transfer Center to support students with disabilities seeking to transfer into a STEM-related field. This collaboration is funded through a grant by The Alliance for Students with Disabilities for Inclusion, Networking, and Transition Opportunities in STEM (TAPDINTO-STEM), a collaborative research project funded by the National Science Foundation with the goal of assisting students with disabilities who will receive associate, baccalaureate, and graduate degrees in science, technology, engineering, and mathematics (STEM) disciplines. Student participants will receive \$1000 each year along with specialized support and opportunity to attend workshops focused upon time management, study skills and transfer requirements, among other community-building activities.

This October, members of SAS attended the annual California Association for Postsecondary Education and Disability (CAPED) Conference where SAS Counselor/Learning disabilities specialist Krystle Taylor received an award from CAPED for her contributions to the field. In addition, Access Specialist Aaron Holmes led a well-attended presentation at CAPED regarding the development of and benefits created through the Assistive Technology Collective (ATC), a working group created by High Tech Center (HTC) professionals from across Region E.

Financial Aid Office (FAO) (Mike Dear)

The MiraCosta College Financial Aid Office (FAO) disbursed approximately the same amount of aid thus far in fall 2022 as was disbursed in fall 2021 despite a drop in enrollment, college wide. Increased outreach and efficiency have led to more FAFSA and CADAA applications, more students receiving aid, and students being paid sooner in the term than ever before.

A team of employees continues to work toward implementation of the new Learning Aligned Employment Program (LAEP), which will provide state funded work study opportunities to a new group of students. It is anticipated that students will be working in these jobs starting January 2023.

The FAO team continues to serve students via live chat, Chatbot, phone, email, and in person methods. The usual uptick in student traffic occurred in all areas during August and September.

First Year Forward (FYF) (Elle Smith)

First Year Forward (FYF) staff and Counseling faculty helped with supporting program recruitment and enrollment in the four FYF-designated sections of Counseling 100. The Peer Academic Liaisons team continues to engage in outreach efforts, via phone and email, to the FYF cohort to arrange meetings in person, phone, or on Zoom to provide peer support and refer students to relevant campus resources and support services. FYF is currently planning a series of enrollment sessions to assist students with course selection and registration for their spring courses, with a focus on encouraging enrollment into the late-start, eight-week Counseling 105 sections. FYF has implemented and continues to plan programming to increase visibility of the program and to connect with students, including the recent addition of First-Year Pit Stops, which are informal opportunities for students in the cohort to connect with the First Year Forward team and create community with other students.

GEAR UP (Julie Johnson)

On October 19, the MiraCosta College/Oceanside Unified School District/GEAR UP Advisory Board Meeting was held. Topics included how several of our GEAR UP Partners are supporting GEAR UP student leadership opportunities during year 5. Oceanside Chamber of Commerce, Study Smart Tutors, and the San Diego Zoo Safari Park shared their involvement with the leadership traits of networking, communication, time management, decision making, goal setting, and advocacy.

GEAR UP is in collaboration with the MiraCosta College Career Education Department for exciting hands-on experiences for our GEAR UP students during Presidents' Week.

Health Services (Kim Marquardt)

Student Health Services continues to support students' medical and mental health needs on the Oceanside and San Elijo campuses with both in person and telehealth services in fall 2022.

The registered nurses served student completing 542 appointments in the first half of fall 2022, a 92 percent increase from the first half of spring 2022. The nurse practitioners served students completing 118 appointments in the first half of all 2022, a 115 percent increase from the first half of spring 2022.

Health Services continues to partner with Champions for Health for monthly, on campus, free COVID and Flu Vaccine clinics and expanded the outreach this semester to the CLC Campus. The addition of community partner TrueCare's Dental mobile unit was also initiated alongside the vaccine clinics at both the Oceanside and CLC campuses to provide low-cost dental services to our uninsured and underinsured students. The department's collaboration with Vista Community Clinic for monthly, on campus, free HIV and Hep C testing was also extended to the CLC campus.

The mental health counselors provided both remote and in person services as well as the use of the on-campus zoom rooms for students when needed. The team has completed 794 counseling sessions serving a total of 326 students, a 20 percent increase from the first half of spring 2022. They have also given presentations to approximately 500 students and staff (with

recorded presentations available on Canvas), coordinated five groups with approximately 15 students in attendance each week, held several student workshops, provided regular contributions to the educational Wellness Wave Wisdom blog, and provided same-day outreach for all CARE Referrals. As of fall 2022, Health Services now offers ADHD screening with our mental health counselors and ADHD testing through a consulting psychologist.

The department's mental health peer educators have tabled every day of the week and have attended numerous events throughout the semester in collaboration with Vista Community Clinic, CARE, SAS, UMOJA, UPRISE, and Student Equity.

International Office (Mia Scavone)

The International Office enrolled 46 new students for summer/fall 2022 from 21 different countries. In total, 101 international students are enrolled for fall semester. Four new International Outreach Leaders were hired and trained in August and helped conduct new student orientations for each of the 46 new students.

Staff and outreach leaders partnered with Career Services to hold two career development workshops and two workshops on employment options for F-1 students. Visitors from Yokohama High School visited MiraCosta to renew our cooperation agreement. Dean Freddy Ramirez assisted the International office by giving a presentation in Spanish at a Virtual Community College Showcase hosted by EducationUSA Mexico.

The International Office received a request from Oceanside Sister City Fuji City in Japan to participate in series of virtual exchanges. One activity is a panel of MiraCosta students speaking on Zoom with a Fuji City high school English class (about 30-40 students) to practice their English and learn about MiraCosta College and Oceanside. The Summer in Florence, Italy Program will repeat in 2023 with David Parker teaching Design 107 and Andrea Petri teaching Italian 121. Also in summer 2023, Communications Professor Anthony Ongyod and Spanish Professor David Detwiler will lead a study abroad in Costa Rica teaching COMM 215 and Spanish 101.

Non-Credit Student Success and Support Program (NCSSSP) (Mitra De Souza)

NCSSSP made progress with respect to utilizing the "Programs and Services" information provided by students when they complete Noncredit CCCApply. Data is shared with Career Services so that they can contact students who express interest in career support. This is an important partnership since one of the goals of NCSSSP is to ensure that students have access to career planning and guidance. The Noncredit Counseling campus aide also continues to reach out to students who express interest in academic counseling on their application and assist them with scheduling appointments.

NCSSSP continues to play an active role in bringing programming to the CLC and took a leadership role in the planning and implementation of Día de los Muertos events at the CLC again this year. NCSSSP also continues to partner with UPRISE to ensure that services and programs are offered at the CLC.

There have been 163 recorded visits to the Welcome Center since August 2022, and 338 total visits since the start of tracking visits in mid-April 2022. This does not include the large number of students who come to the center to access the food pantry.

The most common type of assistance requested is help with registration, followed by navigating SURF/CANVAS and setting up a SURF account/password.

School Relations/Diversity Outreach (Jonathan Gomez)

In July and August, the Outreach Office hired and trained a team of 30 student ambassadors representative of various ASE programs, backgrounds, and experience. The ambassador team was critical in supporting the Welcome Fest events that took place in August, by leading tours on campus and assisting students with the enrollment process. In October, ambassadors participated in 11 in person college fair events throughout San Diego. With the return of in person college fairs, the number of fairs was greater than prior to the Covid-19 pandemic. The Outreach Office also helped host the Latino Book and Family Festival at the Oceanside Campus on October 15 where various authors, artists, and community leaders participated. Lastly, 55 local high school counselors and school staff attended the annual "A Taste of MiraCosta" Conference. Attendees participated in workshops and received updates from various departments.

Service Learning and Volunteer Center (Bea Palmer)

The Service Learning and Volunteer Center has continued to offer both virtual and in person service learning (course-connected) and volunteer (co-curricular) service opportunities for students. Currently there are 68 active community partners, and more expected to reinstate their partnership following the pandemic.

The Center staff delivered 20 Service Learning success seminars, and ten STREAM onboarding workshops, all via zoom; and 15 service learning in person and Zoom classroom presentations.

The Service Learning and Volunteer Center was awarded a Workforce Development grant to support the hiring, onboarding, and training for student advocates. This funding will help cover the hourly cost of student workers and a campus aide. Student advocates are also learning about community cultural wealth framework and employability with 21st century work skills as they engage with students and community.

This semester the center established a collaboration with the City of Oceanside Housing Services/Parks and the Oceanside Civic Center Library. The collaboration entails promoting the STREAM Festival via hands-on STREAM related activities. The student leads who deliver the activities work alongside the Adelante Bookmobile from the Oceanside Library at each one of the five sites. The team of student workers have researched and created the lesson plans, and are learning lots employability skills throughout the process.

The Center held three different volunteer fairs (two virtual and one in person), where approximately 200 students attended. This was in collaboration with Academic and Career Pathways (ACPs) and Student Life and Leadership. Makhi Williams Kent, student advocate, developed a newsletter that brings together topics on the need for more Black and Latino male role models and STREAM activities male role models can do to engage their children.

The Center hosted an "I Love a Clean San Diego" costal project in Carlsbad (20 student volunteers) and a series of workshops presented by Dr. Court Whelan on the Monarch Butterfly and its migration to Mexico, as well as the effects of deforestation and pesticides on Milkweed. Both were a collaboration with the Horticulture Club and the Sustainability Club.

Student Equity (Kristina Londy)

The 2022-25 Student Equity Plan highlighting five of the most disproportionately impacted populations is currently being routed through governance for feedback and approvals. Additionally, twenty-five Equity Champions have been identified across the district to take a deeper dive into the myriad of local disproportionate impact data available. These Equity Champions will work in teams to review and analyze data, present findings, and make recommendations to address equity gaps through the updated Student Equity Resource Document “Understanding the Gap.”

Academic Success and Equity Programs kicked off the fall 2022 semester by showcasing their signature welcome events. In conjunction with having a greater presence physically at the college, ASE programs maintained virtual and hybrid modes of programming to maintain or increase access to students unavailable to travel to campus for programming or course offerings.

The Social Justice and Equity Center (SJEC) rolled out a new speaker and workshop series in partnership with Academic and Career Pathways. Through the *Finding Your Pathway: A Latinx Story with Erica Alfaro* event participants were able to engage with alumnus Erica Alfaro and focused on elements of the identified SJEC student learning outcomes, the student equity plan, and climate survey needs.

Undocumented People Rise In Solidarity and Empowerment (UPRISE) in collaboration with LGBTQIA+ Equity, hosted two open houses during the summer that were opened to faculty, staff, and students to share resources, and services and increase our campus visibility. To celebrate the beginning of the semester, UPRISE hosted UndocuWelcome, attended by an estimated 80 students, loved ones, faculty, staff, and administrators. UPRISE also created virtual tour videos to welcome students who have not returned to campus, do not want to disclose their status, and make campus tours more accessible. UPRISE hosted its first UndocuAlly training of the semester training 25 new MiraCosta staff and faculty on how to support undocumented students on campus. UPRISE also celebrated MiraCosta’s Hispanic Serving Institution (HSI) status during national HSI Week with ten lawn signs with Spanish-affirming messages across campus and daily tabling. Lastly, UPRISE is finishing Undocumented Student Action Week (USAW) with 11 events through partnerships with Career Center, Financial Aid, Health Services, and more. UPRISE will continue to celebrate and empower undocumented students through “Beyond USAW” a series of guest speaker events.

The Student Success and Equity Program Manager Kristina Londy and the incoming Chief Inclusion Diversity Equity Accessibility Officer Dr. Wendy Stewart were asked to present at the National Conference on Race and Ethnicity's inaugural Virtual Connections conference on A Culturally Contextualized Approach to Reviewing the Data.

Student Life and Leadership (Terrence Shaw and Jared Rodrigues)

Student Life and Leadership (SLL) has 28 recognized student clubs this fall, including five new clubs. Club Rush was held in person for the first time since 2019 and more than 30 clubs participated, including MEChA, GSA, BSU, Mana, and Transitions.

In August, SLL piloted a student leadership conference for club leaders. Twenty-eight different clubs were represented and over 35 students attended. There were 12 workshops that covered various personal, professional, and leadership development

topics. The workshops were led by different campus departments and outside organizations.

The Associated Student Government (ASG) conducted a special election in the fall and the student body elected new Student Trustee Inayah Abdulmateen. The ASG elected leaders also interviewed and appointed over four executive positions, eleven senators, and six student-at-large members. The ASG approved a leadership opportunity for 16 student leaders to participate in the California Community College Student Affairs Association's Student Leadership Conference in San Diego. Our student leaders had the opportunity to attend workshops, network with other student leaders across the state, and engage in team building and other social activities.

Orientation and Student Support (Tina Helmstreit)

The Orientation and Student Support department launched the new credit online orientation, Spartan Start Orientation, in July 2022. In the past four months, 3,800 credit students completed orientation and 80 percent identified this tool to be helpful or extremely helpful in preparing for their upcoming semester. Additionally, the department's onboarding campaign assisted in reaching an orientation completion rate of 70 percent for the fall 2022 student cohort.

Testing and Academic Proctoring Center (APC) (Sinclair Tirona)

The Testing and Academic Proctoring Center continues to serve and support our students and faculty with both remote and in person services. There has been an increase in demand for many of the in person exam proctoring services.

SAS accommodated exams, and makeup exams are an integral service to our students, ensuring they have the access to take their exams when they need them. Make-up exams allow instructors more flexibility for their students who may have extenuating circumstances such as childcare or transportation issues that keep them from taking their exams at the original scheduled times.

For our placement and assessment services and support, our staff continue to provide information and placements to students virtually and in person through a variety of means, including multiple measures, high school transcript evaluation, and our guided self-placement tools in English, math, and ESL. Additionally, we continue to offer in person GED Proctoring for students and community members at our CLC Testing Center, one of our most popular services at that location.

Transfer Center (Lise Flocken)

The Transfer Center had 4,623 student contacts from June through September with a total of 559 Comprehensive Student Education Plans (CSEPs) created for students.

With funding to support the work, the Transfer Center and STEM Center have begun working with College of STEM at CSUSM, to create a supportive, creative, and streamlined transfer process.

The Transfer Center was awarded the Strong Work Force Grant of \$83,000 to increase the graduation (certificate and AAs) in CS disciplines.

Honors offered multiple workshops for students interested in UCLA TAP process and the Transfer Center also collaborated with GEAR UP to create a seamless process from GEAR UP to MiraCosta College transfer services with more accessible communication.

Veterans (Liz Draper)

Veterans Services has been offering students emergency grants during the fall semester. So far, 19 students have been assisted with grants of \$1000 each. As with the traditional student population, the biggest use of these funds is for basic needs. On Friday, October 14, the program manager and two of the Veterans Counseling team went to Camp Pendleton to participate in their Education Fair and speak with Marines and their dependents about MiraCosta College.