



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – JUNE 23, 2022

[ZOOM Webinar Access](#)

Passcode 905749, Webinar ID: 978 0976 0278, Or Dial: +1 669 900 6833

[How to Provide Public Comment](#)

AGENDA

- I. CALL TO ORDER
- II. FLAG SALUTE / ROLL CALL
- III. TELECONFERENCING OF MEETINGS (Action Required)
 - A. Approve Continued Observance of Resolution No. 4-21/22 Authorizing Teleconferencing for Meetings Pursuant to AB 361
- IV. ADMINISTER OATH OF OFFICE TO AREA 6 TRUSTEE APPOINTEE
- V. APPROVE MEETING MINUTES
 - A. Special Meeting of May 6, 2022
 - B. Special Meeting/Closed Session of May 12, 2022
 - C. Board Workshop of May 12, 2022
 - D. Special Meeting/Closed Session of May 19, 2022
 - E. Regular Meeting of May 19, 2022
- VI. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

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

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

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

DECORUM: Board Policy 2355 requires members of the public to observe order and decorum at board meetings and to conduct themselves in a courteous manner, avoiding profanity, obscenity, other abusive language, and threats of violence. The board president, as presiding officer, has the authority to run the meeting, which includes the authority to issue warnings, call for

recesses, or clearing the boardroom in the event of disruptive behavior. Speakers shall speak to the issues and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the district. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, 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.

VII. CHANGES IN AGENDA ORDER

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve 2022/23 Legal Services
- C. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly
- D. Approve Reclassification of Existing Positions
- E. Approve Employment Contract for Superintendent/President
- F. Approve Employment Contracts for Assistant Superintendents/Vice Presidents, Vice President, and Associate Vice President
- G. Approve Salary Schedule and Employment Contracts for Professional Experts
- H. Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members
- I. Approve Minimum Qualifications Comparable Degree Title Request
- J. Ratify Memorandum of Understanding 22-01 with the Faculty Assembly
- K. Approve Faculty Service Area (FSA) for Ethnic Studies
- L. Ratify Memorandum of Understanding 22-03 with the Academic Associate Faculty
- M. Approve Lab Sciences Reorganization Within the School of Mathematics and Sciences
- N. Approve American Institute for Foreign Study (AIFS) Faculty Led Study Abroad to Florence, Italy – Summer 2022
- O. Adopt Resolution No. 21-21/22 Requesting the San Diego County Board of Supervisors Establish the Tax Rate for Bonds of the MiraCosta Community College District Expected to Be Sold During Fiscal Year 2022/23 and Authorizing Necessary Actions in Connection Therewith
- P. Approve FY2024-2028 Five-Year Construction Plan
- Q. Ratify Award and Execution of Construction Services Contract for Bid No. MM-22-022 San Elijo Campus Miscellaneous Enhancements Project
- R. Notice of Completion - Bid # MM-19-124 CLC Student Services Project
- S. Approve Amendment 1 to Accenture, LLP for Workday Postproduction Support Services
- T. Approve Email Security Software Maintenance and Technical Support Agreement Renewal
- U. Approve RFP #13-22 for Janitorial Services at TCI
- V. Approve Purchase of Hotspots and Broadband Internet Services for Online Learning
- W. Approve Network and Telecommunications Hardware and Software Maintenance and Technical Support Services Agreement
- X. Adopt FY2022/23 Tentative Budget
- Y. Ratify and Approve Contracts and Purchase Orders

IX. ACTION ITEMS

- A. Approve Gold Circle Membership for Classified Staff
- B. Adopt Resolution No. 22–21/22 – Excuse Board Member Absence
- C. Adopt Resolution No. 23–21/22 – Excuse Board Member Absence

X. PERIODIC REVIEW – BOARD POLICIES (Action Required)

- A. Board Policy 3570 – Tobacco-Smoke-Vapor-Free Campus
- B. Board Policy 4020 – Program, Curriculum, and Course Development
- C. Board Policy 4070 – Course Auditing
- D. Board Policy 4100C – Graduation Requirements for Adult High School Diploma and Noncredit Certificates
- E. Board Policy 4106 – Post Baccalaureate Nursing Students
- F. Board Policy 4231 – Grade Changes
- G. Board Policy 4240 – Academic Renewal
- H. Board Policy 6740 – Independent Citizens’ Bond Oversight Committee

XI. SECOND READING – BOARD POLICIES (Action Required)

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

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

- A. Board Policy 5055 – Student Enrollment Limitations and Priorities
- B. Board Policy 7400 – Employee Travel

XIII. INFORMATION

- A. 2022/23 Board Goals
- B. Independent Citizens’ Bond Oversight Committee Annual Report

XIV. 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

XV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS


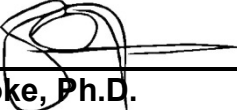
XVI. ADJOURNMENT

UPCOMING MEETING

**4 p.m. – July 21, 2022
Regular Meeting**

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

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

MIRACOSTA COLLEGE COMMUNITY DISTRICT

RESOLUTION NO. 4-21/22

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

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

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

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

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

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

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

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

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

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

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

AND either:

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

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

OR

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

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

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

CERTIFICATION

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

By:  _____

Secretary to the Board of Trustees
MiraCosta Community College District



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

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

MINUTES OF SPECIAL MEETING

**MAY 6, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting during a breakout session of the Vision for Success Board Fellowship on Friday, May 6, 2022, via Zoom conference. Vice President Frank Merchat called the meeting to order at 9:45 a.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Dave Broad

Frank Merchat

Bill Fischer

Jacqueline Simon

Board members absent:

Rick Cassar

George McNeil

Anna Pedroza

Administrator present:

Dean Chris Tarman

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

One associate faculty member spoke about the impact on compensation for associate faculty members whose classes are canceled due to low enrollment.

IV. VISION FOR SUCCESS BOARD FELLOWSHIP BREAKOUT SESSION

The majority of the board attended a breakout session, where they brainstormed terms of engagement.

V. ADJOURNMENT

The special meeting adjourned at 12:47 p.m.

MINUTES APPROVAL:

Fran Merchat
Board Vice President

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



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

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

MINUTES OF SPECIAL MEETING/CLOSED SESSION

**MAY 12, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, May 12, 2022, via Zoom conference. President Anna Pedroza called the meeting to order at 2:45 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Bill Fischer	Anna Pedroza
George McNeil	

Board members absent:

David Broad
Jacqueline Simon

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:45 p.m., the board announced the need to enter closed session to discuss the following topics:

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

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

At 3:55 p.m., the board returned to open session to report the following:

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

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:55 p.m.

MINUTES APPROVAL:

Anna Pedroza
Board President

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES OF BOARD WORKSHOP

MAY 12, 2022
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, May 12, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:03 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

Rick Cassar	Frank Merchat
Bill Fischer	Anna Pedroza
George McNeil	

Board members absent:

David Broad
Jacqueline Simon

Administrators present:

Superintendent/President Sunny Cooke

III. TELECONFERENCING OF MEETINGS (Action Required)

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

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

Vote: 6/0/0

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

Abstentions: None

Absent: Simon

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. WORKSHOP

A. 2021/22 Board of Trustees Self-Evaluation

The board reviewed information from constituent feedback and the board's self-evaluation instruments. The board reviewed and approved the final update to the progress towards 2021/22 priorities and adopted the 2022/23 priorities, as were discussed.

VII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

VIII. ADJOURNMENT

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

MINUTES APPROVAL:

Anna Pedroza
Board President

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



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

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

MINUTES OF SPECIAL MEETING/CLOSED SESSION

**MAY 19, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, May 19, 2022, via Zoom conference. President Anna Pedroza called the meeting to order at 2:15 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Board members absent:

David Broad

Superintendent/President Sunny Cooke

Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:15 p.m., the board announced the need to enter closed session to discuss the following topics:

A. Conference with Labor Negotiators

(Pursuant to Government Code Section 54957.6)

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

Employee organizations: All

B. Conference with Legal Counsel

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

Anticipated Litigation, Number of Potential Cases: 2

- JPA 22-05683
- JPA 21-05582

C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 3
(Pursuant to Government Code section 54957)

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

E. Correction to JPA Number on April 21 Board Agenda

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

At 3:26 p.m., the board returned to open session to report the following:

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

No action taken.

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

- JPA 22-05683
- JPA 21-05582

No action taken.

C. Employee Discipline/Dismissal/Release, Number of Potential Cases: 3
(Pursuant to Government Code section 54957)

No action taken.

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

Direction given.

E. Correction to JPA Number on April 21 Board Agenda

A correction was made to the JPA number that was reported out from closed session at the beginning of open session on April 21, 2022. The correct JPA number that was approved by the board at its April 21 closed session is JPA 21-05582.

VI. ADJOURNMENT

The meeting adjourned at 3:26 p.m.

MINUTES APPROVAL:

Anna Pedroza
Board President

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



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

MINUTES OF REGULAR MEETING

**May 19, 2022
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, May 19, 2022, both in-person and via Zoom conference. President Anna Pedroza called the meeting to order at 4:06 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Board members absent:

David Broad
William Fischer

Administrators present:

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

III. TELECONFERENCING OF MEETINGS (Action Required)

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

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

Vote: 5/0/0

Aye: Cassar, McNeil, Merchat, Pedroza, Simon

Abstentions: None

Absent: Broad, Fischer

IV. APPROVE MEETING MINUTES

A. Futures Workshop of April 13, 2022

By motion of Trustee Cassar, seconded by Trustee Simon, the minutes of the Futures workshop of April 13, 2022, were approved.

Vote: 3/0/2
Aye: Cassar, Merchat, Simon
Abstentions: McNeil, Pedroza
Absent: Broad, Fischer

B. Special Meeting/Closed Session of April 21, 2022

By motion of Trustee Simon seconded by Trustee McNeil, the minutes of the special meeting/closed session of April 21, 2022, were approved.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

C. Regular Meeting of April 21, 2022

By motion of Trustee McNeil, seconded by Trustee Simon, the minutes of the regular meeting of April 21, 2022, were approved.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. Phi Theta Kappa Update

Phi Theta Kappa (PTK) officers were introduced, and they provided an overview of the four hallmarks of PTK, as well as the activities and accomplishments of the 2021/22 academic year.

B. Adult High School Progress Report – Western Association of Schools and Colleges Accreditation

Dean of Non-credit John Makevich provided an overview of the working draft of the Adult High School accreditation report was presented for board information and will be submitted to WASC by June 1, 2022. This report provides an update on progress in critical action areas and school-wide action plans identified through the self-evaluation process. Makevich noted that MiraCosta is one of the few community colleges in California that has a full comprehensive Adult High School program from which students can earn diplomas.

C. Equal Employment Opportunity (EEO) Plan and Multiple Method Allocation Certification Update

Vice president Charlie Ng provided an update on proposed EEO Plan changes and enhancements and the 2021/22 Multiple Method Allocation Certification Report. The changes will build in more accountability. The regulations are going hiring to post hiring strategies and retention. Additionally, EEO training will be required for the board.

VIII. CONSENT ITEMS

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

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

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

IX. ACTION

- A. Approve Authorization for Vice President, Administrative Services to Award and Execute Construction Contract for San Elijo Miscellaneous Enhancements Project**

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the Authorization for Vice President, Administrative Services to Award and Execute Construction Contract for San Elijo Miscellaneous Enhancements Project.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

B. Authorize First One (1) Year Extension to Term of Commissioning, Inspector of Record (IOR) Services, and Special Inspection Services Master Services Agreements

By motion of Trustee McNeil, seconded by Trustee Cassar, the board authorized the first one-year extension to term of commissioning, Inspector of Record (IOR) Services, and Special Inspection Services Master Services Agreements, as stated.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

C. Approve Budget Transfers

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the budget transfers, as presented.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

D. Approve Equal Employment Opportunity Fund Multiple Method Allocation Certification Form

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the Equal Employment Opportunity Fund Multiple Method Allocation Certification form, as stated.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

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

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2022.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

F. Approve Emeritus Status for Full-Time and Associate Faculty Members

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved emeritus status to full-time faculty members Victoria Noddings, Brent Pickett, Denise Stephenson, Mark Whitney, and to associate faculty members Grace Gray-Adams, Jane Herrick, Debra Marbey, and Delphine Zimmerman.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

G. Approve Filling Board of Trustees Area 6 Vacancy by Provisional Appointment

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the filling of Board of Trustees Area 6 vacancy by provisional appointment.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

H. Adopt Resolution No. 19–21/22 Granting Emeritus Trustee Status to David Broad

By motion of Trustee McNeil, seconded by Trustee Cassar, the board adopted Resolution No. 19–21/22 to grant emeritus trustee status to David Broad.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

X. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 4230 – Grading and Academic Record Symbols

By motion of Trustee McNeil, seconded by Trustee Merchat, Board Policy 4230 – Grading and Academic Record Symbols was adopted.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

B. Board Policy 4235 – Credit for Prior Learning

By motion of Trustee McNeil, seconded by Trustee Cassar, Board Policy 4235 – Credit for Prior Learning was adopted.

Vote: 5/0/0
Aye: Cassar, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: Broad, Fischer

XI. FIRST READING – BOARD POLICIES

A. Board Policy 5120 – Communicable Diseases

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

B. Board Policy 7120 – Recruitment and Hiring

Proposed edits to 7120 – Recruitment and Hiring were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

XII. INFORMATION

A. MiraCosta College Adult High School Progress Report – Western Association of Schools and Colleges Accreditation

The MiraCosta College Adult High School Progress Report – Western Association of Schools and Colleges Accreditation was provided for information.

B. Third Quarter Fiscal Report

The Third Quarter Fiscal Report was provided for information.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee McNeil reported he attended the Brew Tech graduation at Oceanside's John Landes Center, the "Navigating Life in a Black and Brown World" Zoom meeting hosted by Bea Palmer, the Meet the City event in Oceanside, and the Transitions scholar luncheon for justice impacted students and their families. He joined Trustees Cassar and Pedroza for the groundbreaking for the Nursing Building at the Oceanside Campus. Trustees attended the SDICCCA dinner event and the RAFFY celebration. Trustees Cassar, McNeil and Merchat attended the Umoja celebration and the Medal of Academic Merit awards ceremony. Trustees Merchat and Cassar attended the 75th Anniversary event at Palomar College and the San Diego North County Economic Development summit, and Trustee Merchat attended the MiraCosta Theatre production of "Flint," which was outstanding. He also attended the Futures sessions and Vision for Success session, which he found invaluable. Trustee Pedroza attended La Mujeres in La Colonia Garden and the SDICCCA board alliance meeting. Trustee Pedroza praised the work of classified staff in honor of Classified Appreciation week.

B. Students

Student Trustee Alma Cuevas reported the ASG held their end of the year banquet where they reflected on their growth throughout the year, which included 2,650 hours of service. Two scholarships were funded by ASG this year. Cuevas thanked the board for their support over the last year, and she introduced John Siebelink as the new student trustee for the upcoming academic year.

C. Classified Employees

Classified Senate President Carl Banks reported Classified Senate is working on committee assignments, and a retreat is planned for July 12, where Classified Senate leadership will be digging into the results of governance survey and campus climate survey. Enough money was raised to fund two student scholarships this year.

D. Faculty

Academic Senate President Luke Lara acknowledged his appreciation to the board and classified colleagues for their collaboration. For Teacher Appreciation week, members of the PDP committee showed their appreciation to fellow faculty members by handing out MiraCosta swag and kudos to instructors on campus. Lara acknowledged Leila Safaralian as the new Academic Senate president.

E. Vice Presidents

1. Instructional Services

Vice President Pescarmona reported the 2022-23 Course Catalog was published and available.

2. Student Services

Vice President Wojcik provided an overview of the upcoming end-of-the-year events and encouraged all to attend in support of our students.

3. Administrative Services

Vice President Flood submitted a written report.

4. Human Resources

Vice President Ng provided an update of Human Resources and Payroll activities.

F. Superintendent/President

Superintendent/President Cooke thanked Luke Lara and Alma Cuevas for their leadership, and she expressed deep gratitude for the contributions made by Trustee Broad over the course of the last twelve years on the board.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.




XV. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

MINUTES APPROVAL:

Anna Pedroza
President

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

Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

STATUS

1. Retirement of the following employees:

Janine Washabaugh, Administrative Assistant to the Dean, Tutoring and Academic Support, position P-00396, effective June 30, 2022.

Sandy Comstock, Associate Dean, Nursing and Allied Health, position P-00012, effective June 30, 2022.

2. Resignation of the following employees:

Kevin Sandoval, Business Systems Analyst, Admissions and Student Support, position P-05824, effective July 6, 2022.

Jesse Leon, Student Help Desk Technician, Technical Services, position P-00236, effective June 1, 2022.

Maria Duralde, Nursing Simulations Curriculum Coordinator, Nursing and Allied Health, position P-00293, effective May 31, 2022.

Harrison Haynes, Locker Room Safety Assistant, Police, position P-08300, effective May 31, 2022.

3. Employment of full-time, tenure-track faculty member Ariana Solis, Counselor [providing counseling leadership on Academic and Career Pathways (ACP) efforts for the Social and Behavioral Sciences ACP], full-time, tenure-track, 195 days per year, salary class 2, step 3 x 1.1080 time factor, \$101,031.87 per year (2022-23 academic salary schedule [salary placement contingent upon verification]), effective July 1, 2022.

MA, Education (Counseling), San Diego State University
 BA, Communication, San Diego State University

Ariana Solis has served as an associate counselor at MiraCosta College since September 2017, working in General Counseling, the Transfer Center, STEM, and Academic and Career Pathways. Her associate counselor experience at Palomar College has included working with EOPS and foster youth students since September 2018.

4. Employment of Nicole Yax, Police Dispatcher/Records Technician, position P-00307, has accepted the position of Police Communications/Records Supervisor, position P-00301, salary range 29, longevity year 8, \$8,679.33 per month, full-time, effective June 10, 2022. Nicole was selected through an open recruitment process.

5. Temporary change of assignment for the following employees:

Jon Fuzell, Learning Coach, Tutoring and Academic Support, position P-07371, continued increase in hours from 18 to 40 hours per week, effective July 1, 2022 – June 30, 2023.

Momoyo Dahle, Learning Coach, STEM and Math Learning Center, position P-00263, continued increase in hours from 18 to 40, effective July 1, 2022 – June 30, 2023.

Cristina Zafra Lopez, Testing Services Assistant, position P-00393, will continue to serve as interim Testing Services Specialist, range 19, step 1, \$2,069.47 per month, 16 hours per week, effective July 1 – August 19, 2022.

Esther Vasquez, Administrative Support Assistant III, Human Resources, position P-07414, continued increase in hours from 18 to 32 hours per week, effective July 1 – December 31, 2022.

6. Temporary additional assignment for the following employees:

Amanda Quivey, Instructional Associate, Theatre and Film, position P-00215, will continue to serve as Campus Aide III, Theatre and Film, \$19 per hour, as needed, effective July 1, 2022 – June 30, 2023. Amanda will also serve an additional assignment as Theatre Aide III, Theatre and Film, \$17 per hour, as needed effective August 1, 2022 – May 30, 2023.

Denise Jessup, Instructional Assistant, Student Accessibility Services, will continue to serve as Campus Aide III, Student Accessibility Services, \$19 per hour, as needed, effective July 1, 2022 – June 30, 2023.

Elizabeth Lurenana, Administrative Support Assistant III, Honors, position P-07343, will continue to support the Foundation, 12 hours per week, \$32.42 per hour, effective July 1 – December 30, 2022.

Tara Sisario, Academic Division Administrative Assistant, School of Arts and International Languages, position P-07321, will serve as Administrative Support Assistant III, Veterans Services, range 20, step 1, \$30.73 per hour, up to 60 hours, effective July 1 – 31, 2022.

Margaret Arguello, Box Office Cashier, Cashiering Services, position P-00090. Margaret will work during the summer months, up to 16 hours per week, effective June 1 – 30, 2022.

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

Brenda Cruz, Academic Records Evaluator, Admissions and Records, position P-00009, will serve as an Attendance Accounting Specialist, Admissions & Records, range 24, step 5, \$7,292.42 per month, full-time, effective July 1, 2022 – June 30, 2023.

Lezlie Martinez, Admissions & Records Specialist, position P-05095, will serve as Academic Records Evaluator, Admissions and Records, range 23, step 4, \$6,764.83 per month, full-time, effective July 1, 2022 – June 30, 2023.

Jessica Perez-Corona, Program Supervisor, Supplemental Instruction, position P-00385, will serve as Program Manager, Writing Center, School of Math and Sciences, range 31, LY6, \$9,013 per month, full-time, effective June 13 – August 31, 2022.

Megan Meyerholtz, Administrative Support Assistant III, Admissions and Records, position P-00061, will serve as Student Services Specialist, Admissions & Records, range 21, step 5, \$6,687 per month, full-time, effective July 1, 2022 – June 30, 2023.

Omar Jimenez, Student Services Specialist, Student Life and Leadership, position P-05847, will continue to serve as interim Student Services Coordinator, Student Equity, range 26, step 2, \$6,682.58 per month, full-time, effective July 1, 2022 – June 30, 2023.

8. Employee 07265636, 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 Faculty Assembly agreement, faculty members may use up to six days of earned sick leave per fiscal year for the purpose of personal necessity leave.
9. Reduced workload request for Lynne Miller, Anthropology Instructor, School of Math and Sciences, position P-00003939, beginning August 12, 2022, and ending May 31, 2032, at which time Professor Miller will retire from the district. Professor Miller will maintain an 80 percent assignment throughout the agreement period (see attached).
10. The following faculty members have given notice of their intent to advance on the academic salary schedule due to the completion of SAC approved coursework, effective July 1, 2022:
 - a) Angela Senigaglia, Noncredit English Instructor, position P-00581, from salary class 2 to 3.
 - b) Erica Duran, AHSDP English Instructor, position P-00456, from salary class 3 to 4.
 - c) Janelle West, Biology Instructor, position P-00473, from salary class 2 to 3.
 - d) Laura Hayek, Counselor, SSSP, position P-00426, from salary class 4 to 5
 - e) Nathan Scharff, Business Instructor, position P-00489, from class 3 to 4.
11. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, the following associate faculty members request advancement on the associate faculty salary schedule due to the completion of SAC approved coursework, effective July 1, 2022, as follows:
 - a) Amanda Horner, Associate Business Instructor, position P000704, from salary class 3 to 5.

- b) Carolyn MacLean, Associate Noncredit ESL Instructor, position P-01306, from salary class 2 to 3.
- c) Cyndy Garcia, Associate Counselor, position P-08257, from salary class 4 to 5.
- d) Dailyn Brown, Associate ESL Instructor, position P-05307, from salary class 2 to 3.
- e) Daniela McIntosh, Associate Counselor, position P-01472, from salary class 2 to 4.
- f) Denise Nealon, Associate Sociology Instructor, position P-01127, from salary class 3 to 4.
- g) Eduardo Mariscal, Associate Math Instructor, position P-00911, from salary class 3 to 5.
- h) Edwina Williams, Associate Sociology Instructor and Associate Noncredit AHSDP Instructor, positions P-01594 and P-07282, from salary class 4 to 5.
- i) Ingrid Bairstow, Associate Noncredit ESL Instructor, position P-01482, from salary class 3 to 4.
- j) Isabella Janovick, Associate Computer Studies Instructor, position P-05915, from salary class 2 to 3.

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

Aman Duggal – Chemistry
 Bruce Hoskins – Ethnic Studies
 Eduardo Aguilar – Ethnic Studies
 Mychal Odom – Ethnic Studies

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

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

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

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

13. Employment of associate faculty members for the 2022 summer session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty.

Richard	Cassoni	Computer Studies
Brad	Golden	Drama
Kara	Valenzuela	English as a Second Language, Noncredit
Lindsey	Helms	English as a Second Language, Noncredit
Madelynn	Hoard	English as a Second Language, Noncredit
Newton	Chalker	Nursing
Kristen	Hernandez	Nursing

14. Employment of the following associate faculty members for the 2022 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Pamela	Kalinoski	Athletics
Henry	Cen	Biology

Estella	Morgan	Nursing
Serineh	Saki	Nursing
Christine	Borillo	Nursing
Margaret	Essman	Nursing
Gregory	Bobrinsky	Social Science

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

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Aamirah Syed	Campus Aide I	Short-term	Student Equity	\$15/hr	7/1/22	7/31/22
Adam Snyder	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Adela Sanchez	College Health Nurse	Substitute	Health Services	\$37.96/hr	7/1/22	6/30/23
Adolfo Naranjo	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Adriana De Alba	Campus Aide III	Short-term	Admissions and Records	\$19/hr	7/1/22	6/30/23
Adriana Zamora	GEAR UP Support Staff II	Short-term	GEAR UP	\$16/hr	7/1/22	6/30/23
Adriana Zamora	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Alejandra Garcia	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Alexandra Angulo Coral	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Alexandria Ramseier	Campus Aide I	Short-term	Student Equity	\$15/hr	7/1/22	7/31/22
Allyson Evers	Campus Aide III	Substitute	Student Services	\$19/hr	6/24/22	6/30/23
Allyson Evers	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Alondra Herrera	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Alyna Perez	Administrative Support Assistant I	Substitute	Health Services	\$21.92/hr	7/1/22	6/30/23
Ana Antonio Hernandez	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Ana Antonio Hernandez	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Ana Aragon	Administrative Support Assistant II	Short-term	Workforce IOA	\$26.84/hr	7/1/22	6/30/23
Andrew Konopak	Accompanist I	Short-term	Music	\$26/hr	8/1/22	6/30/23
Andrew Pegg	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Angeline Rojo	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Antonio Ontiveros	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	\$33.81/hr	7/1/22	6/30/23
Arely Siordia	Campus Aide I	Short-term	International Languages	\$15/hr	6/24/22	6/30/22
Arely Siordia	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Ashley Gerdo	Student Services Specialist	Short-term	Student Equity	\$31.02/hr	7/1/22	6/30/23
Ashley Maceda	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Astrid Warner	College Health Nurse	Substitute	Health Services	\$37.96/hr	7/1/22	6/30/23
Autumn Hill	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	6/30/23
Azucena Correa	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Blake Armstrong	Campus Aide II	Short-term	Music	\$17/hr	8/1/22	6/30/23
Bonnie Durben	Campus Aide I	Short-term	Theatre and Film	\$15/hr	7/1/22	5/30/23
Bradley McReynolds	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	\$33.81/hr	7/1/22	6/30/23
Brandall Buckles	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Brenda Monge-Bedoya	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Brenda Morelia Lopez	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Brianna Morris	Administrative Support Assistant I	Short-term	School Relations/Diversity Recruitment	\$21.92/hr	7/1/22	6/30/23
Carolyn Goodspeed	Student Services Specialist	Short-term	Student Equity	\$31.02/hr	7/1/22	6/30/23

Casey Ducharme	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Charity Singleton	Development Officer	Substitute	Development/Foundation	\$32.86/hr	7/1/22	12/30/22
Cheng-Yu Yang	Apprentice I	Substitute	Child Development Center	\$15/hr	8/1/22	2/28/23
Christina Zupanc	Student Services Coordinator	Substitute	International Education	\$35.83/hr	5/20/22	6/30/22
Christina Zupanc	Student Services Coordinator	Substitute	First Year Forward	\$35.83/hr	5/20/22	6/30/22
Christopher Cervantes Hernandez	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Chynna Cochran	Campus Aide II	Substitute	School Relations/Diversity Recruitment	\$17/hr	6/9/22	6/30/23
Claudia Perkett	College Health Nurse	Substitute	Health Services	\$37.96/hr	7/1/22	6/30/23
Curtis Mueller	Campus Aide III	Short-term	Dance	\$19/hr	7/1/22	8/30/22
Curtis Mueller	Campus Aide III	Short-term	Theatre and Film	\$19/hr	7/1/22	12/30/22
Daja Marks	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Daja Marks	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Daniel Gonzalez Duenas	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Danielle Borm	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	\$33.81/hr	7/1/22	6/30/23
Daphne Demarchi	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Daria Sharko	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Dianne Preciado	Campus Aide III	Short-term	Student Services	\$19/hr	7/1/22	6/30/23
Dominic Wiedemeier	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Dominique Torres	Campus Aide I	Short-term	Theatre and Film	\$15/hr	7/1/22	7/30/22
Dominique Zimmerman	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Eduardo Duarte	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Ehsan Afshinpour	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Elham Afshinpour	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Elvert Vasquez-Neri	Administrative Support Assistant I	Short-term	School Relations/Diversity Recruitment	\$21.92/hr	7/1/22	6/30/23
Emily Better	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Ethan Brown	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Fatima Enriquez	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Francheska Anne Solon Bautista	Student Services Specialist	Short-term	Student Equity	\$31.02/hr	7/1/22	6/30/23
Francine Robson	Foundation Specialist	Substitute	Development/Foundation	\$29.26/hr	7/1/22	6/30/23
Frederick Timm	Campus Aide II	Short-term	Theatre and Film	\$17/hr	7/22/22	12/30/22
Gabriel Bartoli	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Gaudencio Hernandez	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Genesis Ozuna Cruz	Campus Aide III	Short-term	Student Services	\$19/hr	7/1/22	6/30/23
Gladis Onate	Administrative Support Assistant I	Short-term	Human Resources	\$21.92/hr	7/1/22	6/30/23
Greta Cavo	Campus Aide III	Short-term	Admissions and Records	\$19/hr	7/1/22	6/30/23
Hannah Lichtenberger	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Hannah Vigil	Campus Aide II	Short-term	Theatre and Film	\$17/hr	7/1/22	7/30/22
Hector Prado	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Helaina Baes Erbs	Campus Aide III	Short-term	Music	\$19/hr	7/1/22	6/30/23
Isaiah Chavira	Campus Aide III	Short-term	CARE Program	\$19/hr	8/1/22	6/30/23
Israel Gutierrez-Hernandez	Student Services Specialist	Substitute	Orientation and Student Support	\$31.02/hr	5/16/22	6/30/23
Ivette Martinez	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Jacob Casey	GEAR UP Support Staff II	Short-term	GEAR UP	\$16/hr	7/1/22	6/30/23

Jaimee Siron	Administrative Support Assistant II	Short-term	Community Education and Workforce Development	\$26.84/hr	7/1/22	6/30/23
James Kelley	Program Consultant I	Short-term	Small Business Development Center	\$42/hr	7/1/22	6/30/23
Janil Arrabal	Campus Aide II	Substitute	Community Education and Workforce Development	\$17/hr	6/1/22	7/31/22
Jeanne Santoriello Kaspar	Nurse Associate	Substitute	Health Services	\$34.81/hr	7/1/22	6/30/23
Jenny Lagervall	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Jeremiah Johnson	Administrative Support Assistant III	Short-term	Student Life and Leadership	\$30.12/hr	7/1/22	6/30/23
Jesse Grizzle	Administrative Support Assistant II	Short-term	Veterans Services	\$26.84/hr	7/1/22	6/30/23
Jesus Mendez Carbajal	MFT Intern	Short-term	Student Affairs	\$1000 Stipend	6/24/22	8/6/22
Jill Pickrell	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Jonathan Thompson	Instructional Assistant	Short-term	Design	\$26.84/hr	8/15/22	5/26/23
Jorge Rojas	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Josefina Medina	Campus Aide III	Short-term	Student Accessibility Services	\$19/hr	7/1/22	6/30/23
Judith Romero	Campus Aide III	Short-term	Student Services	\$19/hr	7/1/22	6/30/23
Julio Rivas	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Katherine Hidalgo	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	8/31/22
Katya Drew	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Khiet Luu	Apprentice I	Short-term	Child Development Center	\$15/hr	8/1/22	5/31/23
Kimberly Holmes	Campus Aide III	Short-term	Cashiering Services	\$19/hr	7/1/22	6/30/23
Kimberly Lopez	Apprentice I	Substitute	Child Development Center	\$15/hr	8/1/22	5/31/23
Kristen Gengenbacher	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Laura Perez Mauleon	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	6/30/23
Laurie Keig	Workshop Presenter	Short-term	Human Resources Department	\$600 Stipend	7/1/22	12/23/22
Layani McGrady	Apprentice I	Short-term	Child Development Center	\$15/hr	8/1/22	5/31/23
Lehli Burke	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Lillie Behnke	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Lucia Prinyotarn	College Health Nurse	Substitute	Health Services	\$37.96/hr	7/1/22	6/30/23
Luis Flores-Cuevas	GEAR UP Support Staff II	Short-term	GEAR UP	\$16/hr	7/1/22	6/30/23
Luisa Rabe	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Lynn Pittman	Program Consultant I	Short-term	Small Business Development Center	\$47/hr	7/1/22	6/30/23
Madison Casanova	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Maria Zorzin	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Marienel Pili	Campus Aide III	Short-term	Workforce IOA	\$19/hr	7/1/22	6/30/23
Mark Siy	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Mark Siy	Campus Aide III	Short-term	Student Equity	\$19/hr	7/1/22	6/30/23
Matthew Tate	Apprentice III	Short-term	Supplemental Instruction Program	\$17/hr	7/1/22	6/30/23
Maya Montes	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Mayra Cortes	Program Consultant I	Short-term	Small Business Development Center	\$42/hr	7/1/22	6/30/23
Melody Nikkhoy	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Merilyn Navarro Sanchez	Campus Aide I	Short-term	Honors	\$15/hr	7/1/22	12/16/22
Micah Thomas	Campus Aide I	Substitute	Student Equity	\$15/hr	6/21/22	6/30/22
Michael Lewis Jr	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Michael Munson	Accompanist II	Short-term	Music	\$45/hr	8/1/22	6/30/23

Michelle Belon	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Michelle Gonzalez	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Miguel Blanco	Apprentice III	Substitute	Tutoring and Academic Support	\$17/hr	7/1/22	6/30/23
Miranda Mayford	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Miyuki McClellan	Student Services Specialist	Substitute	Student Services	\$31.02/hr	6/27/22	6/30/23
Monae Hobson	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/22
Monica Arroyo	Support Assistant	Short-term	Workforce IOA	\$23.93/hr	7/1/22	6/30/23
Nancy Cochran	Accompanist II	Short-term	Music	\$45/hr	8/1/22	6/30/23
Natalia Cruz	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Nathan Lark	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Nicholas Clark	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	5/20/22	6/30/22
Nicole Wilkinson	Administrative Support Assistant III	Substitute	Veterans Services	\$30.12/hr	7/1/22	6/30/23
Noel Puga	MFT Intern	Short-term	Student Affairs	\$1000 Stipend	6/24/22	8/6/22
Odalis Ortega	GEAR UP Aide III	Short-term	GEAR UP	\$19/hr	7/1/22	6/30/23
Olivia Miller	Campus Aide I	Short-term	Honors	\$15/hr	8/1/22	12/17/22
Olivia Osborne	Nurse Associate	Substitute	Health Services	\$34.81/hr	7/1/22	6/30/23
Omid Tahamtani Omran	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Parker Bennett	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Qiyuan Wang	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Quiemari Mikes	Campus Aide III	Substitute	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Quiemari Mikes	Campus Aide I	Short-term	Student Equity	\$15/hr	7/1/22	7/31/22
Quionna Pullum	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Rachel Hodge	Theater Aide III	Short-term	Theatre and Film	\$17/hr	7/1/22	7/30/22
Raymond Wight	Campus Aide III	Substitute	Student Equity	\$19/hr	6/1/22	6/30/22
Rebecca Knowles	Campus Aide III	Short-term	Cashiering Services	\$19/hr	7/1/22	6/30/23
Rocio Flores	Instructional Aide	Short-term	Workforce IOA	\$22.58/hr	7/1/22	6/30/23
Rodrigo Sarmiento	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	7/1/22	6/30/23
Rosario Gonzalez Catalan	Support Assistant	Short-term	Workforce IOA	\$23.93/hr	7/1/22	6/30/23
Sauafao Safotu	Health Services Assistant	Substitute	Health Services	\$29.26/hr	7/1/22	6/30/23
Shaylah Turk	Campus Aide III	Short-term	Student Accessibility Services	\$19/hr	7/1/22	6/30/23
Sonya Ogirala	Campus Aide III	Short-term	Academic and Career Pathways	\$19/hr	7/1/22	6/30/23
Stacey Vargas	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	\$33.81/hr	7/1/22	6/30/23
Stefany Cimino	College Health Nurse	Substitute	Health Services	\$37.96/hr	7/1/22	6/30/23
Tabassum Ali	Apprentice III	Short-term	Child Development Center	\$17/hr	8/1/22	5/31/23
Teya Searles	GEAR UP Support Staff III	Short-term	GEAR UP	\$17/hr	7/1/22	6/30/23
Traci Cole	Program Consultant I	Short-term	Small Business Development Center	\$42/hr	7/1/22	6/30/23
Tyler Adams	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Ulises Sixto Avendano	Campus Aide III	Short-term	Student Services, CLC	\$19/hr	7/1/22	6/30/23
Verenice Garcia	Administrative Support Assistant II	Short-term	Career Education Grants	\$26.84/hr	6/24/22	6/30/22
Verenice Garcia	Campus Aide III	Short-term	Career Center	\$19/hr	6/24/22	6/30/22
Victoria Do	Graphic Artist	Short-term	Workforce IOA	\$27.63/hr	7/1/22	6/30/23
Victoria Morison	Campus Aide I	Short-term	Honors	\$15/hr	7/22/22	12/17/22
Victoria Morison	Apprentice I	Short-term	STEM and Math Learning Center	\$15/hr	7/1/22	6/30/23

Wesley Pawl	Program Consultant I	Short-term	Small Business Development Center	\$47/hr	7/1/22	6/30/23
Yesica Zafra Lopez	Campus Aide II	Short-term	School Relations/Diversity Recruitment	\$17/hr	7/1/22	7/31/22
Yi ling Benson	MFT Intern	Short-term	Student Affairs	\$1500 Stipend	6/24/22	8/6/22
Yitza Yepes Perez	Campus Aide III	Short-term	Student Services	\$19/hr	7/1/22	6/30/23
Yvanna Cardenas	Apprentice III	Substitute	STEM and Math Learning Center	\$17/hr	7/1/22	6/30/23
Zachary Elliott	Campus Aide I	Short-term	Theatre and Film	\$15/hr	7/1/22	6/30/23
Zachary Elliott	Campus Aide III	Short-term	Theatre and Film	\$19/hr	7/1/22	6/30/23
Zoe Smith	Apprentice I	Substitute	Child Development Center	\$15/hr	8/1/22	5/31/23
Marie Struttmann	Program Consultant II	Short-term	Instructional and Library Services	\$50/hr	7/1/22	6/30/23

RECOMMENDATION


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

2022-2023


REDUCED WORKLOAD AGREEMENT

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


1. Participation in the program begins August 12, 2022 and will end at the conclusion of the 2031-2032 academic year.
2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by and salary paid to regular, full-time faculty during the school year for which this agreement is in force.
The required service for the 2022-2023 fiscal year shall be reduced to 80% beginning August 12, 2022 and ending May 26, 2023.
3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.
4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.
5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2022 - May 31, 2023.
6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.
7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.
8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

Signature:  Name: Lynne Miller Date: 4 May 2022
Lynne Miller (May 4, 2022 13:36 PDT)


Dean Approval:

Signature:  Date: _____
Name: Mike Fino, Title: Dean, School of Math & Sciences

Vice President Approval:

Signature:  Date: _____
Name: Denee Pescarmona, Title: Vice President, Instructional Services

Superintendent/President Approval:

Signature:  Date: 5/10/2022
Name: Sunita V. Cooke, PhD., Title: Superintendent/President

▪ Of Counsel	\$250
▪ Associate	\$225
▪ Paraprofessional	\$115
▪ JPD Executive Assistant	\$ 85*

*Not for secretarial services.

- Liebert, Cassidy, Whitmore – general legal services, emphasis on major community college issues, contract and employment law, and governing board issues.
 - Hourly rates

▪ Partner	\$385
▪ Senior Counsel	\$335
▪ Associates	\$230 - \$315
▪ Labor Relations/HR Consultants	\$260
▪ Paraprofessionals	\$145-\$185

- Public Agency Law Group – general legal services, emphasis on construction, real estate and business transactions.
 - Hourly Rates

▪ Principal	\$305
▪ Attorney	\$260

- Rauch, APC – general legal services, emphasis on community college issues related to easements, district boundaries, encroachments on district property and land use.
 - Hourly rates

▪ Attorneys	\$220
▪ Paralegal	\$100

- Tao Rossini, APC – general legal services, emphasis on school and other public facilities issues related to preparing construction and design contracts, bid documentation, litigation, alternative dispute resolution, and other matters related to public facilities and public works contraction projects.
 - Hourly rates

▪ Senior Partners	\$390
▪ Partners/Senior Counsel	\$330
▪ Senior Associates	\$300
▪ Associates	\$275
▪ Paralegal	\$200



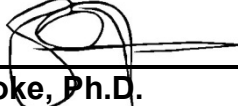
- Winet Patrick Gayer Creighton & Hanes - general legal services, emphasis on major community college issues, contract and employment law, and governing board issues.
 - Hourly rates

▪ Partner	\$245
▪ Associate	\$220
▪ Paralegal	\$110

Note that in addition to the hourly rates cited above, the firms would be reimbursed for costs of overnight mail, copying, travel, and research services.

RECOMMENDATION

Approve 2022/23 legal services, as stated above.

Subject: Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly	Attachment: Document Available Online
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information  Consent Action </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly is set to expire on June 30, 2022.

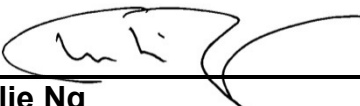
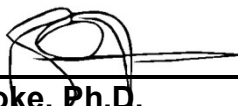
STATUS

The district and the Faculty Assembly have negotiated a successor agreement, which was subsequently ratified by the Faculty Assembly’s membership on June 3, 2022. The economic and non-economic issues were reviewed with the Board of Trustees in closed session throughout the negotiation process.

The complete document is available [online](#) and a copy is on file with the secretary of the board of trustees.

RECOMMENDATION

Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly commencing July 1, 2022, and authorize the superintendent/president to sign the agreement on behalf of the district.

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

BACKGROUND

The Classification Review Committee (CRC) reviewed the job descriptions, Requests for Classification Review, and internal and external market data resulting in the following compensation recommendations.

STATUS

The CRC recommended to the superintendent/president a title change from Accounting Supervisor (position number P-00015) to Accounting Manager, with an increase in salary range from range 36 to range 37, effective July 1, 2022. This results in an approximate increase of \$6,031 in salary and \$2,054 in statutory benefits for the first year.

The CRC recommended to the superintendent/president to split the current Accounting Technician position into two classifications: Accounting Technician and Accounting Specialist. The Accounting Technician classification will be retained by the district for future assignments and continue to be compensated at Range 21. The CRC also recommended to the superintendent/president to reclassify the five (5) Accounting Technician incumbents (position numbers P-00016, P-00017, P-07020, P-05114, and P-05805) into the Accounting Specialist classification. The Accounting Specialist classification includes an increase in salary from range 21 to range 24, effective July 1, 2022. This results in an approximate combined increase of \$42,653 in salary and \$14,528 in statutory benefits for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-00128, Custodian (Range 10) to Custodial Maintenance Worker (Range 15), effective July 1, 2022. This results in an approximate increase of \$10,208 in salary and \$3,477 in statutory benefits for the first year.

The CRC recommended to the superintendent/president to combine two classifications supporting Human Resources into a single, shared classification. The Human Resources Assistant (position number P-05832) and Administrative Support Assistant III (position number P-07414) were recommended to be combined into the single classification of Human

Resources Assistant. There is no change in salary grade for position number P-07414 and an increase in salary range from range 17 to range 20 for position number P-05832, effective July 1, 2022. This results in an approximate increase of \$7,506 in salary and \$2,556 in statutory benefits for the first year.

The CRC recommended to the superintendent/president to split the current Human Resources Technician position into two new classifications: Senior Human Resources Technician and Human Resources Technician. The Human Resources Technician classification will be retained by the district for future assignments and continue to be compensated at Range 21. The CRC also recommended to the superintendent/president to reclassify the three incumbents (position numbers P-00192, P-00193, and P-06190) into the Senior HR Technician classification. The Senior HR Technician classification includes an increase in salary from range 21 to range 24, effective July 1, 2022. This results in an approximate increase of \$25,699 in salary and \$8,753 in statutory benefits for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-05822, HRIS Analyst (Range 29), to HR Systems Analyst (Range 30) effective July 1, 2022. This results in an approximate increase of \$4,734 in salary and \$1,612 in statutory benefits for the first year.


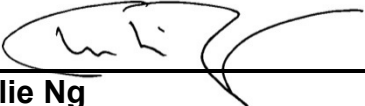
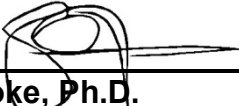
The CRC recommended to the superintendent/president an increase in salary range for position number P-00245, Instructional Computer Lab Lead, from range 20 to range 22, effective July 1, 2022. This results in an approximate increase of \$6,205 in salary and \$2,113 in statutory benefits for the first year.

The CRC recommended to the superintendent/president an increase in salary range for position number P-00365 Student Help Desk Technician, from range 10 to range 17, effective July 1, 2022. This results in an approximate increase of \$14,209 in salary and \$4,840 in statutory benefits for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-00375 Student Services Specialist, 12M (Range 21) supporting the Noncredit Student Success and Support Program (NCSSSP), to Student Services Coordinator (Range 26) effective July 1, 2022. This results in an approximate increase of \$13,932 in salary and \$4,745 in statutory benefits for the first year.

RECOMMENDATION

Approve reclassification of existing positions, as stated above.

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

BACKGROUND

Board Policy 7140 Collegial Negotiation and Collective Bargaining specifies the process for negotiation of an employment contract for the superintendent/president, and Board Policy 2435 outlines the process for an annual evaluation by the board of trustees.

STATUS

The board of trustees has reviewed the results of its superintendent/president evaluation survey. The board has provided direction to staff to prepare a contract with a four-year duration and to place Dr. Sunita V. Cooke on step 7. All other elements of the superintendent/president’s contract continue in full effect and remain unchanged.

The 2022/23 recommended compensation is \$340,320 per year. The superintendent/president also receives a \$750 monthly allowance for use of a personal vehicle for district business, \$750 monthly allowance for special expenses incurred in the course of performing the official duties and \$125 per month for mobile communication service.

RECOMMENDATION

Approve employment contract for superintendent/president, effective July 1, 2022.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
SIXTH AMENDMENT TO AGREEMENT FOR THE EMPLOYMENT OF
SUPERINTENDENT/PRESIDENT

This Sixth Amendment (“Amendment”) is entered into by and between the Governing Board of the MiraCosta Community College District (hereinafter referred to as “Board” or “District”) and Dr. Sunita Cooke (hereinafter referred to as “Cooke”), effective July 1, 2022.

RECITALS

- A. The parties have entered into an Agreement for the Employment of the Superintendent/President dated July 1, 2016, as amended by that certain First Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2017, and as amended by that certain Second Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2018, and as amended by that certain Third Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2019, and as amended by that certain Fourth Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2020, and as amended by that certain Fifth Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2021 (collectively, the “Agreement”);
- B. It is the desire of the parties to modify the Agreement as set forth herein.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES as follows:

Section 1. The last sentence of Paragraph 2.0 of the Agreement, relating to its term, is hereby amended to read in its entirety as follows: “The expiration date of this Agreement shall be June 30, 2026.”

Section 2. Paragraph 3.0 of the Agreement is hereby amended to read in its entirety as follows:

3.0 SALARY

For services rendered to the District as superintendent/president, Cooke shall be compensated by the District on a salary basis through the expiration date of this Agreement in the annual amount of Three Hundred Forty Thousand, Three Hundred Twenty Dollars (\$340,320.00). This salary represents a placement on Step 7 of the 2022-2023 Superintendent/President Salary Schedule. Cooke’s placement on the Superintendent/President Salary Schedule shall increase in accordance with the appropriate salary schedule increase each succeeding July 1, beginning on July 1, 2022, conditioned on Cooke having received an overall satisfactory evaluation from the Board for the prior year of service and Board approval. The annual salary shall be paid according to District’s customary payroll practices, in twelve (12) installments, which shall be as nearly equal as practical. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

If Cooke works for less than a full fiscal year, the initial or final checks will be adjusted for the number of contract days actually worked in the fiscal year. For this purpose only, the daily rate is calculated by

dividing the annual salary by the number of contract days worked in the fiscal year. It is further the express understanding of the parties that the Board reserves the right to modify at any time the existing policy as it relates to compensation of Cooke provided that Cooke's actual compensation shall not be reduced absent mutual agreement.

Section 3. Section A of Paragraph 9.0 of the Agreement is hereby amended to read in its entirety as follows:

9.0 WORK-RELATED EXPENSES

a. Use of Personal Vehicle for DISTRICT Business

Cooke is required to maintain a valid California driver's license and have a vehicle available at all times to perform the duties of the superintendent/ president. To defray the costs of this vehicle requirement, Cooke shall be provided a monthly transportation allowance of seven hundred and fifty dollars (\$750). This allowance shall cover all costs associated with superintendent/ president's use of their personal vehicle for District business within San Diego County. Cooke shall also be eligible to be reimbursed for parking in San Diego County and mileage and parking expenses related to approved business travel out of the county. This monthly transportation allowance shall be prorated in any month that Cooke takes two or more weeks of paid vacation or leave.

Section 4. Except as expressly amended by this Amendment, the Agreement and each of its unamended provisions shall remain in full force and effect as provided for therein.

In witness whereof, the Parties have entered into this Amendment as of the date and year noted below.


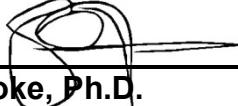
BOARD OF TRUSTEES

Dated: _____

Dated: _____

SUPERINTENDENT/PRESIDENT

Sunita V. Cooke, Ph.D.

<p>Subject:</p> <p>Approve Employment Contracts for Assistant Superintendents/Vice Presidents, Vice President, and Associate Vice President</p>	<p>Attachment:</p> <p>Employment Contracts for Assistant Superintendents/Vice Presidents, Vice President, and Associate Vice President - Template</p>
<p>Category:</p> <p>Information</p>	<p>Type of Board Consideration:</p> <p>Information <input checked="" type="checkbox"/> Consent Action</p>
<p>Recommended:</p>  <hr/> <p>Charlie Ng Vice President, Human Resources</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

Board Policy 7140 – Collegial Negotiations and Collective Bargaining specifies the process for negotiation of employment contracts for assistant superintendents/vice presidents, vice presidents, and associate vice presidents.

STATUS

The following assistant superintendents/vice presidents are recommended for three-year contracts, with the following annual salaries for July 1, 2022, to June 30, 2023, conditioned on the administrator’s most recent evaluation being satisfactory:

- Charlie Ng, Assistant Superintendent/Vice President, range 2, step 7 - \$268,133
- Dr. Alketa Wojcik, Assistant Superintendent/Vice President, range 2, step 6 - \$260,323
- Tim Flood, Assistant Superintendent/Vice President, range 2, step 5 - \$252,741
- K. Denée Pescarmona, Assistant Superintendent/Vice President, range 2, step 2 - \$231,294

The following vice president and associate vice president are recommended for one-year contracts, with the following annual salaries for July 1, 2022 to June 30, 2023, conditioned on the administrator’s most recent evaluation being satisfactory:

- Shannon Stubblefield, Vice President, range 1, step 2 - \$197,426
- Anthony Maciel, Associate Vice President, step 3 - \$203,349

In addition to salary, it is recommended vice presidents receive a \$550 monthly auto allowance, a \$525 monthly expense allowance, and a \$125 monthly cell phone allowance.

RECOMMENDATION

Approve employment contracts for assistant superintendents/vice presidents, vice president, and associate vice president, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT ADMINISTRATOR EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made July 1, 2022, by and between the MiraCosta Community College District ("District") in San Diego County, California, and «Name», Associate Vice President/Assistant Superintendent/Vice President, «Division» ("Administrator").

1.0 DUTIES

The Administrator agrees to be and act as Associate Vice President/ Assistant Superintendent/Vice President, «Division», of MiraCosta College, performing duties specified in the position description adopted by the Board of Trustees for this position.

2.0 TERM

This Agreement is for a {x}-year term commencing on {DATE}, and ending on {DATE}. Upon the recommendation of the Superintendent/President, the Board of Trustees may renew this Agreement in accordance with board policy provided that the employee's most recent performance evaluation has been "satisfactory."

3.0 SALARY

The Administrator shall be paid according to step «Step» (\$«Annual_Salary») annually on the 2022-2023 Associate Vice President/Vice President Salary Schedule. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

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

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

4.0 HEALTH-AND-WELFARE BENEFITS

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

5.0 RETIREMENT BENEFITS

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

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

6.0 SABBATICAL

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

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

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

- c. Shall furnish a suitable bond to the Governing Board upon approval of a sabbatical leave application. (Ed. Code Section 87770).

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

- a. Sabbatical leave shall count toward retirement (full benefits for up to 17 weeks).
- b. Upon return to regular service, salary shall be that of the step on the schedule the Administrator would have received had sabbatical leave not been taken.
- c. Compensation shall be paid to the Administrator while on leave in the same manner as if the Administrator were on duty in the District.

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

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

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

7.0 EXPENSES

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

8.0 DAYS OF SERVICE

This Agreement provides 261 contract days per year (219 on-duty days; 25 vacation days; 18 holidays), with vacation, sick leave, and personal necessity leave

available in accordance with District policy. Prior to the start of each fiscal year, the Administrator's non-contract days, if any, will be approved by the Administrator's supervisor and reported to the District's payroll office.

9.0 EVALUATION

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

10.0 REASSIGNMENT

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

11.0 TERMINATION

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

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

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

12.0 Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

13.0 OTHER PROVISIONS

13.1 This Agreement does not confer tenure.

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

13.3 This Agreement may be modified or terminated by mutual consent of the parties, provided, however, that the party seeking such modification or termination shall give not less than 45 calendar days' written notice to the other party, unless otherwise mutually agreed in writing.

13.4 This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties after a vote in an open session of the Board of Trustees.

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

13.6 This contract is subject to and incorporates by reference as if fully set

forth herein provisions of the laws of the State of California and policies, rules, and regulations of the District.

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

14.0 Representations and Warranties.

Administrator represents and warrants that they:

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

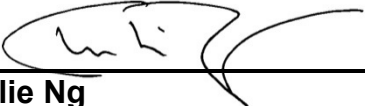
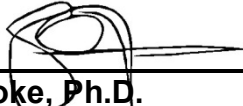
MiraCosta Community College District

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

«Name»
Associate Vice President/Assistant
Superintendent/Vice President, «Division»

Date: _____

Date: _____

Subject: Approve Salary Schedule and Employment Contracts for Professional Experts	Attachment: Salary Schedule and Employment Contract for Professional Experts – Template
Category: Consent Items	Type of Board Consideration: Information Consent Action
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

MiraCosta College administers a number of grants. Education Code section 88003.1 (b) (2) allows for personal services contracts to be used when services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience and ability are not available through the district. The personal services contracts expire on June 30, 2022. The attached salary schedule for professional experts includes a recommended cost of living adjustment (“COLA”) of 2 percent for 2022/23, which is commensurate with the COLA received by all other employee groups.

STATUS

The attached salary schedule is recommended for approval and the following employment contracts are recommended for renewal with the term commencing on July 1, 2022, to June 30, 2023:

- Irma Ramos, Program Advisor I, Small Business Development Center, full time, \$77,881 per year (professional expert salary schedule).
- Cheryl Brown, Program Advisor II, Small Business Development Center, full time, \$101,356 per year (professional expert salary schedule).
- Sudershan Shaunak, Program Director, Small Business Development Center, full time, \$139,829 per year (professional expert salary schedule).
- Robert Chu, Project Manager, Center of Excellence for Labor Market Research, full time, \$77,427 per year (professional expert salary schedule).
- Tina Ngo Bartel, Director, Center of Excellence for Labor Market Research, full time, \$133,172 per year (professional expert salary schedule).
- Wallace Keau Wong, Director, Bioscience Workforce Development Hub, full-time, \$131,580 per year (professional expert salary schedule).

- Terri Quenzer, Executive Director, Bioscience Workforce Development Hub, full-time, \$138,720 per year (professional expert salary schedule).
- Julie Johnson, Project Director, Gear Up, full time, \$160,531 per year (professional expert salary schedule).

RECOMMENDATION

Approve salary schedule and employment contracts for professional experts, as stated above.

**Professional Expert – Hourly
2022/23**

Effective July 1, 2022

	Placement 1	Placement 2	Placement 3
Program Consultant I	\$43	\$45	\$48
Program Consultant II	\$48	\$51	\$53

**Professional Expert – Annual
2022/23**

Project Manager, Center of Excellence	\$77,427
Program Advisor 1	\$77,881
Program Advisor 2	\$101,356
Program Director, VBOC	\$124,343
Director, Bioscience Workforce Development Hub	\$131,580
Director, Center of Excellence	\$133,172
Executive Director, Bioscience Workforce Development Hub	\$138,720
Program Director, SBDC	\$139,829
Project Director, GEAR UP	\$163,741

Community Education Instructor – Hourly

Range	2022/23
001	\$20.00
002	\$25.00
003	\$30.00
004	\$35.00
005	\$40.00
006	\$45.00
007	\$50.00
008	\$55.00
009	\$60.00
010	\$65.00
011	\$70.00
012	\$75.00
013	\$80.00
014	\$85.00
015	\$90.00
016	\$95.00
017	\$100.00

MiraCosta Community College District PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and [Employee Name] ("[Last Name]"), an individual, is made as of July 1, 2022.

Recitals

A. The District is authorized by California Education Section 88003.1(b)(2), which provides for personal services contracting when the services to be performed are not available through the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience and ability are not available through the District.

B. The District desires the personal services of [Last Name] for the services described in this Agreement and Exhibits.

C. [Last Name] warrants and represents that they are competent to perform the duties and responsibilities required by this Agreement and by all applicable laws and regulations.

D. 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.

E. This Agreement is entered into in accordance with Education Code section 88003.1.

Terms and Conditions

1. Position and Term.

1.1 Position. District agrees to retain [Last Name] and [Last Name] agrees to be retained by District as [Job Title]. [Last Name] has the responsibilities and authority that are associated with [Last Name]'s position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

1.2 Term. The term of this Agreement is from July 1, 2022 to June 30, 2023, unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. [Last Name] shall be paid [\$Salary] annually on the professional expert salary schedule. 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).

2.2 Benefits. [Last Name] shall be entitled to the following District benefits:

- [Number] hours of vacation accrued per month of service (up to [Annual number] hours annually). [Last Name] may accrue up to twice the annual allotment in successive contract years;

- Sick leave at the rate of one (1) day per month of service;
- 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.

2.3 Overtime Status. The parties acknowledge and agree that the position of [Job Title] 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.

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

4. Termination of Agreement Due to Loss of Funding. [Last Name] acknowledges and understands that the position of [Job Title] is a categorically, grant-funded position. As such, [Last Name]'s employment is temporary and [Last Name] has no right or expectation of permanent employment at any time. As such, if the District loses the funding for the position, or the funding is not renewed, this Agreement shall be terminated effective upon the cessation of the funding for the position. Termination due to a loss or non-renewal of the funding does not trigger the severance pay under Paragraph 5 below.

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 [Last Name] 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 [Last Name], [Last Name] 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 [Last Name] if [Last Name] 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 [Last Name] 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.

7. Provisions of Government Code Sections 53243.3-53243.4.

7.1. In the event that District provides paid leave to [Last Name] 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, [Last Name] 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 [Last Name] 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, [Last Name] 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 [Last Name] as defined in the terms of this Agreement and [Last Name] subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, [Last Name] 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 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.

9. **Representations and Warranties.**

[Last Name] represents and warrants that [Last Name]:


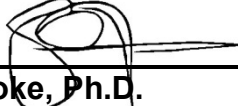
(A) has read this Agreement and understands its provisions; and

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

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

[Employee Name]

Subject: Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members	Attachment: Employment Contract for Academic Administrators – Template
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;"> <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

New contracts for members of the MiraCosta Community College District Academic Administrators Association (“MCCCDAAA”) have been prepared according to their step and column placement on the salary schedule for the 2022/23 fiscal year, per the MCCCDAAA Working Conditions Manual.

STATUS

The following academic administrators are recommended for three-year contracts, with the following annual salaries for July 1, 2022, to June 30, 2023:

- Dr. Freddy Ramirez, Dean of Admissions and Student Support, dean, doctorate, step 7: \$220,181.
- Dr. Al Taccone, Dean of Career Education, dean, doctorate, step 7: \$220,181.
- Dr. Wendy Stewart, Dean of Counseling and Student Development, dean, doctorate, step 7: \$220,181.
- Dr. Mike Fino, Dean of Mathematics and Sciences, dean, doctorate, step 7: \$220,181.
- Jonathan Fohrman, Dean of Arts and International Languages, dean, non-doctorate, step 7: \$218,181.
- Dr. Nick Mortaloni, Dean of Student Affairs, dean, doctorate, step 4: \$201,667.
- John Makevich, Dean of Continuing and Community Education, dean, non-doctorate, step 3: \$193,850.
- Christopher Tarman, Dean of Research, Planning, and Institutional Effectiveness, dean, non-doctorate, step 5: \$205,656.
- Evgeniya “Zhenya” Lindstrom, Dean of Instructional Services, dean, non-doctorate, step 3: \$193,850.
- Benjamin Gamboa, Associate Dean of Career Education, associate dean, non-doctorate, step 2: \$163,204.

The following academic administrator is recommended for a one-year contract, with the following annual salary for July 1, 2022, to June 30, 2023:

- Antonio Alarcon, Dean of Letters, Humanities, and Communication Studies, dean, non-doctorate, step 3: \$193,850.

RECOMMENDATION

Authorize execution of individual employment contracts for MiraCosta Community College District Academic Administrator Association Members, as stated above.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT CONTRACT WITH ACADEMIC ADMINISTRATOR**

This contract ("Agreement") between the MiraCosta Community College District ("District") and {Name}, an individual Academic Administrator ("Administrator"), is made as of July 1, 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

2. Position and Term.

1.3 Position. District agrees to employ Administrator and the Administrator agrees to be employed by District as {Position Title}. 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.

1.4 Term. The term of this Agreement is {# of Years} (#) years from July 1, 2022 to June 30, 202X and is renewable by June 30 each year.

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 July 1, 2022 through June 30, 2023, shall be \${XXX,XXX}.

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:

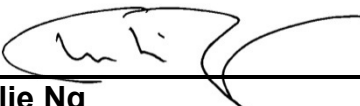
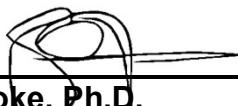
- (A) has read this Agreement and understands its provisions; and
- (B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

Administrator

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

{Name}
Dean/Associate Dean, {Sup Org}

Subject: Approve Minimum Qualifications Comparable Degree Title Request	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  Charlie Ng Vice President, Human Resources	Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Administrative Procedure 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


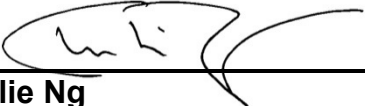
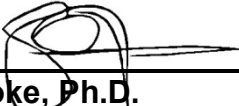
In accordance with AP 7211.2, the Academic Senate approved the Equivalency Committee’s recommendation to approve a comparable degree title as follows:

Discipline	Comparable Degree Title
English as a Second Language	Bachelor's in Literature and Writing Studies – (comparable to bachelor’s degree in “English” -- part of option 2 minimum qualifications)
English as a Second Language	Master's in Literature and Writing Studies – (comparable to master’s degree in “English” -- part of option 2 minimum qualifications)
English as a Second Language	Graduate TESOL Certificate (Alliant International University) – (comparable to TESL certificate)
English as a Second Language	TESL/TEFL Basic Certificate (San Diego State University) – (comparable to TESL certificate)
English as a Second Language	TESL/TEFL Advanced Certificate (San Diego State University) – (comparable to TESL certificate)
English as a Second Language	TESOL Certificate (UCSD Extension) – (comparable to TESL certificate)

Chicano Studies	Chicana(o) and Latina(o) Studies – <i>(comparable to Chicano Studies)</i>
Chicano Studies	Mexican American Studies – <i>(comparable to Chicano Studies)</i>
Ethnic Studies	Chicana(o) and Latina(o) Studies – <i>(comparable to Latin American Studies)</i>
Ethnic Studies	Afro-American Studies – <i>(comparable to African-American Studies)</i>

RECOMMENDATION

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

Subject: Ratify Memorandum of Understanding 22-01 with the Faculty Assembly	Attachment: Memorandum of Understanding 22-01 with the Faculty Assembly
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district and Faculty Assembly reached an agreement regarding hours required to be served on-campus during the summer term by non-classroom faculty and department chairs. The Memorandum of Understanding (MOU) is intended to be a one-time, non-precedent setting agreement between the Parties with respect to contractual obligations and responsibilities of full-time faculty during the summer of 2022.

STATUS

The district has negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to the attached MOU with the Faculty Assembly.

RECOMMENDATION

Ratify Memorandum of Understanding 22-01 between the MiraCosta Community College District and Faculty Assembly.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Faculty Assembly
22-01

This Memorandum of Understanding (“MOU”) is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Faculty Assembly (hereinafter referred to as "the Assembly") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). This MOU is intended to be a one-time, non-precedent setting agreement between the Parties with respect to contractual obligations and responsibilities of full-time faculty during the Summer of 2022.

TERMS

- 1) Non-classroom Faculty: In accordance with section C.2.5, non-classroom faculty are required to work thirty (30) hours per week on campus. During the Summer 2022 term, at a faculty member’s request the appropriate dean may authorize non-classroom faculty to work up to fifteen (15) hours remotely from the thirty (30) hours on campus requirement. The hours approved to work remotely may consist of student contact and/or preparation hours. If student demand necessitates additional on campus hours for non-classroom faculty, the District will make every effort to assign the hours to faculty members (full-time or associate) who agree to accept additional on campus hours. The District maintains its right to assign non-classroom faculty based on the needs of students, the department, and best interests of the program, in all cases except as those agreed to in this MOU and other applicable contractual agreements.
- 2) Department Chair Summer Stipend: In accordance with section E.2.0, in order to be eligible to receive the department chair summer stipend, the department chair is required to serve at least half of the hours paid by the stipend on-campus. During the Summer 2022 term, a schedule of hours shall be produced between the dean and department chair. The department chair shall only be required to be on campus as needed by direction from their dean. The dean shall provide reasonable notice of at least one week for any hours that are within the scheduled timeframe produced between the chair and dean required to be served on campus in the summer. A department chair shall not be required to spend more than half of their allotted summer hours on campus. The distribution of on-campus hours within the total required schedule of summer hours may be modified by mutual agreement between the dean and department chair at any time during the summer.

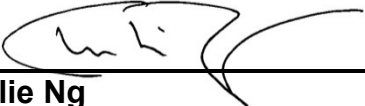
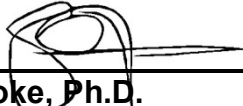
This agreement will become effective upon approval. It shall expire on August 6, 2022.

Sunita V. Cooke, Ph.D.

Mary Gross, MS

Signature _____ Date _____
Superintendent/President
MiraCosta Community College District

Signature _____ Date _____
President
MCCCD Faculty Assembly

Subject: Approve Faculty Service Area (FSA) for Ethnic Studies	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

California adopted AB 1460 in August 2020, which created an Ethnic Studies general education requirement for the California State University (“CSU”) for students graduating in the 2024/25 academic year. The district is actively recruiting for an Ethnic Studies faculty member to meet the needs of the district and students transferring to the CSU system.


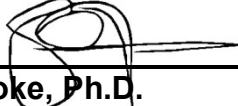
According to Appendix 8.2.3 of the Faculty Assembly collective bargaining agreement (“CBA”), when a position requires the establishment of a new Faculty Service Area (“FSA”), the new FSA must be negotiated between representatives of the district and representatives of the Faculty Assembly. Any negotiated changes to the FSA list must be submitted to the board for final approval and inclusion in Appendix 8.1 of the CBA.

STATUS

The district and the Faculty Assembly have agreed to create a new FSA in Ethnic Studies upon which the Ethnic Studies faculty member will be deemed competent upon hire.

RECOMMENDATION

Approve Faculty Service Area (FSA) for Ethnic Studies, as stated above.

<p>Subject:</p> <p>Ratify Memorandum of Understanding 22-03 with the Academic Associate Faculty</p>	<p>Attachment:</p> <p>Memorandum of Understanding 22-03</p>
<p>Category:</p> <p>Consent Items</p>	<p>Type of Board Consideration:</p> <p>Information <input checked="" type="checkbox"/> Consent Action</p>
<p>Recommended:</p>  <hr/> <p>Charlie Ng Vice President, Human Resources</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

The district determined that a need existed to create a Cultural Curriculum Collective (“CCC”) to align with several college-wide initiatives and goals during the 2020/21 school year, which was continued during the 2021/22 academic year. A Workgroup was established to define the project, collaborate on a strategy to engage interested faculty participants, and establish the goals of the CCC to support on-going college initiatives. The Workgroup selected up to 28 faculty participants from a broad range of disciplines and departments of the college. Each faculty member made a commitment to complete the project specified below for the CCC by the end of the 2021/22 academic year.

STATUS

The district and the Academic Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid and agreed to in the attached MOU.

RECOMMENDATION

Ratify Memorandum of Understanding 22-03 with the Academic Associate Faculty, as stated.



MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Associate Faculty
22-03

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAFA") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to allow for the specific project identified below:

- 1) During the 2020-2021 school year, the District determined that a need existed to create a Cultural Curriculum Collective ("CCC") to align with several college-wide initiatives and goals.
- 2) In order to facilitate the CCC, a workgroup was created which consisted of the Teaching and Learning Coordinator, Courses and Programs Chair, Academic Senate President, Director of Student Equity, Associate Dean of Career Education, and the Vice President of Instruction ("Workgroup").
- 3) The Workgroup is responsible for defining the project, collaborating on a strategy to engage interested faculty participants, and establishing the goals of the CCC to support on-going college initiatives.
- 4) The Workgroup determined that whenever practicable, the CCC will focus on distance education teaching and learning given the course delivery format for the 2021-2022 academic year.
- 5) The Workgroup selected up to 28 faculty participants from a broad range of disciplines and departments of the college. Each faculty member selected made a commitment to complete the project specified below for the CCC by the end of the 2021-2022 academic year.
- 6) The purpose of the CCC is to engage in a collaborative reflection and enhancement process for each faculty member's respective courses. The focus is on developing culturally responsive, inclusive, and relevant materials that will guide the implementation of effective teaching and equity practices. Faculty participants will update the Course Outline of Record, syllabus, course assignments, and methods of providing feedback to students, culminating in creation of a presentation that showcases their work.

- 7) Faculty Coordinators were responsible for the long-term design and management of the CCC. The Faculty Coordinators provided direction and leadership throughout the 2021-2022 academic year to the CCC participants. The other members of the Workgroup will continue to serve as a resource for the CCC participants.

- 8) Each CCC faculty participant is required to complete a final presentation for this project. Faculty participants may be requested to present their project to the campus community, including to their respective departments, governance groups, or the Board of Trustees.

- 9) Faculty Coordinators were provided with ten (10) hours to allocate to speakers for CCC workshops. The hours shall include both preparation and workshop time. Unit members selected as workshop speakers shall be compensated at their respective non-teaching hourly rate of compensation as specified in section 17.3 of the Academic Associate Faculty CBA. Unit members may also elect to claim this time as part of their Flex obligations during the 2021-2022 academic year.

- 10) Each unit member participating in the CCC shall receive a stipend of \$1500 upon the conclusion of the project and submission of the final presentation to the Workgroup. This stipend will provide compensation for the unit member's work on the CCC, including an initial kick-off meeting, five (5) training workshops, the final project, and two (2) optional project workshops. The stipend shall be paid by June 30, 2022 upon written confirmation by the Vice President of Instruction to the payroll manager of conclusion of the CCC project.

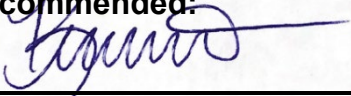

This agreement will become effective upon approval. It shall expire on June 30, 2022.

Sunita V. Cooke, Ph.D.

Krista Warren

Signature	Date
Superintendent/President	
MiraCosta Community College District	

Signature	Date
President	
Associate Faculty	

Subject: Approve Lab Sciences Reorganization Within the School of Mathematics and Sciences	Attachment: None
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information <input checked="" type="checkbox"/> Consent Action </div>
Recommended:  <hr/> Kristina Denée Pescarmona Vice President, Instructional Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

A recent resignation in the Biology Department motivated the assessment of staffing levels and classifications within the lab sciences of the School of Mathematics and Sciences. During March and April 2022, all classified professionals in the sciences were interviewed, in addition to their respective department chairs, to inform the proposed reorganization.

Key findings include: (1) the limitation on laboratory operations imposed by 10-month employees, (2) permanent incumbents in the Science Lab Technician (SLT) classification are not well-differentiated from the Senior Science Lab Associate (SSLA) classification, and, related, (3) the SSLA classification best serves the laboratory support operations.

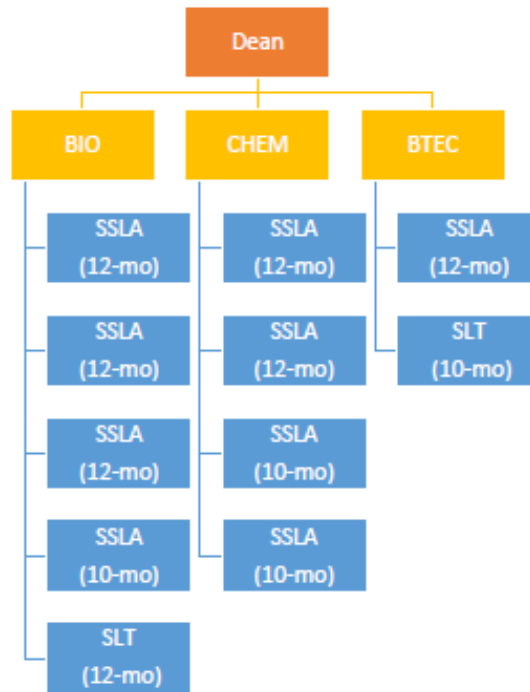
Finally, many of the tasks previously assigned to the SLT can be accomplished through trained student workers. By recognizing the campus as a learning lab and the capacity of our classified professionals to play a role in developing students, the proposed reorganization allows for the creation of the Science and Lab Skills Advancement Program (SALSA), which is an employment program targeting students under-represented in STEM to receive structured training, on-going mentorship, and basic lab support employment on campus in any of the sciences.

STATUS

All of the affected science departments, including the classified professionals, have agreed by consensus to the proposed reorganization. The Classified Senate has also been consulted and supports the changes. The reorganization is cost-neutral and will eliminate one permanent SLT position, which would be vacant through the reorganization.

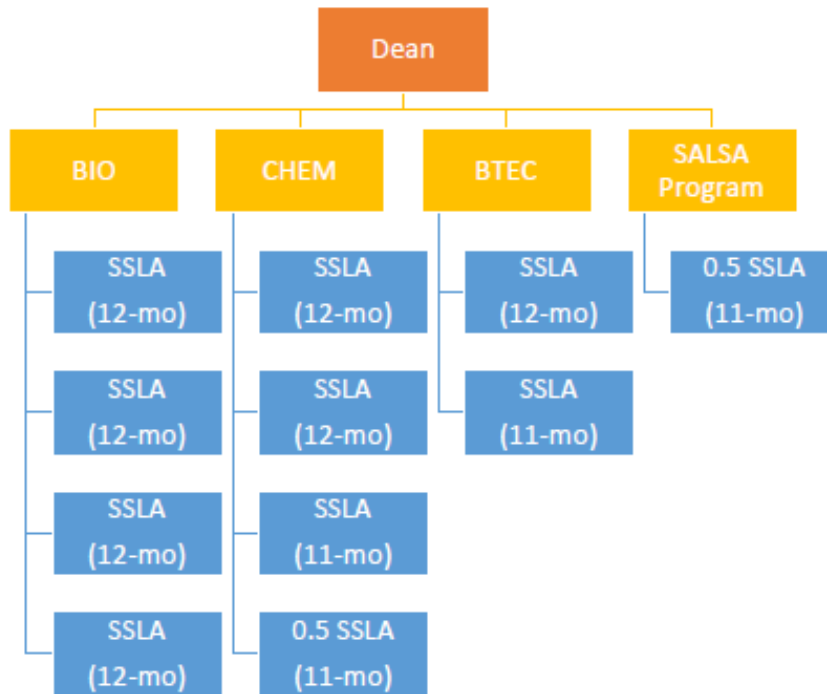
The change in organization is detailed below:

Current Lab Sciences Organization



Overall permanent FTE = 10.3



Proposed Lab Sciences Organization



Overall permanent FTE = 9.8

RECOMMENDATION

Approve reorganization for the lab sciences within the School of Mathematics and Sciences.

Subject: Approve American Institute for Foreign Study (AIFS) Faculty Led Study Abroad to Florence, Italy – Summer 2022	Attachment: <ul style="list-style-type: none"> • Basic Services Agreement and Proposal • Program Brochure
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

To promote greater internationalization of MiraCosta College, and in fulfillment of the Educational Master Plan (addendum) and Administrative Procedure 4026, the International Education Committee (IEC) received permission from Executive Management Team to pilot a short-term, faculty-led study abroad program.

The study abroad program is planned for June 30 – July 27, 2022. Participants will enroll for two summer courses, DESN 107 (History of Western Architecture-A Sustainable Perspective) taught by Professor David Parker, and ITAL 121 (Introduction to Italian Culture) taught by Professor Andrea Petri.

STATUS

During the winter of 2021, the IEC solicited proposals from travel organizations to administer a summer 2022 program. Based on the review of proposals, the American Institute for Foreign Study (AIFS) was identified as the preferred provider to organize a summer program to Florence, Italy.

RECOMMENDATION

Approve Basic Services Agreement with AIFS in order to offer a MiraCosta summer 2022 faculty-led study abroad program in Florence, Italy.



DEPART THE U.S.: WEDNESDAY, JUNE 29, 2022

ARRIVE FLORENCE: THURSDAY, JUNE 30, 2022

DEPART FLORENCE: WEDNESDAY, JULY 27, 2022

Florence is an exciting city in which to live and study. On an afternoon stroll through the streets of Florence, which is set amidst the golden hills of Tuscany, you can admire the architecture of Giotto and the Baroque sculptures adorning the fountains of the city; linger at the Uffizi Gallery with its vast collection of painting and sculpture; view the magnificent Santa Croce where Galileo, Michelangelo and Machiavelli are buried; discuss art with Florentine painters in their studios and explore the book shops near Via Cavour; and visit one of the most popular spots in Florence, the Ponte Vecchio, a 14th century bridge spanning the River Arno.

YOUR PROGRAM INCLUDES

- Housing in shared apartments in the Historical Center of Florence, right in the heart of the city.
- Orientation program on-site in Florence including an orientation meeting with AIFS staff, information packet, welcome dinner, local area tour and a guided half-day sightseeing tour of Florence.
- A full-day guided excursion to the medieval town of Siena. A full-day excursion to Venice including a walking tour of San Marco and the Doges' Palace. A full-day excursion to the historic towns of Bologna and Ravenna.
- Guided visits to the Uffizi and Accademia Galleries.
- Academic visits to sites in Florence including the Duomo, the Basilicas of Santa Croce, Santa Maria Novella and San Lorenzo and the Palazzo Vecchio, Museo del Novecento and Museo Nazionale del Bargello.
- Access to the wireless-enabled AIFS Student Center and the services of the AIFS Program Coordinator and Student Advisors for information, personal advising/counseling and 24-hour emergency contact service.
- Medical and Travel Assistance Insurance policy.

FEES

Based on an enrollment of 20 or more participants, the fee per person is \$3,645. This fee excludes airfare, passport or visa fees if applicable, meals other than those listed, personal expenses, any MiraCosta College tuition or administrative fees, textbooks, additional field trips or excursions required by the MiraCosta College faculty and anything not specified.

An optional meal voucher plan is available for \$175 for 10 vouchers to be used for either lunch or dinner. These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate.

OPTIONAL TRANSPORTATION PACKAGE

An optional Transportation Package is available, consisting of round-trip airfare between Los Angeles and Florence and round-trip transfers overseas between the airport and housing for an additional \$TBC. Mandatory additional U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$TBC (subject to change) will be billed separately.

ROME EXCURSION

Included in the program fee is a 2-day/1-night excursion to Rome. The excursion includes transportation by train, hotel accommodation with breakfast, guided visits to the Colosseum and Roman Forum, St. Peter's, the Vatican Museums and the Sistine Chapel, and the services of an AIFS Tour Manager.

**DEADLINE TO APPLY IS
FRIDAY, MARCH 11, 2022.**

FOR MORE INFORMATION CONTACT:

Prof. David Parker
dparker@miracosta.edu
or
Prof. Andrea Petri
apetri@miracosta.edu





COURSES AND FACULTY



David Parker is an architect and full-time instructor in the Design Department at MiraCosta College. Prior to joining MiraCosta in 2009, he lived and traveled all over the world.

Professor Parker received his Master of Architecture degree from The Graduate School of Design at Harvard University in Cambridge, MA and a Bachelor of Architecture degree from Carnegie-Mellon University in Pittsburgh, PA. He's been a registered architect in the state of California since 1993.

Before joining MiraCosta's Design Department, he taught and practiced architecture both locally and overseas. He taught architecture, design and drawing courses at universities in the United Arab Emirates and Nigeria. He has 15 years of architectural practice in the industry working for firms in Washington DC, Kuwait, Irvine and San Diego.

In 2014, he took a group of students to France and then in 2016 another to Italy and Greece. For Professor Parker, traveling and being exposed to other cultures is as vital to one's education as any college course.

In his free time he enjoys spending time with his wife and family as well as drawing, sports, cooking, good movies, and of course more traveling.



Andrea Petri is a full-time faculty of Italian and Spanish at MiraCosta College. Professor Petri is originally from Trieste, a city in northern Italy, near the Italian border with Slovenia. He holds a bachelor's degree in

Contemporary History from the University of Trieste and two master's degrees, one in Teaching and Learning Spanish as a Second Language from the University of Granada (Spain) and another in Interpretation and Production of Writing from the University of Tor Vergata, Rome (Italy). Professor Petri taught at Saddleback College before joining MiraCosta College in 2008. He is happy to lead a group to his home country and to show students the different facets of his culture—the food, the social, artistic and historic characteristics of this open-air museum.

Professor Petri and his wife Carolina have two children and in his free time, he enjoys reading, cooking, playing guitar, beach volleyball and tennis.

DESN 107 HISTORY OF WESTERN ARCHITECTURE-A SUSTAINABLE PERSPECTIVE

(3 Units-Grade Only- UC/CSU transferable)

This course introduces the history of Western architecture from the ancient Near East to the present day with an emphasis on the timeless principles of sustainable design. It examines selected significant historical works of architecture to shed light on the technological, religious, and social forces that shaped these works. Students are introduced to important buildings as they examine past exemplars of architectural design through the lens of present-day sustainability guidelines


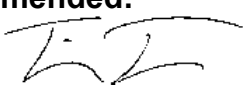
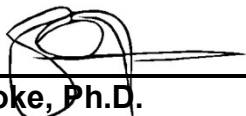
ITAL 121 INTRODUCTION TO ITALIAN CULTURE

(3 units-grade only- UC/CSU transferable)

Designed to provide a brief overview in English of the Italian culture. Areas of study include history, music, literature, philosophy, political ideas, customs and Italy's influence on and contribution to the civilization of America and the world. No prior study of the Italian language or culture is required.



1 High Ridge Park | Stamford CT, 06905

<p>Subject:</p> <p>Adopt Resolution No. 21-21/22 Requesting the San Diego County Board of Supervisors Establish the Tax Rate for Bonds of the MiraCosta Community College District Expected to Be Sold During Fiscal Year 2022/23 and Authorizing Necessary Actions in Connection Therewith</p>	<p>Attachment:</p> <p>Resolution No. 21-21/22</p>
<p>Category:</p> <p>Action Items</p>	<p>Type of Board Consideration:</p> <p>Information Consent Action </p>
<p>Recommended:</p>  <hr/> <p>Tim Flood Vice President, Administrative Services</p>	<p>Approved for Consideration:</p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

BACKGROUND

An election was held in the MiraCosta Community College District on November 8, 2016, for the issuance and sale of general obligation bonds of the district for various school facility improvements in the maximum amount of \$455,000,000 (the “Measure MM”). The schedule for issuing the next series of bonds authorized under Measure MM (“Bonds”) currently anticipates selling such Bonds after the time that the auditor-controller calculates the taxes to be levied for district bonded debt during fiscal year 2022/23. Therefore, Resolution No. 21-21/22 is being brought before the board now to formally request that, pursuant to Education Code Sections 15252-15254, the San Diego County Board of Supervisors adopt a tax rate and levy a tax for the Bonds. The tax rate will be based upon an estimated debt service schedule prepared by the district. The resolution further authorizes the district officials to file a certified copy of the resolution with the board of supervisors of the county and to deliver copies of the resolution to the auditor-controller and the San Diego County Treasurer-Tax Collector.

STATUS

Adoption of this resolution is necessary to ensure that property taxes are levied during fiscal year 2022/23 for the payment of the Bonds. The Bonds are expected to be sold during fiscal year 2022/23.

There is no fiscal impact to the general fund resulting from the issuance of the Bonds.

RECOMMENDATION

Adopt Resolution No. 21-21/22: Requesting the San Diego County Board of Supervisors Establish the Tax Rate for the Bonds of the MiraCosta Community College District Expected to Be Sold during Fiscal Year 2022/23 and Authorizing Necessary Actions in Connection Therewith.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 21-21/22

REQUESTING THE SAN DIEGO COUNTY BOARD OF SUPERVISORS ESTABLISH THE TAX RATE FOR MEASURE MM BONDS OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT EXPECTED TO BE SOLD DURING FISCAL YEAR 2022/23 AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

WHEREAS, this Board of Trustees (the “Board”) of the MiraCosta Community College District (the “District”), located in San Diego County (the “County”), California, is authorized to, and intends to, issue a series of its bonds for purposes authorized by the voters of the District on November 8, 2016 (“Measure MM”);

WHEREAS, the board of supervisors of the County is required to take action approving a tax rate for payment of indebtedness of the District during Fiscal Year 2022/23, and it is the responsibility of the auditor-controller of the County to calculate the several tax rates for the board of supervisors’ action thereon;

WHEREAS, this Board has determined that it is not possible or advisable to issue the third series of the District’s bonds in time to permit the auditor-controller of the County, or other appropriate County official, to calculate the tax rates necessary to pay debt service on such bonds in order that such tax rates may be reflected on 2022/23 property tax bills of taxpayers in the District;

WHEREAS, the Education Code of the State of California provides that the board of supervisors of each county shall annually, at the time of making the levy of taxes for county purposes, estimate the amount of money required to meet the payment of the principal of and interest on the bonds authorized by the electors of the district and not sold, and that the board of trustees of the district informs the board of supervisors in their belief will be sold before the next tax levy, and further provides that said board of supervisors shall levy a tax sufficient to pay the principal and interest so estimated; and

WHEREAS, this Board deems it necessary and desirable to issue one series of the District’s bonds authorized by Measure MM during Fiscal Year 2022/23, pursuant to applicable provisions of Government Code, and that the County levy a tax for payment on debt service estimated to come due on such bonds during Fiscal Year 2022/23, and believes that said bonds will be sold during Fiscal Year 2022/23.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT:

Section 1. Recitals. All of the above recitals are correct.

Section 2. Estimate of Tax Levy. The superintendent/president has caused the municipal advisor to the District to prepare an estimate of all payments of principal and interest which shall become due on the Series C bonds of Measure MM that the District expects to be sold after the County’s deadline for submitting the amount of the tax levy for Fiscal Year 2022/23. Such not to exceed semi-annual debt service schedule is attached hereto as Exhibit A. The Board hereby approves the Measure MM Series C debt service schedule attached hereto as Exhibit A as the schedule to be used to levy a tax rate for the Fiscal Year 2022/23 and ratifies the submittal of this debt service schedule by the district’s vice president, administrative services to the County as of July 1 to meet the County’s requirement that approved debt service schedules be submitted timely by July 1. Each of the superintendent/president and the

vice president, administrative services of the District are hereby authorized and directed to timely submit such debt service schedule to the board of supervisors and the auditor-controller of the County and to any other officers of the County responsible for preparing the tax levy for bonds of the District and for levying the tax. The District estimates that the sale of its Measure MM bonds shall be in the amount of \$100,000,000, an amount within the District's authorized but unissued bonds for Measure MM, and that such Measure MM bonds shall be sold in October 2022.

Section 3. Request to County to Levy Tax. The board of supervisors of the County is hereby requested, in accordance with Education Code Sections 15252-15254, to adopt a tax rate for the Measure MM bonds of the District expected to be sold during Fiscal Year 2022/23, based upon the estimated not-to-exceed debt service schedule attached hereto as Exhibit A, and to levy a tax in Fiscal Year 2022/23 on all taxable property in the district sufficient to pay the estimated debt service for such bonds. The proceeds of such tax shall be deposited into the debt service fund of the District established pursuant to the Education Code for bonds of the District.

Section 4. Application of Tax Proceeds. In the event that the Measure MM bonds of the district are not sold during Fiscal Year 2022/23, or sold in such amount and on such terms that the proceeds of the tax requested in Section 3 hereof, or any portion thereof, are not required for payment of debt service due on the series of Measure MM bonds expected to be sold, or payment of other outstanding bonds of the District payable from the debt service fund of the District, this Board hereby requests that the auditor-controller, or other appropriate official of the County, cause the remaining proceeds of the tax to be held in the District's debt service fund and applied to debt service due in Fiscal Year 2023/24 on the Measure MM bonds or on other outstanding bonds of the District as permitted by law coming due in Fiscal Year 2023/24.

Section 5. Filing of Resolution. The secretary of this Board is hereby authorized and directed to file forthwith a certified copy of this resolution with the clerk of the board of supervisors of the County, and to cause copies of this resolution to be delivered to the auditor-controller and the treasurer-tax collector of the County.

Section 6. Further Authorization. The president of this Board, the secretary of this Board, the superintendent/president and the vice president, administrative services of the District, shall be and they are hereby authorized and directed to take such additional actions consistent with the intent of this resolution in connection with the sale of the Bonds of the District, which any of them deem necessary and desirable to accomplish the purpose hereof.

Section 7. Effective Date. This resolution shall take effect from and after its adoption.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 23rd day of June 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Anna Pedroza
President, Board of Trustees

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Board of Trustees of the MiraCosta Community College District, certify that the foregoing resolution was regularly introduced, passed, and adopted by the board of trustees at its meeting held on June 23, 2022.

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



EXHIBIT A

NOT TO EXCEED DEBT SERVICE SCHEDULE

NET DEBT SERVICE

**MiraCosta Community College District
Election of 2016 General Obligation Bonds, Series C
Estimated Measure MM, Series C Debt Service for FY 2022-23 Tax Levy
Preliminary, Subject to Change with Market Conditions**

Period Ending	Principal	Interest	Total Debt Service	Capitalized Interest Fund	Net Debt Service	Annual Net D/S
02/01/2023		1,945,125	1,945,125	1,945,125.00		
08/01/2023	1,105,000	2,334,150	3,439,150	2,334,150.00	1,105,000.00	1,105,000.00
02/01/2024		2,306,525	2,306,525	2,306,525.00		
08/01/2024	3,880,000	2,306,525	6,186,525	1,444,556.85	4,741,968.15	4,741,968.15
02/01/2025		2,209,525	2,209,525		2,209,525.00	
08/01/2025	505,000	2,209,525	2,714,525		2,714,525.00	4,924,050.00
02/01/2026		2,196,900	2,196,900		2,196,900.00	
08/01/2026	725,000	2,196,900	2,921,900		2,921,900.00	5,118,800.00
02/01/2027		2,178,775	2,178,775		2,178,775.00	
08/01/2027	960,000	2,178,775	3,138,775		3,138,775.00	5,317,550.00
02/01/2028		2,154,775	2,154,775		2,154,775.00	
08/01/2028	1,215,000	2,154,775	3,369,775		3,369,775.00	5,524,550.00
02/01/2029		2,124,400	2,124,400		2,124,400.00	
08/01/2029	1,490,000	2,124,400	3,614,400		3,614,400.00	5,738,800.00
02/01/2030		2,087,150	2,087,150		2,087,150.00	
08/01/2030	1,790,000	2,087,150	3,877,150		3,877,150.00	5,964,300.00
02/01/2031		2,042,400	2,042,400		2,042,400.00	
08/01/2031	2,110,000	2,042,400	4,152,400		4,152,400.00	6,194,800.00
02/01/2032		1,989,650	1,989,650		1,989,650.00	
08/01/2032	2,455,000	1,989,650	4,444,650		4,444,650.00	6,434,300.00
02/01/2033		1,928,275	1,928,275		1,928,275.00	
08/01/2033	2,835,000	1,928,275	4,763,275		4,763,275.00	6,691,550.00
02/01/2034		1,857,400	1,857,400		1,857,400.00	
08/01/2034	3,240,000	1,857,400	5,097,400		5,097,400.00	6,954,800.00
02/01/2035		1,776,400	1,776,400		1,776,400.00	
08/01/2035	3,670,000	1,776,400	5,446,400		5,446,400.00	7,222,800.00
02/01/2036		1,684,650	1,684,650		1,684,650.00	
08/01/2036	4,140,000	1,684,650	5,824,650		5,824,650.00	7,509,300.00
02/01/2037		1,581,150	1,581,150		1,581,150.00	
08/01/2037	4,635,000	1,581,150	6,216,150		6,216,150.00	7,797,300.00
02/01/2038		1,465,275	1,465,275		1,465,275.00	
08/01/2038	5,175,000	1,465,275	6,640,275		6,640,275.00	8,105,550.00
02/01/2039		1,335,900	1,335,900		1,335,900.00	
08/01/2039	5,755,000	1,335,900	7,090,900		7,090,900.00	8,426,800.00
02/01/2040		1,192,025	1,192,025		1,192,025.00	
08/01/2040	6,370,000	1,192,025	7,562,025		7,562,025.00	8,754,050.00
02/01/2041		1,032,775	1,032,775		1,032,775.00	
08/01/2041	7,035,000	1,032,775	8,067,775		8,067,775.00	9,100,550.00
02/01/2042		856,900	856,900		856,900.00	
08/01/2042	7,740,000	856,900	8,596,900		8,596,900.00	9,453,800.00
02/01/2043		663,400	663,400		663,400.00	
08/01/2043	10,180,000	663,400	10,843,400		10,843,400.00	11,506,800.00
02/01/2044		459,800	459,800		459,800.00	
08/01/2044	11,040,000	459,800	11,499,800		11,499,800.00	11,959,600.00
02/01/2045		239,000	239,000		239,000.00	
08/01/2045	11,950,000	239,000	12,189,000		12,189,000.00	12,428,000.00
	100,000,000	75,005,375	175,005,375	8,030,356.85	166,975,018.15	166,975,018.15

Subject: Approve FY2024-28 Five-Year Capital Construction Plan	Attachment: FY2024-28 Five-Year Capital Construction Plan
Category: Consent	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


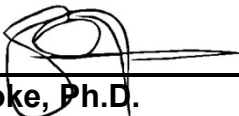
The district is required to submit a Five-Year Capital Construction Plan to the California Community Colleges Chancellor’s Office (CCCCO) by July 1 of every year. The CCCCCO announced on March 28, 2022, that the deadline has been extended to August 1, 2022. The plan identifies the capital construction projects the district plans to undertake and includes estimated costs and schedules.

STATUS

The Five-Year Construction Plan identifies the capital construction projects the district plans and it includes estimated costs and schedules. The Five-Year Construction Plan identifies the district’s proposed projects, pending approval from the Board of Trustees, which will be submitted to the Chancellor’s Office on or before August 1, 2022. This plan updates the next five years of Measure MM capital construction projects that were identified in the 2016 Facilities Master Plan. The funding for these projects will come from a combination of Measure MM’s \$455 million general obligation bond program, State Scheduled Maintenance, and District Fund 41 Capital Construction funds. The results of this extensive investigative and collaborative project planning process are documented in the attached project list.

RECOMMENDATION

Approve the FY2024-2028 Five-Year Construction Plan, as stated above.

Subject: Ratify Award and Execution of Construction Services Contract for Bid No. MM-22-022 San Elijo Campus Miscellaneous Enhancements Project	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As part of the Measure MM bond program, the MiraCosta Community College District (“MCCD”) Project Management Office (“PMO”) has procured pricing for construction services for the San Elijo Campus Miscellaneous Enhancements Project, Bid No. MM-22-022 (“Project”), via a competitive bidding process pursuant to Public Contract Code §20650, et seq. The scope of work for the Project includes the renovation of the exterior portions of the following San Elijo Campus buildings: B200, B300, B500, B600 and B900. In general, Project scope of work includes cleaning and painting existing wood trellis, the removal of existing and installation of new polycarbonate roof covering, removal of exterior plaster, installation of parapet cap, sheet metal coping, and flashing. Also included in the Project scope of work is the removal of clay tile roofing and painting the exterior of buildings.

The board approved agenda item IX.A at its May 19, 2022, meeting which authorized the vice president, administrative services to award and execute a construction contract for the Project to the lowest responsive and responsible bidder, as long as the lowest responsive and responsible bidder’s bid fell at or below the established Project budget of \$975,948 and district staff brought this contract award before the board for ratification within sixty (60) days of the vice president awarding and executing the construction contract for Project.

STATUS

This project did not require Division of State Architects (DSA) approval, and the competitive bidding process for the project closed May 26, 2022, at 2 PM. There was a total of two (2) firms that submitted a bid. Both bids were deemed responsive. The details of the two (2) bids submitted are as follows:



Firm	City and State	Base Bid	Add Alternate #1	Add Alternate #2	Contingency	Bid Total
Conan Construction, Inc.	Carlsbad, CA	\$587,000	\$25,000	\$55,000	\$50,000	\$717,000
GQ Builders, Inc.	Rancho Santa Fe, CA	\$679,000	\$10,000	\$25,000	\$50,000	\$764,000

Project bid documents stated that the low bid would be determined based on the aggregate amount of: (1) the Base Bid; (2) the two (2) add alternates; and (3) the District Controlled Construction Contingency. As such, Conan Construction, Inc.'s bid was determined to be the low bid and the district has decided to select the two (2) add alternates.

Furthermore, Conan Construction, Inc.'s bid was determined to be within the established project budget. Thus, pursuant to the vice president, administrative service's authority approved by the board at its May 19, 2022, meeting, the vice president, administrative services awarded and executed the project contract in the amount of \$717,000 to Conan Construction, Inc. and staff is bringing this contract execution and award to the board for ratification.

RECOMMENDATION

Given the foregoing, district staff and the PMO recommend that the board ratify the vice president, administrative service's award and execution of the construction services contract in the amount of \$717,000 for Bid #MM-22-022 San Elijo Campus Miscellaneous Enhancements Project to Conan Construction, Inc.

Subject: Notice of Completion - Bid # MM-19-124 CLC Student Services Project	Attachment: None
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND



On May 15, 2022, Align Builders, Inc. completed all the work associated with Bid #MM 19-124 CLC Student Services Project (04001). The original construction contract amount for Align Builders, Inc. was \$9,250,112, and the total change order amount for this project was \$291,108.10. This project had a final construction cost of \$9,541,220.10.

STATUS

The project is currently 100 percent complete.

RECOMMENDATION

Approve and execute Notice of Completion for the Bid #MM-19-124 CLC Student Services Project No. 04001.

Subject: Approve Amendment 1 to Accenture, LLP for Workday Postproduction Support Services	Attachment: Service Order 2 – Supplier Contracts Service Order 3 – STRS Integration
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In June 2018, the board approved agenda item VII.O awarding RFP #12-17 enterprise finance, purchasing, human resources and payroll software and related services identifying Workday as the enterprise resource program (ERP), and Sierra-Cedar (now Accenture, LLP) as the firm to provide implementation services. Workday was deployed district-wide in July 2020 and post go-live support was completed at the end of FY20/21. In February 2022, the district entered into an agreement with Accenture, LLP to provide postproduction support for the district’s Workday ERP system. Since issuing this agreement, Human Resources requires additional support from Accenture, LLP in the integration of the California State Teachers Retirement System (STRS). In addition, the purchasing department has identified the need to obtain Accenture, LLP’s support in developing the supplier contracts functionality in Workday, which would enable contract management in a centralized location that streamlines processes and auditability.

STATUS

California Government Code 53060 allows public agencies to contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required. Due to the specialized knowledge required and the existing knowledge of the district business processes gained through the initial implementation process, the district would like to enter into an amendment with Accenture, LLP for additional, postproduction support for the district’s Workday ERP system.

The district issued an agreement in February 2022 to Accenture, LLP for \$95,000. The district has since identified additional time required to complete the project in the amount of \$9,700 (Service Order 3). Purchasing staff have identified the need for services to implement the supplier contracts functionality within Workday in the amount of \$17,045 (Service Order 2). Pursuant to AP6330, since the combined amount now exceed Public Contract Code Section

20651, the district is presenting this to the board for ratification for the new total contract value of \$121,745.

Funding for the STRS integration project has been identified in the administrative computing capital outlay budget. Funding for the supplier contracts implementation has been identified in the purchasing & material management contract services budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with Amendment 1 with Accenture, LLP for a combined increase in the amount of \$26,745, for an updated not to exceed contract amount of \$121,745.

Service Order 2

ACCENTURE SERVICE ORDER MIRACOSTA002																	
DATE SUBMITTED:	5/24/2022																
STATEMENT OF WORK REFERENCE:	Accenture BSA, Exhibit B																
Authorized Request Submitted by:	Mina Hernandez																
SERVICE ORDER NARRATIVE:																	
<p>The scope of services is to implement Supplier Contracts functionality:</p> <ol style="list-style-type: none"> 1. Supplier Contract configuration, conversion and testing to be completed by July 1, 2022. 2. Documentation, hypercare and knowledge transfer to be completed by August 1, 2022. 																	
<p>The estimated hours and rates for the services in this Service Order:</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Hours</th> <th style="width: 15%;">Rate</th> <th style="width: 15%;">Estimate</th> </tr> </thead> <tbody> <tr> <td>Supplier Contract</td> <td style="text-align: center;">53</td> <td style="text-align: center;">\$265</td> <td style="text-align: center;">\$14,045</td> </tr> <tr> <td>PMO</td> <td style="text-align: center;">12</td> <td style="text-align: center;">\$250</td> <td style="text-align: center;">\$3,000</td> </tr> <tr style="background-color: #cccccc;"> <td>Sub Total</td> <td style="text-align: center;">65</td> <td></td> <td style="text-align: center;">\$17,045</td> </tr> </tbody> </table>			Hours	Rate	Estimate	Supplier Contract	53	\$265	\$14,045	PMO	12	\$250	\$3,000	Sub Total	65		\$17,045
	Hours	Rate	Estimate														
Supplier Contract	53	\$265	\$14,045														
PMO	12	\$250	\$3,000														
Sub Total	65		\$17,045														
<p>Supplier Contract Detailed Effort Estimate:</p>																	



Supplier Contracts Estimate	
Requirement	Estimate
Details Requirement Gathering	6
Initial setup and Security update	9
Setup Supplier Contract Configuration	12
Testing with Client's Customer/Meeting with client/writing emails/Interim Demo	15
Documentation of the configuration	3
Hypercare and KT (4 Weeks)	8
Project Mangement	12
Total	65

Assumption
No new or updated custom validations are required
The existing Workday business processes will not require significant design or update.
No conversion is required.

Note:
This is an estimate and actual hours may differ based on actual requirements.

Service Order 3

ACCENTURE SERVICE ORDER MIRACOSTA003																																		
DATE SUBMITTED:		5/26/2022																																
STATEMENT OF WORK REFERENCE:		Accenture BSA, Exhibit B																																
Authorized Request Submitted by:		Charlie Ng																																
SERVICE ORDER NARRATIVE:																																		
<p>Scope of Services:</p> <p>1. Continued Support the development of the California State Teachers' Retirement System (STRS) integration.</p>																																		
<p>Planned hours and rates for services :</p>																																		
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Resource</th> <th style="width: 20%;">Role</th> <th style="width: 10%;">Jun Forecast</th> <th style="width: 10%;">Jul Forecast</th> <th style="width: 10%;">Rate</th> <th style="width: 10%;">Forecast Total</th> <th style="width: 10%;">Forecast Cost</th> </tr> </thead> <tbody> <tr> <td>Obourn, Leslie</td> <td>Engagement Mgr</td> <td>1</td> <td>1</td> <td>\$250</td> <td>2</td> <td>\$500</td> </tr> <tr> <td>Blackmon, Jeff</td> <td>Integrations</td> <td>20</td> <td>20</td> <td>\$230</td> <td>40</td> <td>\$9,200</td> </tr> <tr style="font-weight: bold;"> <td>Monthly Total</td> <td></td> <td>21</td> <td>21</td> <td></td> <td>42</td> <td>\$9,700</td> </tr> </tbody> </table>							Resource	Role	Jun Forecast	Jul Forecast	Rate	Forecast Total	Forecast Cost	Obourn, Leslie	Engagement Mgr	1	1	\$250	2	\$500	Blackmon, Jeff	Integrations	20	20	\$230	40	\$9,200	Monthly Total		21	21		42	\$9,700
Resource	Role	Jun Forecast	Jul Forecast	Rate	Forecast Total	Forecast Cost																												
Obourn, Leslie	Engagement Mgr	1	1	\$250	2	\$500																												
Blackmon, Jeff	Integrations	20	20	\$230	40	\$9,200																												
Monthly Total		21	21		42	\$9,700																												

Subject: Approve Email Security Software Maintenance and Technical Support Agreement Renewal	Attachment: CDW-G Quote Dated 06/01/2022
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;"> <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action </div>
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district is in the process of purchasing its routine annual maintenance and support for the district’s email and cloud security protection bundle. The district has been using Proofpoint as its email security solution for the past three (3) years. The solution includes email security protection, email data loss protection (DLP) and encryption, and a cloud access security broker to protect applications in the cloud.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of an agreement established by the Foundation for California Community Colleges (FCCC). The FCCC agreement with CDW Government, Inc. (Contract #00004442) for the purchase of supplies, technology, software, equipment another other miscellaneous material, provides the lowest cost and best overall value for district technology purchases.

Funds to renew the support services, maintenance and equipment are budgeted within the district’s information technology equipment replacement budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the district’s email and cloud security protection bundle with CDW Government Inc. in accordance with the terms and conditions of FCCC Contract # 00004442, in the amount of \$111,076.

QUOTE CONFIRMATION



DEAR STEVE SCHULTZ,

Thank you for considering CDW*G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
[REDACTED]	6/1/2022	PROOFPOINT RENEWAL	[REDACTED]	\$111,076.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Proofpoint Data Loss Prevention and Encryption - subscription license (1 ye Mfg. Part#: PP-B-DLPE-S-B-105 Electronic distribution - NO MEDIA Contract: ClgBuys-CSUMaster Agmt #00004442 Catalog (00004442)	2800	5738620	\$7.57	\$21,196.00
Proofpoint Enterprise P0 F-Secure - S - subscription license (1 year) - 1 Mfg. Part#: PP-B-P0F-S-B-105 Electronic distribution - NO MEDIA Contract: ClgBuys-CSUMaster Agmt #00004442 Catalog (00004442)	2800	5716780	\$18.10	\$50,680.00
PFPT CLOUD APP SECURITY BROKER DATA Mfg. Part#: PP-B-PCASB-S-D-105 Electronic distribution - NO MEDIA Contract: ClgBuys-CSUMaster Agmt #00004442 Catalog (00004442)	2800	6843264	\$14.00	\$39,200.00
Proofpoint Platinum Support - technical support - 1 year Mfg. Part#: PP-SUP-PS-12 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: ClgBuys-CSUMaster Agmt #00004442 Catalog (00004442)	1	3854780	\$0.00	\$0.00
Proofpoint Remote Syslog Forwarding Service - subscription license (1 year) Mfg. Part#: PP-M-SYSLOG-S-A-102 UNSPSC: 43232314 Electronic distribution - NO MEDIA Contract: ClgBuys-CSUMaster Agmt #00004442 Catalog (00004442)	1	3990533	\$0.00	\$0.00

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

PURCHASER BILLING INFO	SUBTOTAL	\$111,076.00
------------------------	----------	--------------


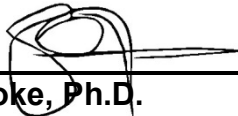
Billing Address: MIRA COSTA COMMUNITY COLLEGE ACCTS PAYABLE 1 BARNARD DR OCEANSIDE, CA 92056-3899 Phone: (760) 757-2121 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$111,076.00
DELIVER TO Shipping Address: MIRA COSTA COMMUNITY COLLEGE STEVE SCHULTZ 1 BARNARD DR OCEANSIDE, CA 92056-3899 Phone: (760) 757-2121 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

	Brett Bradford		(877) 508-2411		bretbra@cdwg.com
---	-----------------------	--	----------------	--	------------------

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2022 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Subject: Approve RFP #13-22 for Janitorial Services at TCI	Attachment: <ul style="list-style-type: none"> • RFP #13-22 Bid Documents • Best and Final Pricing from Aztec
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district issued RFP #13-22 for janitorial services for the Technology Career Institute (TCI) located at 2075 Las Palmas Drive, Carlsbad, CA 92011. The scope of work includes 73 rooms for a total of 21,320 square feet, which includes the Small Business Development Center area. The goal is to award an agreement for janitorial services at TCI to begin July 1, 2022, for a period of three years, and an option to extend the agreement for two one-year terms.

STATUS

RFP #13-22 for janitorial services at the TCI was issued by the Purchasing Department and advertised in the San Diego Union Tribune on April 26, 2022, and May 3, 2022. The RFP documents were made available and sent out to 73 vendor firms through the district’s PlanetBids bid management portal system. Two bidders submitted electronic proposals by the May 20, 2022, deadline via PlanetBids. The bidders’ submittals were evaluated for their responsiveness with one bidder being deemed as non-responsive.

Pursuant to the RFP document, Aztec Landscaping, Inc. submitted the below pricing, as the lowest responsive and responsible bidder. Purchasing and TCI staff have determined this bidder as the best overall value to the district.

Building	Total Square Footage	Cost Per Sq Ft	Cost per Month
TCI / SBDC	21,320	\$0.2885 per sq ft / Month	\$6,150.82

Additional “as needed” services will be provided as follows:

Additional Services	Unit of Measure	Amount
Carpet Cleaning	Per square foot	\$ 0.2388
Ceramic Floor Scrubbing	Per square foot	\$ 0.3383
Additional Janitorial Staff	Per Hour	\$34.825

Anticipated total annual base fee will be approximately \$75,000 per year, with funding budgeted within the TCI general maintenance fund.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the award of RFP #13-22 to Aztec Landscaping, Inc. for janitorial services at the TCI, in an amount not to exceed \$375,000 for five years, with an anticipated annual amount not to exceed \$75,000.



AZTEC

JANITORIAL SERVICES
A Division of Aztec Landscaping

May 25, 2022

Email: ksimonds@miracosta.edu

MiraCosta Community College District
Attn: Kim Simonds, Purchasing Supervisor
Purchasing Department
1 Barnard Drive
Oceanside, CA 92056

RE: BAFO – RFP #13-22 Janitorial Services for the Technology Career Center (TCI)

Thank you for the opportunity to provide you with a *Best and Final Offer (BAFO)*.



After further review and evaluation of our original cost proposal submitted on May 20, 2022, we are able to offer a *half of one percent .005% (1/2%)* reduction in our cost. Market factors that greatly influence our costs and the risks of doing business today was carefully evaluated. Due to the current volatile economic climate including shortage of labor, higher than usual labor wages, increase cost of equipment and material including gas costs and record-breaking inflation rates we can't take much risk. Excluding food and energy prices, since January core inflation is at 6.4%, on a monthly basis, core CPI was up .5 percent and California gas prices are at record highs (\$5.68 average today compared to \$4.58 in January 2022 and \$3.73 this time last year).

With hopes of continuing a successful long-term partnership without risking the quality of our service and workmanship while demonstrating an effort to provide the MiraCosta Community College District with a BAFO, we hope this is satisfactory to you. Our commitment outlined in our original proposal remains unchanged.

We eagerly await for a favorable response. We greatly appreciate the opportunity to be considered as your professional janitorial contractor. If you have any questions or comments, please do not hesitate to contact Marcy Grismer anytime directly at 619-572-4017(cell) or at marcy@azteclandscaping.com.

Respectfully,

Genaro Garcia
President

Subject: Approve Purchase of Hotspots and Broadband Internet Services for Online Learning	Attachment: T Mobile Proposal Dated 5/31/22
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;"> <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action </div>
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Prior to the COVID-19 pandemic, the MiraCosta College library piloted a program for students to borrow mobile hotspots on a weekly basis. Initially, this program was fiscally supported using the library general fund budget and consisted of 35 units. As the district pivoted to remote/online learning during the COVID-19 pandemic, hundreds of students expressed a need for broadband internet access to successfully complete online courses. Using CARES funding, the library expanded the number of hotspots to 375 units and began loaning them out a semester at a time. With a significant number of classes still being taught online, the demand for broadband internet assistance has not decreased. More than 500 students requested to checkout a device for the spring 2022 semester with the need to remain similar for fall 2022 and beyond. To reach as many students as possible, the district staff has identified a contract with T-Mobile, which offers discounted pricing and equipment at no cost.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of an agreement established by Sourcewell and Sprint Solutions, Inc. (Contract #080119-SPT). Note: Sprint and T-Mobile have merged and are now known as T-Mobile USA, Inc. The agreement with T-Mobile USA, Inc. allows for the purchase of hotspots and monthly broadband internet services for accredited public institutions of higher education which will provide the lowest cost and best overall value for the district.

Due to budget constraints, the maximum quantity of hotspots is limited to 365 units with a total annual cost of \$71,832. Equipment replacement, due to loss or damage, can be purchased utilizing the identified contract for \$90 per unit. The five-year equipment and service costs will not exceed \$375,000, with an annual not to exceed of \$75,000.

Funds for the first year of this program have been identified through a MiraCosta College foundation grant. Equipment replacement costs will be utilizing the library equipment funds.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the district's hotspot equipment and broadband internet services with T-Mobile USA, Inc. in accordance with the terms and conditions of Sourcewell Contract #080119-SPT, for the not to exceed amount of \$375,000 for five years, with an anticipated annual not to exceed amount of \$75,000.



T-MOBILE FOR GOVERNMENT

John Lindberg

John.Lindberg1@T-Mobile.com

858.531.1800

MiraCosta College Higher Education Hotspot Quote

Proposal Date: 5/31/2022

Proposal Expiration 6/30/2022

Cellular Monthly Service Cost

Service	Quantity	Data GB	Cost	Discount	Net	Regulatory Fees	Total Monthly Cost	Total Monthly Discount	Total Monthly Cost
Student Connectivity T-Mobile Unlimited Mobile Internet (MINT) HOTSPOT	365	UNL	\$ 35.00	\$(20.00)	\$ 15.00	\$1.40	\$16.40	(\$7,300.00)	\$ 5,986.00

Hardware Cost

Equipment	Quantity	Device MSRP	Cost	Discount	Net			Total Equipment Discount	Total Equipment Cost
Franklin T10 Hotspots	365	\$ 90.00	\$0.00	\$(90.00)	\$0.00			(\$32,850.00)	\$0.00




Total Monthly Cost

	Quantity		Monthly		Regulatory Fees	Total Monthly Cost	Total	12 Month Total
Total Monthly Cost	365		\$ 15.00		\$ 1.40	\$ 16.40	\$5,986.00	\$71,832.00

Program to Include:

- All Hotspot device kitting and staging provided at \$0 by T-Mobile
- All Project Management provided at \$0 by T-Mobile Implementation Team (IM)
- All T-Mobile Implementation Services (IM) provided at \$0
- All T-Mobile onsite support for implementation and multi-site rollout (as needed) provided at \$0
- Taxes and Regulatory Fees are included in Proposal
- Customer online portal management tool, training, dedicated expert support person included
- Requires a 12 month service agreement
- Current Hotspot Device is Franklin T10 and have a 1 year manufacturers warranty
- Hotspot replacement cost for lost/stolen device is \$90
- All Hotspot devices provided are 4G Hotspots
- Hotspot use instructions can be provided for Non-English Language speakers

Confidential - Intended for MiraCosta College

Subject: Approve Network and Telecommunications Hardware and Software Maintenance and Technical Support Services Agreement	Attachment: <ul style="list-style-type: none"> • ePlus Technology Quote #MCC-AFLEX-050422 • ePlus Technology Quote #22797507
Category: Consent Items	Type of Board Consideration: <div style="text-align: center;">  Information Consent Action </div>
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district is in the process of renewing its routine annual maintenance and support for the district’s network and telecommunications hardware and software maintenance and technical support services agreement using Cisco’s integrated systems.

The renewal includes a one-year agreement for Cisco SMARTnet. This renewal includes networking equipment at all four sites and provides technical support and replacement of critical network equipment and devices. Future renewals will be brought before the board for approval.

Additionally, the renewal includes the three-year routine telephone software maintenance and support contract for Cisco A-FLEX. This coverage includes the software licensing and support for the district’s telephone system. The three-year agreement enables a price lock shielding the district from future inflationary increases generating savings on licensing and support coverage for years two and three. Although this is a three year term, the district will be invoiced annually.

STATUS

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of Cisco NASPO ValuePoint DataCom Master Agreement # AR3227, which includes California Participation Addendum # 7-20-70-47-01 with ePlus Technology, Inc. for the purchase of both services, at the lowest cost and best overall value for the district.

Funds to renew the support services, maintenance and equipment are budgeted within the district’s information technology equipment replacement budget.

Product	Cost FY2022-23	Cost FY2023-24	Cost FY2024-25
Cisco SMARTnet	\$44,867.88	TBD	TBD
Cisco A-FLEX (07/16/22 – 07/15/25)	\$49,491.96	\$49,491.96	\$49,491.96

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement with ePlus Technology, Inc. in accordance with the terms and conditions of Cisco NASPO ValuePoint DataCom Master Agreement # AR3227 and California Participation Addendum #7-20-70-47-01 for the following:

1. One-year renewal for Cisco SMARTnet at a cost not to exceed \$44,867.88 for the term of 07/01/22 – 06/30/23.
2. Three-year agreement for Cisco A-FLEX at a cost not to exceed \$49,491.96 annually for the term of 07/16/22 – 07/15/25.




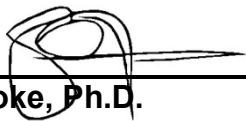
MIRACOSTA COLLEGE

ePlus Quote #: 22797507
Quote Expiration: 19-Jun-22
Part #: 12418985-1
Description: 1-Year SMARTnet Renewal
Customer Price: \$44,867.88
Count of Assets Reaching EOS: 3

This quote is pursuant to Cisco/NASPO ValuePoint DataCenter Master Agreement # AR3227 and California PA # 20-20-47-01.

Table with columns: Product Number, Product Description, Architecture, Serial Number, Instance ID, Parent Instance ID, Major/Minor, Qty, Service Level, SKU, Contract Number, Start Date, End Date, LDCS, Customer Name, Customer Address, Customer Price. Contains numerous rows of equipment and software items.

Product Number	Product Description	Architecture	Serial Number	Instance ID	Parent Instance ID	Major/Minor	Qty	Service Level	SKU	Contract Number	Start Date	End Date	LCDS	Customer Name	Customer Address	Customer Price
WS-C2960R-48PPD-I	Catalyst 2960-XR 48 GgE PoE 740W 2 x 300 SFP+ 1P Lite	Switching	FDO1916060	1677921592	1677921592	Major	1	SW-SNTC NO RMA	CON-SW-W256X46F	New	1-Jul-22	30-Jun-23	33-Oct-27	MIRACOSTA COLLEGE	1 BARNARD DR, OCEANSIDE, CA, 92056, US	\$503.12
WS-C4510RE-S7-96V+	**4510r-E Chassis Two WS-X4796-RJ45V+E Sup7-E	Switching	FOX151766CR	806135400	806135400	Major	1	SNTF - SNTC 24K 7X4	CON-SNTF-4610R67	New	1-Jul-22	31-Oct-22	31-Oct-22	MIRACOSTA COLLEGE	1 BARNARD DR, OCEANSIDE, CA, 92056, US	\$1,475.25
WS-C4510RE-S7-96V+	**4510r-E Chassis Two WS-X4796-RJ45V+E Sup7-E	Switching	FOX151766D2	806153223	806153223	Major	1	SNTF - SNTC 24K 7X4	CON-SNTF-4610R67	New	1-Jul-22	31-Oct-22	31-Oct-22	MIRACOSTA COLLEGE	1 BARNARD DR, OCEANSIDE, CA, 92056, US	\$1,475.25
Total(\$)																\$44,867.88

Subject: Approve FY2022/23 Tentative Budget	Attachment: FY23 Tentative Budget
Category: Consent Items	Type of Board Consideration: Information <input checked="" type="checkbox"/> Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The FY2022/23 tentative budget workshop was conducted at the board workshop on June 16, 2022. Highlights of the FY2022/23 tentative budget workshop included:


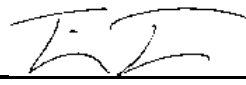
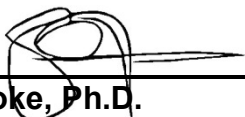
- 2021/22 budget priorities and recap
- Governor’s May revise and estimates for the district
- Board of Trustees 2022/23 budget directions
- 2022/23 tentative budget assumptions and plan
- 2022/23 budget: general fund unrestricted

STATUS

It is expected that the state legislature will approve a budget on June 15, 2022. The Board of Trustees is required by law to approve a tentative budget before the start of the new fiscal year, July 1, in order for the district to expend funds starting July 1, and prior to the board’s adoption of the final budget in September. The final budget workshop presentation is scheduled for September 8, 2022, and the final budget board approval/adoption at the September 15, 2022, board meeting.

RECOMMENDATION

Approve the FY2022/23 tentative budget as stated above.

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

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. calendar year 2022 = \$99,100), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

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

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

STATUS

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

RECOMMENDATION

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

**Contract and Purchase Order Ratification List
April 28, 2022 – June 1, 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
22001705	Botsford Construction Inc	Dishwasher Installation at building SAN 1000 (Fac)	\$6,730.00
22001796	Mesa Energy Systems, Inc.	Boiler replacement at 8000 (Fac)	\$48,846.00
22001797	Russ Stroika	Ext Painting of building SAN 1000 (Fac)	\$24,000.00

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
22001672	MJK Architecture	Services (Fac)	\$73,750.00
22001687	Accenture LLP	Contract Services (Admin Serv)	\$95,000.00
22001771	Southland Technology	Equipment and Supplies (Inst Serv)	\$53,639.96
22001795	Motimatic PBC	Advertising (PIO)	\$30,000.00
22001890	Cranium Cafe, LLC	Software Maintenance (AIS)	\$51,711.00
22001907	Accrediting Commission for Community and Junior Colleges	Membership (Pres)	\$30,105.00
22001911	MJK Architecture	Contract Services (Workforce Dev)	\$45,000.00

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
22001657	(W)right On Communications, Inc.	Contract Services (Inst Advance)	\$22,500.00
22001658	Economic Modeling, LLC	Software Maintenance (Career Ed)	\$12,075.00
22001659	Addiction Treatment Technologies, LLC	Software Maintenance (Health Serv)	\$15,116.00
22001668	Office Depot	Supplies (Comm Ed)	\$11,842.74
22001684	Full Spectrum Laser, LLC	Equipment (Draft)	\$17,421.32
22001698	State of California Department of Transportation	Legal Settlement (HR)	\$20,876.00
22001706	Foundation for California Community Colleges	Consulting (Career Ed)	\$14,650.00
22001724	Signal Vine Inc	Consulting (Stud Serv)	\$10,500.00
22001763	Air Filter Supply a California Corporation	Supplies (Fac)	\$12,341.78
22001847	Ellucian Company LP	Software Maintenance (Stud Supp)	\$12,670.00
22001896	Malwarebytes	Software Maintenance (AIS)	\$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
22001583	TBF Investments, LLC	Equipment (CDC)	\$7,062.31
22001584	Parron Hall Office Interiors	Furniture (Pur)	\$7,621.96
22001608	CDW-G	Equipment (AIS)	\$6,269.82
22001620	PREMIUM OUTLET PARTNERS	Advertising (PIO)	\$5,412.50
22001642	Fisher Science Education	Furniture (Fac)	\$5,778.56
22001651	COPYMAX Inc	Printing (Std Svcs)	\$8,431.59
22001671	OverDrive	Library E-Resources (Lib)	\$5,000.00
22001733	Jeffery Anderson	Advertising (PIO)	\$5,000.00
22001744	Coin Security Systems Inc	Maint. Agreement (Fac)	\$6,660.00
22001762	4imprint	Promotional (Guid Path)	\$6,380.62
22001789	AAC&U	Membership (Pres)	\$5,000.00
22001790	UT Community Press	Advertising (PIO)	\$8,952.00
22001793	Zoological Society of San Diego	Contract Services (Stud Svcs)	\$5,000.00
22001858	Uber Technologies, Inc.	Student Financial Aid Non-Cash (CARE)	\$5,000.00
22001860	Weatherproofing Technologies, Inc.	Contract Services (Admin Serv)	\$5,500.00
22001909	ZRG, LLC	Contract Services (Workforce Dev)	\$5,760.00

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
	No Entries This Month		

Total Contract Expenditures: \$717,604.16
Ratify MCC purchase orders 22001583 through 22001951

**Capital Improvement Program Contract and Purchase Order Ratification List
April 28, 2022 – June 1, 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
22001945	Parron Hall Office Interiors (Parron Hall Construct)	04001 Misc. Construction Services (CLC)	\$30,761.90

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
22001912	Parron Hall Office Interiors	04207 Furniture (OC)	\$39,979.68

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
22001614	Elite Relocation Services	04004 Relocation Services (CLC)	\$14,385.94
22001813	Parron Hall Office Interiors	04207 Furniture (OC)	\$15,731.97

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
22001747	Sherman SM Wong	03722 Program-wide Legal Services	\$3,080.50
22001814	Parron Hall Office Interiors	04109 Furniture (SAN)	\$1,171.99
22001815	Parron Hall Office Interiors	04004 Equipment (CLC)	\$751.86
22001856	Lane Science Equipment Corp.	04103 Furniture (SAN)	\$6,174.58
22001857	Vantage Technology Consulting Group	04202 Technology Consulting Svcs. (OCN)	\$9,453.75
22001873	State Water Resources Control Board	04204 Annual Permit Fee (OCN)	\$1,224.00

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
20001816	Mobile Mini	04004 Conex Bins (CLC)	\$2,208.00
21001378	Elite Relocation Services	04204 Change Order 2 (OCN)	\$15,074.52
21002842	FastSigns	04244 Change Order 1 (OCN)	(\$505.21)

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
20000592	Balfour Beatty Construction LLC	04201 Change Order 8 (OCN)	\$36,199.00
20000593	Balfour Beatty Construction LLC	04204 Change Order 9 (OCN)	\$4,446.00

20000595	Swinerton Builders	04203 Change Order 18 (OCN)	\$101,871.00
20000595	Swinerton Builders	04203 Change Order 20 (OCN)	\$26,974.00
20000595	Swinerton Builders	04203 Change Order 21 (OCN)	\$48,357.00
21000213	Caliba Inc	04244 Sitework (OCN)	\$2,900.00

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
22001612	Shadpour Consulting Engineers Inc	04216 Oversight of HVAC IAS Controls Design (OCN)	\$18,750.00
22001613	Architects Mosher Drew	04244 Design Services (OC)	\$18,750.00

MM-17-001 – Architectural and Engineering Services Task Change Orders			
PO #	Vendor	Description	Amount
20000674	Lord Architecture Inc	04001 Change Order 8 (CLC)	(\$9,642.60)

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

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

MM-17-002 – Geotechnical Engineering Task Change Orders			
PO #	Vendor	Description	Amount
21002280	SMS Geotechnical Solutions Inc	04115 Geotechnical Services (SAN)	(\$3,575.00)

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

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

MM-17-003 – Civil Engineering Task Change Orders			
PO #	Vendor	Description	Amount
20000568	NV5, Inc.	04203 Change Order 1 (OCN)	\$25,960.00

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 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 Month		

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

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

MM-19-013 – Inspector of Record Task Orders			
PO #	Vendor	Description	Amount
22001746	Kent Schafer (CIS)	04207 Inspection Services (OCN)	\$30,000.00


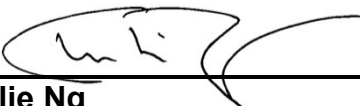
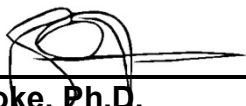
MM-19-013 – Inspector of Record Task Change Orders			
PO #	Vendor	Description	Amount
21000016	Kent Schafer (CID)	04109 Inspection Services (SAN)	\$12,970.00

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 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
22001913	Atlas Technical Consultants LLC	04204 Special Inspection Services (OCN)	\$50,000.00
22001914	Atlas Technical Consultants LLC	04201 Special Inspection Services (OCN)	\$50,000.00

MM-19-014 – Special Inspection Task Change Orders			
PO #	Vendor	Description	Amount
21001264	Alliance Engineering of CA Inc	04207 Inspection Services (OCN)	(\$65,767.38)
21002155	Atlas Technical Consultants LLC	04203 Special Inspection (OCN)	\$155,886.00
22000579	Dudek	04204 Environmental Compliance Monitoring (OCN)	\$6,060.00

Total Contract Expenditures: \$649,631.50			
Ratify purchase orders — 22001614, 22001747, 22001813-22001815, 22001856-22001857, 22001873, 22001912			
Ratify purchase orders (Task Orders) — 22001612-22001613, 22001745, 22001913-22001914			
Ratify purchase orders (Contracts) — 22001945			

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

BACKGROUND

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


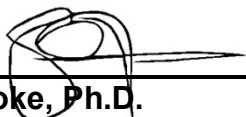
STATUS

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

- Irene Dikau 10.9 years
- Beverly Felt 14.1 years
- Trudy Fore 24.3 years
- Judith Foster 18.3 years
- Denise Omitt 11.8 years
- Asha Prasad 16.7 years
- Janine Washabaugh 29.3 years

RECOMMENDATION

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

Subject: Adopt Resolution No. 22–21/22 – Excuse Board Member Absence	Attachment: Resolution No. 22–21/22 – Excuse Board Member Absence
Category: Action Items	Type of Board Consideration: Information Consent Action <div style="text-align: right; margin-right: 20px;">  </div>
	Approved for Consideration:  <hr style="border: 0.5px solid black;"/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


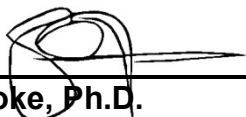
Board Policy 2725–Board Member Compensation and Education Code section 72024 establish that a board member may be paid for any meeting when absent if the board by resolution excuses the absence for performance of services for the community college district outside the board meeting, illness, jury duty, or a hardship deemed acceptable to the board.

STATUS

Trustee Jackie Simon was absent from the board workshop of the MiraCosta Community College District Board of Trustees on May 12, 2022, due to illness.

RECOMMENDATION

Adopt Resolution No. 22–21/22, excusing the absence of Trustee Jackie Simon from the board workshop of the MiraCosta Community College District Board of Trustees on May 12, 2022.

Subject: Adopt Resolution No. 23–21/22 – Excuse Board Member Absence	Attachment: Resolution No. 23–21/22 – Excuse Board Member Absence
Category: Action Items	Type of Board Consideration: Information Consent Action <div style="text-align: right; margin-right: 20px;">  </div>
	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 80%; margin: auto;"/> Sunita V. Cooke, Ph.D. Superintendent/President </div>

BACKGROUND

Board Policy 2725–Board Member Compensation and Education Code section 72024 establish that a board member may be paid for any meeting when absent if the board by resolution excuses the absence for performance of services for the community college district outside the board meeting, illness, jury duty, or a hardship deemed acceptable to the board.

STATUS

Trustee William Fischer was absent from the regular board meeting of the MiraCosta Community College District Board of Trustees on May 19, 2022, due to illness.

RECOMMENDATION

Adopt Resolution No. 23–21/22, excusing the absence of Trustee William Fischer from the regular board meeting of the MiraCosta Community College District Board of Trustees on May 19, 2022.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 23–21/22
EXCUSE BOARD MEMBER ABSENCE**

WHEREAS, Trustee William Fischer was absent from the regular meeting of the MiraCosta Community College District Board of Trustees on May 19, 2022, due to a hardship deemed acceptable to the board.

NOW, THEREFORE, BE IT RESOLVED by the MiraCosta Community College District Board of Trustees that the above-noted absence of Trustee Fischer is excused and that, in accordance with the applicable provisions of the Education Code, no reduction in monthly compensation will be made for the absence.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District of San Diego County, California, this 23rd day of June 2022, by the following vote, which constitutes a majority of the board of trustees:

AYES:

NOES:


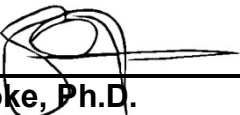
ABSTAINING:

ABSENT:

STATE OF CALIFORNIA)
)
SAN DIEGO)

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

Secretary to the Board of Trustees

Subject: Board Policy 3570 – Tobacco-Smoke-Vapor-Free Campus	Attachment: Board Policy 3570 – Tobacco-Smoke-Vapor-Free Campus
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 3570 - Tobacco-Smoke-Vapor-Free Campus has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3570 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 3570 – Tobacco-Smoke-Vapor-Free Campus.

The MiraCosta Community College District superintendent/president is authorized to enact procedures as appropriate and permitted by law regarding a tobacco/smoke/vapor-free college environment.

Students, employees, and visitors to the campuses of MiraCosta College are permitted to use tobacco products and/or vapor-producing implements in their personal vehicles only. All other use of tobacco or tobacco products is prohibited, including the use of electronic cigarettes and vapor-producing paraphernalia.

Tobacco products and vapor-producing paraphernalia may not be sold at any campus site, and no tobacco-related or vapor-producing paraphernalia advertising or sponsorship shall be permitted on MiraCosta College property, at college-sponsored events, or in publications produced by MiraCosta College.

See Administrative Procedure 3570.

MiraCosta Community College District
Page 1 of 1

Adoption Date: 2/17/16
 Periodic Review: xx/xx/xx
 References: Government Code §§ 7596, 7597, 7598
 Labor Code § 6404.5
 Assembly Bill 795
 Title 8, §5148
 Education Code §76033(e)
 CCLC Update: #20, 3/12
 Steering: VPSS/VPAS/VPHR / All - info only

MiraCosta College is a tobacco/smoke/vapor-free institution. Smoking, vaping, or the use of any tobacco product is prohibited on all district property at all times. This administrative procedure applies to students, faculty, staff, administrators, visitors, and general members of the public. Students, employees, and visitors to the campuses of MiraCosta College are permitted to use tobacco products or vapor-producing implements in their personal vehicles only.

Because MiraCosta College is committed to providing a safe and healthy working and learning environment for all students, faculty, employees and visitors, smoking or the use of any tobacco product is prohibited at all campus sites. The use of electronic cigarettes or other vapor-producing implements is also prohibited.

This prohibition includes the use of all tobacco products, including but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, hookahs, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers).

District property includes both indoor and outdoor areas of property that is owned, leased, or otherwise controlled by the district, including but not limited to: classrooms, offices, lobbies, lounges, waiting areas, stairwells, restrooms, walkways, sidewalks, lawns, athletic fields and viewing stands, parking lots, warehouses, storage yards, and district-owned or leased vehicles.

Definition

Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (e.g. clove, bidis, Kreteks), electronic cigarettes, smoke/vapor-producing implements, cigars and cigarillos, hookah-smoked products, and oral tobacco (e.g. spit and spitless, smokeless, chew, snuff).

MiraCosta Community College District

Page 1 of 2

Effective Date:	5/19/09, 8/9/11, 1/8/16, 1/23/20
References:	Government Code §§7596, 7597, 7598 Assembly Bill 795 Labor Code §6404.5 Title 8, §5148 Education Code §76033(e)
CCLC Update:	#6, 2/04; #12, 2/07; #20, 3/12; #30, 4/17, #33, 10/18
Steering:	VPSS/VPAS/VPHR / N/A

Procedures

1. District Personnel Notices and Publications

Public Information staff prepares and arranges to post signs on all campus sites to notify students, employees, and visitors that smoking and/or using other vapor-producing implements is prohibited.

District personnel will publicize prohibition of tobacco products and vapor-producing paraphernalia in college catalogs, printed schedules, and other college materials, and may take additional steps to educate college constituencies on tobacco prohibition policies and procedures.

2. College Police Enforcement


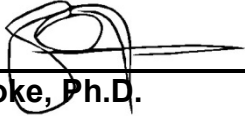
College police will inform visitors, employees, and students of the district's policies and procedures prohibiting smoking and/or the use of other tobacco or vapor-producing implements. College police may warn or cite any person who is in violation of the tobacco/smoke/vapor-free policy. Visitor violators are subject to stay-away orders.

College police, depending on the circumstances of the violation, may report students who violate the smoking and/or use of other tobacco and vapor-producing implements policies to the appropriate administrator for disciplinary proceedings under Education Code §76033(e).

3. Tobacco products and paraphernalia will not be offered for sale in at any campus site.

4. No tobacco-related advertising or sponsorship shall be permitted on MiraCosta College property, at college-sponsored events, or in publications produced by MiraCosta College with the exception of advertising in a newspaper or magazine that is not produced by MiraCosta College and which is lawfully sold, bought, or distributed on MiraCosta College property.

The district offers the following resources for students, faculty, and staff who are interested in quitting smoking or the use of tobacco. As a fringe benefit, the district will pay up to \$150 of the cost of a stop-smoking program for permanent employees (one time only). Health services provides confidential individual counseling for students, and smoking-cessation information and referral. Additionally, students, faculty, and staff who are interested in smoking cessation are encouraged to explore the free services offered by the California Smokers Helpline at 1-800-NOBUTTS and www.nobutts.org.

Subject: Board Policy 4020 – Program, Curriculum, and Course Development	Attachment: Board Policy 4020 – Program, Curriculum, and Course Development
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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

A periodic review of Board Policy 4020 – Program, Curriculum, and Course Development has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4020 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 4020 – Program, Curriculum, and Course Development.

The programs and curricula of the district shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the superintendent/president shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include the following:

- A. Appropriate involvement of the faculty, Courses and Programs Committee (CPC), and Academic Senate in all processes
- B. Regular review and justification of programs and course descriptions
- C. Opportunities for training for persons involved in aspects of curriculum development
- D. Consideration of job market and other related information for career education programs

All new programs and any recommendations for discontinuance of programs shall be submitted to the board of trustees for approval.

All new programs shall be submitted to the state California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be submitted to the board of trustees for approval. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be submitted to the board for approval.

MiraCosta Community College District

Page 1 of 2

Adoption History: 1/19/10, 6/19/12, 11/15/18

Periodic Review: 4/14/15, ~~xx/xx/xx~~

Reference Update: 5/14

References: Education Code §§70901(b), 70902(b), 78016
 Title 5, §§51000, 51022, 55002, 55100, 55130, 55150, 55256.5
 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.
 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
 Accrediting Commission for Community and Junior Colleges
 Accreditation Standards II.A, II.A.9

CCLC Update: #25, 11/14; #28, 4/16; #31, 10/17

Steering: CPC / AS

Consistent with federal regulations applicable to federal financial-aid eligibility, the district shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. At MiraCosta College, 54 total student learning hours is equivalent to 1 unit of credit, and the minimum unit increment is 0.5.

Title 5 provides specific hour-to-unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

The superintendent/president will establish procedures that prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations as they apply to community college districts.

The superintendent/president shall establish procedures to assure that curriculum at the district complies with the definition of "credit hour" or "clock hour," where applicable.

The superintendent/president shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures 4020, 4021, and 4022.

MiraCosta College faculty, as empowered by [Assembly Bill 1725](#), have primacy in the area of curriculum development and as such are responsible for managing and updating their curriculum in accordance with standards set forth by the California Code of Regulations (title 5), the California Community Colleges Chancellor’s Office, and the Accrediting Commission for Community and Junior Colleges (ACCJC).

The Courses and Programs Committee (CPC), a subcommittee of the Academic Senate, makes recommendations pertaining to the programs and courses offered by the college primarily to the Academic Senate. The CPC acts by means of careful study and open discussion to assure the college’s curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures.

The Courses and Programs Committee Handbook describes the roles and responsibilities of the CPC as well as the procedures for program and curriculum development at MiraCosta College. The handbook is reviewed annually and updated as needed by the CPC.

The MiraCosta Community College District provides annual certification to the California Community Colleges Chancellor’s Office pertaining to the approval of credit courses and credit programs as required under title 5 sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least two units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in title 5 section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

(See Administrative Procedure 4103: Experiential Education for Cooperative Work Experience credit hour calculations.)

MiraCosta Community College District	Page 1 of 3
Effective Date:	1/19/10, 5/14/12, 9/9/14, 4/8/16, 11/21/19
Periodic Review:	4/14/15
Reference Update:	11/14
References:	Title 5 §§51021, 55000 et seq., 55100 et seq. 34 Code of Federal Regulations Part 600.2 ACCJC Accreditation Standard II.A U.S. Department of Education regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
CCLC Update:	#25, 11/14; #31, 10/17
Steering:	CPC/AS

A. Credit Hour Calculations

Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. The college shall use the following formula to determine the units of credit for a course:

$$\text{(total contact hours + outside-of-class hours)/hours-per-unit divisor = units of credit}$$

- Total contact hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in title 5 sections 58050, 58051, and 58161. This number is the sum of all contact hours for the course in all calculations categories, including lecture, laboratory, discussion, etc. Contact hours for courses may include hours assigned to more than one instructional category (e.g., lecture and lab, lecture and clinical).
- Outside-of-class hours: Hours students are expected to engage in coursework outside of the classroom.
- Hours-per-unit divisor: The term-length multiplier for MiraCosta College, as assigned by the Chancellor's Office, is 17. Full-length fall and spring semester classes, short- and extended-term classes, and positive attendance classes use an hours-per-unit divisor ranging from 48 to 54.

To ensure compliance with state and federal regulations related to credit hour calculations, the course outline of record for each course shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

B. Expected Ratios of In-Class to Outside-of-Class Hours

As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside-of-class for every hour in-class. All other academic work must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated for the instructional category. However, in the natural sciences and other disciplines, it is standard practice in higher education to base the number of units awarded for laboratory solely on contact hours, even though there may be some expectation of student work or preparation outside-of-class. These ratios are expressed as follows:

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (lecture, discussion, seminar, related work)	1	2
Laboratory (traditional lab, natural science lab, clinical, and similar)	3	0

C. Standards for Incremental Award of Credit

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.



The total student learning hours required to reach a unit value are treated as a threshold. When increments are utilized, the college cannot award credits unless the total student learning hours have reached the minimum threshold for that number of units. MiraCosta College uses the following minimum and maximum hour thresholds for award of credit:

Units	Min–Max Hour Threshold
0.5	24–27
1	48–54
1.5	72–81
2	96–108
2.5	120–135
3	144–162
3.5	168–189
4	192–216
5	240–270

D. Federal Financial Aid Eligibility

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than the following:

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or
- B. At least an equivalent amount of work as required in the paragraph above for other academic activities as established by the college, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Subject: Board Policy 4070 – Course Auditing	Attachment: Board Policy 4070 – Course Auditing
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 4070 – Course Auditing has been approved by College Council, and the policy is now presented for adoption by the board of trustees.


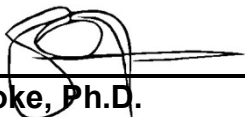
There is not an Administrative Procedure 4070.

RECOMMENDATION

Adopt Board Policy Board Policy 4070 – Course Auditing.

Students may not audit courses.

Adoption History: 5/5/09, 8/16/11
Periodic Review: 5/18/16, xx/xx/xx
References: Education Code §76370
CCLC Update: #27, 10/15
Steering: CPC / AS

Subject: Board Policy 4100C – Graduation Requirements for Adult High School Diploma and Noncredit Certificates	Attachment: Board Policy 4100C – Graduation Requirements for Adult High School Diploma and Noncredit Certificates
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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

A periodic review of Board Policy 4100C – Graduation Requirements for Adult High School Diploma and Noncredit Certificates has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4100C is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 4100C – Graduation Requirements for Adult High School Diploma and Noncredit Certificates.

MiraCosta College shall offer an adult high school diploma, a noncredit certificate of competency, and a noncredit certificate of completion. Noncredit educational programs leading to a certificate shall be approved by the college curriculum committee and the district board of trustees. Program and graduation requirements shall be published in the college catalog and in other resources that are convenient for students.

The high school diploma may be awarded to students who have completed 160 credits, with at least 20 credits in residence, and who have demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for awarding a high school diploma. Students must also complete all content area standards and other adult high school diploma requirements set forth in California Code of Regulations, title 5, section 55154.

Noncredit certificate-of-competency programs shall be designed to articulate with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. Students may be awarded a noncredit certificate of competency upon successful completion of at least two noncredit courses in a prescribed pathway that has been approved by the Chancellor's Office. The awarding of a noncredit certificate of competency confirms that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement of a set of competencies that prepares the student to progress in an academic career path of degree-applicable credit courses.

Noncredit certificate of completion programs shall be designed to lead to improved employability or job opportunities. Students may be awarded a noncredit certificate of completion upon successful completion of at least two noncredit courses in a prescribed pathway that has been approved by the Chancellor's Office. The awarding of a certificate of completion confirms that a student has completed a noncredit educational program of noncredit courses that prepares the student for improved employability or job opportunities.

The superintendent/president shall establish procedures to determine noncredit educational program requirements that include appropriate involvement of the college curriculum committee.

See Administrative Procedure 4100C.

Adult High School Diploma Requirements

The high school diploma may be awarded to students who have completed 160 credits with at least 20 credits in residence and who have demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for award of a high school diploma.

The required 160 credits of high school level coursework must include the indicated minimum number of high school credits in each of the following areas:


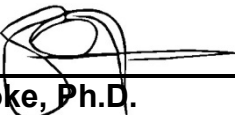
- A. English (30 credits)
- B. Natural sciences, including biological and physical sciences (20 credits)
- C. Mathematics (30 credits)
- D. Social and behavioral sciences (30 credits)
- E. Humanities (10 credits)

Competence in reading, writing, and mathematics must be demonstrated as follows:

- A. English (reading and writing) competency must be demonstrated by completing HSENG 16 and HSENG 25 or the equivalent with a "C" or better.
- B. Math competency must be demonstrated by completing HSMTH 21, HSMTH 30, or the equivalent with a "C" or better.

Noncredit Certificate Requirements

- A. Noncredit certificate of competency: To obtain a noncredit certificate of competency, students must complete at least two noncredit courses in a prescribed pathway with a "D," "P," or better in each course. The awarding of a noncredit certificate of competency recognizes achievement of a set of competencies that prepares the student to progress in an academic career path of degree-applicable credit courses.
- B. Noncredit certificate of completion: To obtain a noncredit certificate of completion, students must complete at least two noncredit courses in a prescribed pathway with a "D," "P," or better in each course. The awarding of a noncredit certificate of completion recognizes completion of a noncredit educational program that prepares the student for improved employability or job opportunities.

Subject: Board Policy 4106 – Post Baccalaureate Nursing Students	Attachment: Board Policy 4106 – Post Baccalaureate Nursing Students
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 4106 – Post Baccalaureate Nursing Students 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 4106.

RECOMMENDATION



Adopt Board Policy Board Policy 4106 – Post Baccalaureate Nursing Students.

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The district shall utilize criteria published on the nursing department's website and in the current college catalog when screening students for admission to the nursing program.

MiraCosta Community College District
Page 1 of 1

Adoption History:	10/20/09
Periodic Review:	4/14/15, 5/18/16, 10/15/20, xxx/xxx/xxx
References:	Education Code §§66055.8, 66055.9, 70101-70107, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, 92645 Title 5, §§55060, et seq., 55521 Health and Safety Code §128050
Reference Update:	4/20/17
CCLC Update:	#30, 4/17
Steering:	CPC / AS

Subject: Board Policy 4231 – Grade Changes	Attachment: Board Policy 4231 – Grade Changes
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 4231 – Grade Changes has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4231 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 4231 – Grade Changes.

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

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

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

Overview

This procedure is designed to provide uniform standards to ensure due process when a student requests a grade change for a class taken at MiraCosta College.

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code §76224(a): “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Neither a student request for a grade change nor its outcome shall be used as part of an instructor’s evaluation, so long as the instructor is not found to have violated any college policies or procedures. The instructor who first awarded the grade has the right to representation of their choice at all stages of the process.

When challenging a grade assigned by an instructor, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

The removal or change of an incorrect grade from a student’s record shall be done pursuant to California Education Code §76232 or by an alternative method that ensures each student shall be afforded an objective and reasonable review of the requested grade change. Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has submitted official transcripts that included the original grade.

Definition of Terms

- A. Mistake—An unintentional error such as a clerical error or an error made by the instructor in calculating a student’s grade
- B. Fraud—A deliberate misrepresentation of the truth in order to secure unfair or unlawful gain
- C. Bad faith—An intentional or malicious act that infringes on the rights of someone else
- D. Incompetence—A lack of ability, qualification, fitness, or performance

- E. Evaluative symbols—A, B, C, D, F, P, NP or SP
- F. Nonevaluative symbols—I, NR, W, MW or EW

Requesting a Change from an Evaluative Symbol to Another Evaluative Symbol

- A. Students requesting a grade change from one evaluative symbol to another should first attempt to discuss the request informally with the instructor—in person or by email—within 60 instructional days (excluding weekends and holidays) of the date when official grades are posted. If contact with the instructor is not possible because the instructor is not available, the student has filed a discrimination complaint, or the district determines there may have been gross misconduct by the original instructor, then the student should make initial contact with the appropriate department chair—in person or by email—within 60 instructional days (excluding weekends and holidays) of the date when official grades are posted to discuss the grade-change request.
- B. If the student's grade-change request is not resolved satisfactorily by contacting the instructor, the student should contact the appropriate department chair—in person or by email—within 10 instructional days (excluding weekends and holidays) after the student's discussion with the instructor. The department chair or their designee will investigate and address the student's request by email or letter within 10 instructional days.
- C. If the student wishes to appeal the finding of the department chair or their designee, the student must make a request by email or by letter to the Academic Senate president within 10 instructional days (excluding weekends and holidays) of receipt of the department chair's or their designee's written notification.
 - 1. Wherever possible, the instructor who first awarded the grade will be apprised of all evidence and given every opportunity to rebut the evidence or to submit a voluntary change of grade prior to the Academic Senate president's final decision.
 - 2. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Academic Senate president in consultation with the superintendent/president. In all cases, the instructor who first awarded the grade will be given written notice of the change.
- D. The Academic Senate president will notify the student of a final decision within 30 instructional days (excluding weekends and holidays) of receiving the appeal. If the Academic Senate president is directly involved in the grade-change request, then another full-time Academic Senate member will be chosen by lot to address and respond to the appeal in writing.
- E. The written notification of the Academic Senate president's final decision will be copied to the superintendent/president in cases where no grade change is recommended.
- F. Students and instructors wishing to change a grade after 60 instructional days (excluding weekends and holidays) of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on

Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

Requesting a Change from an Evaluative Symbol to a Nonevaluative Symbol

A student who requests a grade change from an evaluative symbol to a "W" (Withdrawal), an 'EW' (Excused Withdrawal) or "NR" (No Record) must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

A student who requests a change from any grade to a Military Withdrawal (MW) must submit proof of orders compelling a withdrawal of courses to the Director of Admissions and Records. (See Administrative Procedure 5075.)

Requesting a Change from a Nonevaluative Symbol to an Evaluative Symbol

Changes of "I" (Incomplete) to an evaluative grade are based on criteria identified by the instructor in the "Petition for Incomplete Grade" signed by both the instructor and the student when the "I" was issued. The agreed upon criteria must be satisfied no later than one semester following the end of the term in which the "I" was assigned. The student, with the instructor's concurrence that extenuating circumstances prevented the student from satisfying the criteria within the time limit, may request an extension of the time limit by petitioning the Committee on Exceptions.


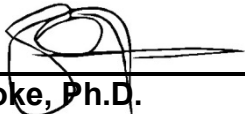
Security of Grade Records

- A. The district shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.
- B. The measures implemented by the district shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to process grade changes.
- C. Persons authorized to process grade changes shall be designated by the director of Admissions and Records. No more than five district employees may be authorized to process changes to student grades. Only regular employees of the district may be authorized to process grade changes. Student workers shall have access to grade records only while under the direct supervision of a regular college employee; they may handle student records only for filing, scanning, and retrieval purposes; and they may not change, alter, or process grades at any time. Student workers are required to sign a confidentiality and records security agreement upon employment with the district.
- D. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the director of Admissions and Records

immediately. The director of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

- E. If any student's grade record is found to have been changed without proper authorization, the district will notify all of the following:
 - 1. The student
 - 2. The instructor who originally awarded the grade
 - 3. Any educational institution to which the student has transferred and/or submitted official transcripts
 - 4. The accreditation agency
 - 5. Appropriate local law enforcement authorities.
- F. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with district policies and procedures.
- G. Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

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

Subject: Board Policy 4240 – Academic Renewal	Attachment: Board Policy 4240 – Academic Renewal
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 4240 – Academic Renewal has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4240 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 4240 – Academic Renewal.

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The superintendent/president shall establish procedures that provide for academic renewal.

See Administrative Procedure 4240.

Academic renewal procedures permit a maximum of thirty (30) units of previously recorded substandard coursework to be disregarded in the computation of a student's grade point average if it is not reflective of a student's demonstrated ability.


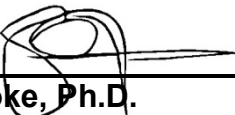
The units proposed for exclusion must have been taken at MiraCosta College at least one year prior to the petition, and the student must have completed a minimum of fifteen units with a GPA of 2.0 or better (on a 4.0 scale) subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for coursework that has previously been used to fulfill degree, certificate, or transfer certification requirements.

Students must meet with a counselor prior to submitting their petition for academic renewal to the office of Admissions and Records. Students should also consult with the Financial Aid Office to determine the potential impact of academic renewal on aid eligibility.

The excluded units remain on the record annotated as academic renewal. No excluded units can be reinstated. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. These procedures shall not conflict with the district's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

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

Effective Date: 5/19/09, 6/16/15, 8/16/18, 4/18/19
Periodic Review: 8/5/16, 5/19/22
References: Title 5, §55046
CCLC Update: #11, 8/06; #14, 2/08; #15, 9/08; #16, 4/09
Steering: AAC / AS

Subject: Board Policy 6740 – Independent Citizens’ Bond Oversight Committee	Attachment: Board Policy 6740 – Independent Citizens’ Bond Oversight Committee
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent  Action
	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 6740 – Independent Citizens’ Bond Oversight Committee has been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 6740 is included for reference only.

RECOMMENDATION

Adopt Board Policy Board Policy 6740 – Independent Citizens’ Bond Oversight Committee.

If a bond measure is authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the superintendent/president shall establish an Independent Citizens' Bond Oversight Committee in accordance with the San Diego County Taxpayers Association's *Independent Citizens' Oversight Committee Best Practices*, applicable laws, and regulations, and ensure adherence to the provisions included within Education Code sections 15140–15150 and Government Code sections 3508.5 and 53508.6 concerning capital appreciation bonds.

The district will not authorize the sale of any form of capital appreciation bonds or convertible capital appreciation bonds without review by the district's Citizens' Bond Oversight Committee. All annual assessed value growth assumptions within any proposed financing will be the lesser of (a) the average of the past ten years, or (b) five percent.

The Board of Trustees as part of a regularly scheduled and publicly noticed meeting shall appoint committee members.

See Administrative Procedure 6740, Independent Citizens' Bond Oversight Committee.

MiraCosta Community College District
Page 1 of 1

Adoption History: 6/19/12, 7/13/16

Periodic Review: xx/xx/xx

 References: Education Code §§15278, 15280, 15282
 California Constitution Article XIII A §1(b), Article XVI §18(b)

CCLC Update: #3, 8/02

Steering: BPC

Purpose

The purpose of the Independent Citizens' Bond Oversight Committee is to (1) inform the public about the expenditure of bond revenues, (2) review and report on the proper expenditure of taxpayers' money for school construction, and (3) advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements as contained in the California Constitution.

Activities

The activities of the committee will include the following:

- A. Receive and review copies of the annual, independent performance audit.
- B. Receive and review copies of the annual, independent financial audit.
- C. Inspect school facilities and grounds to ensure that bond revenues are expended properly.
- D. Receive and review copies of any deferred maintenance proposals or plans developed by the MiraCosta Community College District.
- E. Review efforts by the MiraCosta Community College District to maximize bond revenues by implementing cost-saving measures.

Members

The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than three (3) consecutive terms. Members shall serve without compensation. The district may appointment more members to the committee as necessary.

The Committee shall be comprised of at least:

- A. One member active in a business organization representing the business community located within the district.
- B. One member active in a senior citizens' organization.

MiraCosta Community College District

Effective Date: 6/19/12, 6/9/22
 Periodic Review: 5/20/16
 References: Education Code §§15278, 15280, 15282
 California Constitution Article XIII A §1(b), Article XVI §18(b)
 CCLC Update: #3, 8/02
 Steering: BPC/Admin

- C. One member active in a bona fide taxpayers' organization.
- D. One member who is a student, both currently enrolled in the MiraCosta Community College District and active in a campus group. The student may serve up to six (6) months after their graduation;
- E. One member active in a support organization of the MiraCosta Community College District.

No employee, official, vendor, contractor, or consultant of the MiraCosta Community College District shall be appointed to the committee. All members should be residents of the MiraCosta Community College District whenever possible.

Assistance

The MiraCosta Community College District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings


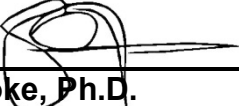
Meetings shall be open to the public and notice provided in accordance with the provisions of open meeting laws.

Reports

At least once a year, the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued by the committee are matters of public record and shall be made available on an Internet Web site maintained by the district.

Best Practices

Whenever possible the district will follow the San Diego County Taxpayers Association's Independent Citizens' Oversight Committee *Best Practices*.

Subject: Board Policy 5120 – Communicable Diseases	Attachment: Board Policy 5120 – Communicable Diseases
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent  Action
	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 5120 – Communicable Diseases 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 5120 is included for reference only.

RECOMMENDATION

Adopt Board Policy 5120 – Communicable Diseases.

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

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

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

See Administrative Procedure 5210.

MiraCosta Community College District

Page 1 of 1

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

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


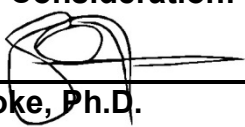
MiraCosta College will cooperate with local health officials by taking any measures necessary for the prevention and control of communicable diseases in students.

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

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

MiraCosta Community College District

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

Subject: Board Policy 7120 – Recruitment and Hiring	Attachment: Board Policy 7120 – Recruitment and Hiring
Category: Board Policies – Second Reading	Type of Board Consideration: Information Consent  Action
	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 7120 – Recruitment and Hiring 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 7120.

RECOMMENDATION

Adopt Board Policy 7120 – Recruitment and Hiring.

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

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

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

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

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

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

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


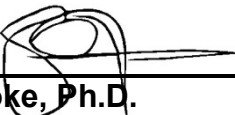
The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity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

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

MiraCosta Community College District

Page 1 of 1

Adoption Date: 5/20/15
 Reference Update: 2/9/17
 References: Education Code §70901.2, §70902(b)(7),(d), §§87100 et seq., §87458
 Title 5 §51023.5, §§53000 et seq.
 ACCJC Accreditation Standard III.A.1
 Steering: WCCs / N/A
 CCLC Update: #29, 10/16

Subject: Board Policy 5055 – Student Enrollment Limitations and Priorities	Attachment: Board Policy 5055 – Student Enrollment Limitations and Priorities
Category: Board Policies – First Reading	Type of Board Consideration:  Information Consent Action
	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 5055 – Student Enrollment Limitations and Priorities have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 5055 is included for reference only.

RECOMMENDATION

For information only.

The superintendent/president shall establish procedures defining enrollment registration limitations and priorities, as well as the process for challenging an enrollment registration limitation. These procedures shall comply with Title 5 regulations.

See Administrative Procedure 5052, Student Open Enrollment, and Administrative Procedure 5055, Student Registration Enrollment Limitations and Priorities.

Enrollment in specific courses or programs may be limited as follows:

- A. Students may register in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may register in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to register in more than the allowed limit must meet with a counselor to discuss their options.
- B. Registration may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Registration may also be limited due to the following legal or practical considerations:
 - 1. Health-and-safety considerations
 - 2. Facility limitations
 - 3. Faculty workload
 - 4. Availability of qualified instructors
 - 5. Funding limitations
 - 6. Regional planning constraints
 - 7. Legal requirements imposed by statutes, regulations, or contracts.
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.
- E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have such restrictions. However, the college may limit enrollment in a course section to any group

of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

- F. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program.

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Priority Registration System

Students will register in the order of priority listed below.

Group A Students who have completed all the priority registration steps (also known as matriculation) and are eligible under any of the following categorical programs:

1. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority registration for more than four years may request priority registration through the Admissions and Records Office.
2. Foster youth and former foster youth (up to and including the age of 24).
3. Homeless youth (up to and including the age of 24).
4. Disabled student as defined by statute and upon the recommendation of Student Accessibility Services (SAS).
5. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).
6. CALWorks/Tribal TANF students.

To receive and maintain priority registration, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least 50 percent of enrolled units, and not have exceeded 100-degree applicable units.

Group B Students new to the college or returning after two semesters who have completed the priority registration steps (also known as matriculation) which include student athletes and students in the baccalaureate program.

To receive and maintain priority registration, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded 100-degree applicable units (students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation).

- Group C Continuing students who have not completed the priority registration steps (matriculated) and new and returning students, including those in Group A and Group B who have not completed the priority registration steps (matriculated) or previously earned a bachelor's degree.
- Group D Any student who has been on probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).
- Group E Students who have completed more than 100-degree applicable units (students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation) with a grade of A–F, P, or NP. Courses considered “basic skills” will not count toward the completion of units in this category, but the units will count in Group B and Group C.
- Group F Concurrently enrolled high school students.

Loss of Priority Registration

Admissions and Records will notify each student who is placed on academic or progress probation, or earned 75 percent or more of the unit limit, of the potential for loss of priority registration.


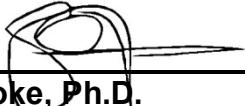
A student is notified for the loss of priority registration when placed on a second consecutive term of academic or progress probation or reaches the unit limit.

Appeal of Loss of Priority Registration

Students may appeal to reinstate priority registration for the following reasons:

- The student is enrolled in a high unit major.
- The loss of priority is due to extenuating circumstances or a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- The student demonstrates significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, Probation, Disqualification, and Readmission.

The dean of Counseling and Student Development or their designee will review the appeal.

Subject: Board Policy 7400 – Employee Travel	Attachment: Board Policy 7400 – Employee Travel
Category: Board Policies – First Reading	Type of Board Consideration:  Information Consent Action
	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 7400 – Employee Travel have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 7400 is included for reference only.

RECOMMENDATION

For information only.

Overview

MiraCosta Community College District's policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

Authorization and Responsibility

The superintendent/president shall establish authorization for travel expenditures and publicize procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include prepaid travel, travel advances, reimbursements, and travel expense claims.

The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

All travel outside of California must be approved in advance by the superintendent/president.

For prepaid travel or travel advances, employee travel must be authorized at least 14 days in advance of the travel. Unauthorized absence from work is not covered by liability insurance policies.

All travel outside the United States must be approved in advance by the Board.

See Administrative Procedure 7400.

MiraCosta Community College District

Page 1 of 1

Adoption Date: 1/18/11, 8/17/17
 References: Education Code §87032
 CCLC Update: [N/A#1, 9/01, # 31, 10/17](#)
 Steering: BPC / ADMIN

The MiraCosta Community College District policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

Travelers should verify that planned travel is eligible for reimbursement or a travel expense claim before making travel arrangements. The district strongly encourages use of travel discounts when making travel arrangements. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources (e.g. State Chancellor’s Office, accrediting commission, etc.). If circumstances arise that are not specifically covered in this travel policy, the most conservative course of action should be taken. Travel expense requests must comply with district expenditure policies and appropriate grant/other restricted funding requirements.

Authorization for Travel Expenditures

An individual may not approve their own travel or reimbursement. Travel and reimbursement for employees must be approved by a director or dean for travel under \$3,000 and by a vice president or the superintendent/president for travel over \$3,000. Travel and reimbursement outside of California must be approved by a vice president and the superintendent/president.

Travel and reimbursement for deans or directors must be approved by a vice president or the superintendent/president.

Travel and reimbursement for a vice president must be approved by the superintendent/president.

Travel and reimbursement for the superintendent/president must be approved by the vice president of business and administrative services.

For prepaid travel or travel advances, employee travel must be authorized at least fourteen (14) days in advance of the travel. Unauthorized absence from work is not covered by liability insurance policies.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe the expenditures are inappropriate, extravagant, or do not comply with state and federal laws.

Effective Date:	1/18/11, 5/15/12, 3/12/13, 7/6/17, 8/3/17, 8/17/17
Reference Update:	10/16
References:	Education Code §87032 2 Code of Federal Regulations, Part 200.474
CCLC Update:	#29, 10/26
Steering:	WCC / N/A

Personal Funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The district reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Permissible Travel Expenses

Before travel begins, the district may issue prepayments for expenses where prepayment is permissible.

The following items associated with district travel will be reimbursed by the district.

- **Conference Registration Fees**

Prepaid permissible. Conference registration fees may be prepaid with a submission of the registration confirmation document. Business-related banquets or meals that are part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per-diem allowance. See Meals (per diem) for more detail.

Receipts are required for reimbursement, if not prepaid.

- **Airfare**

Prepaid permissible. Travelers may contact the district-contracted travel agency for their airfare ticket to be prepaid by the Fiscal Services office. Changes must be promptly notified to the travel agency and Fiscal Services. Unused tickets may not be used for personal purposes.

Travelers are expected to obtain the lowest available airfare in coach or economy class tickets that reasonably meets district travel needs for domestic and international flights. Travelers are encouraged to book flights at least fourteen (14) days in advance to avoid premium pricing. A higher-priced coach ticket for a subsequent upgrade in seating will not be reimbursed. Additional costs from the change of the original ticket for the convenience of the employee will not be reimbursed.

Receipts are required, if not prepaid. An itemized airline receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- **Rail Transportation**

Prepaid permissible. The cost of the rail fare must not exceed the least expensive airfare. Travelers are expected to obtain the lowest available rail fare that reasonably meets district travel needs. Travelers are encouraged to book rail transportation at least fourteen (14) days in advance to avoid premium pricing. A higher-priced coach ticket for a

subsequent upgrade in seating will not be reimbursed. Additional costs from the change of the original ticket for the convenience of the employee will not be reimbursed.

Receipts are required, if not prepaid. An itemized receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made

- **Lodging**

Reimbursable for room and tax rate only when authorized travel is greater than forty (40) miles from the traveler's home and primary worksite. Reasonable, single occupancy, standard business room rates, or limited to conference room rate when the conference provides hotel rates. Hotel reservations that require prepayment may be prepaid by the Fiscal Services Office.

Receipts are required. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

- **Meals**

A meal per diem is provided for travel that is greater than forty (40) miles from the traveler's home and primary worksite, and there is an overnight stay. Meal per diem is per the [US General Services Administration \(USGA\) Meals and Incidental Expense \(M&IE\)](#) rates. Note that the first and last calendar day of travel is at seventy-five (75) percent of the daily meal per diem as per the [USGA's M&IE](#) rates.

Receipts are not required for meal per diem.

Meals provided as part of the conference fee must be deducted from the traveler's daily per diem. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the allowance for that meal may not be claimed and the amount will be deducted from the daily per diem as per the [USGA's M&IE](#) rates .

- **Meals for Student**

Meals for students on athletic or other field trips is provided at \$10 per meal, up to \$30 per day, per student, from general funds. See Administrative Procedure 6304 for other student meal policies.

- **Automobile Rental**

If a rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

The district authorizes reimbursement for economy or compact vehicles. The district provides the state-rate contract through [Enterprise](#) (click to view reservation link). In certain circumstances, larger vehicles may be rented with supervisory approval. The rental

agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed.

When vehicle rentals are necessary, travelers are required to purchase collision damage waiver (CDW) or loss damage waiver (LDW) coverage. The district will reimburse the cost of CDW or LDW coverage; all other insurance reimbursements will be denied. The authorized district driver (renter) renting the vehicle should verify that it is rented in both the employee's and the district's names to tie the rental to the district in a claim situation, per insurance carrier requirements (i.e., John Doe for MiraCosta College).

Receipts are required.

- **Automobile Mileage**

If the personal vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.

A valid driver's license issued within the United States and personal automobile insurance at least meeting the district's minimum insurance limits are required for expenses to be reimbursed. "Authorization for Use of Privately Owned Vehicles for District Business" and "Motor Vehicle Driver Authorization Request" forms ([Mileage Reimbursement Authorization Steps](#)) must be approved and on file per [Administrative Procedure 6530](#), Vehicle Use/Driver Authorization.

Reimbursement mileage rate for use of a personal automobile is based on the current Internal Revenue Service rate.

Mileage shall be computed to and from the traveler's normal work location and the destination. When a traveler is authorized to drive a private vehicle to and from a public carrier terminal (i.e., an airport, train station, bus station, etc.), mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip
- Two round trips, including short-term parking expenses, when an employee is driven to a public carrier.

Mileage expenses are allowed to and from the traveler's residence and the public carrier or destination if the college business travel occurs during the traveler's nonworking hours or during a regularly scheduled day off.

If an employee has a temporary assignment away from their home campus, reimbursement shall be made for mileage expenses incurred to and from their home campus and the assignment location, or to and from their residence and the assignment location, whichever is less.

Employees who have assignments at different district locations in the course of a single work day as a part of their contractual obligation will be reimbursed at the district mileage rate for necessary travel between these locations. Contractual obligation is defined as meeting classes, discharging counseling/library/ supervisory duties, attending department meetings or meetings of Academic Senate, Classified Senate Council, or other district/Academic Senate/Classified Senate committees. No mileage will be paid for travel from home to the first work station of the day or to home from the last work station of the day, nor will the district pay mileage to locations for

any overload assignment.

- **Miscellaneous Transportation**

Taxi, shuttle, bus, subway, metro, ferry, and other modes of transportation.

Receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation. Receipts are not required for tips up to fifteen (15) percent for taxi/shuttle service.

- **Parking: Self-Parking and Valet**

Self-parking: *Receipts are required. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.*

Valet parking—restricted only for hotels/conference locations where self-parking is not available: *Receipts are required for valet parking fees. Receipts are not required for tips up to fifteen (15) percent.*

- **Tolls**

Tolls are restricted for only when required for reasonable path of travel.

Receipts are required.

- **Business Expenses**

Gasoline, faxes, photocopies, internet charges, data ports, and district phone calls incurred while on travel status.

Itemized receipts are required for business expenses.

Travel Advances

Cash advances are authorized for specific situations that might cause undue financial hardship for district travelers. A minimum of \$200 and a maximum of ninety (90) percent of the estimated travel reimbursement amount up to \$2,000 can be advanced.

Requests for cash advances are made through the travel-request process and approved by the designated approval authority. Actual allowable expenses are applied to the travel advance, any excess cash advance must be returned to the Cashier's Office, and the receipt must be included on the expense report. Excess cash advances not returned within fourteen (14) days after the end of the trip will go through an escalation process, and future cash-advance requests will be on hold or denied until the issue is resolved.

Vacation in Conjunction with District Travel

In cases in which vacation time is added to district-related travel, any cost variance in airfare, car rental, or lodging must be clearly identified on the travel request. The district will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be prepaid or reimbursed.

Travel for Nonemployees

Additional costs for travel, lodging, meals, or other travel expenses for spouses or other family members will not be prepaid or reimbursed.

Reimbursements

A travel expense reimbursement request and supporting documentation (receipts) must be submitted within fourteen (14) days after the trip is completed to obtain reimbursement of expenses. Travel reimbursement not submitted within this timeframe requires an exception approval from a vice president or the superintendent/president.

Receipts are required for all expenses except meal per diem, mileage, and tips for taxi/shuttle service/valet parking. Expenses not supported by receipts will not be reimbursed.

If the requested reimbursement exceeds ten (10) percent of the total pre-trip estimate, the travel reimbursement request will be routed for approval through the same approval levels as the original request.

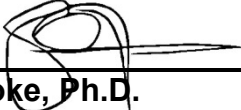
District employees who receive a monthly automobile allowance may submit mileage claims for mileage related to approved travel (e.g., mileage to and from the airport and as allowed by individual employment contracts).

Travel claim expenses will be reviewed by Fiscal Services and any amount due the employee will be reimbursed within fifteen (15) business days following submittal and approval of the travel claim.

Nonpermissible Travel Expenses

The following items that may be associated with district travel will not be prepaid or reimbursed by the district:

- Airline club memberships
- Airline upgrades
- Alcohol
- Business class or first class for domestic and international flights
- Child care, babysitting, house sitting, or pet sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, golf outings, sightseeing tours, other entertainment or social activities, and related incidental costs
- Personal phone calls
- Travel accident insurance premiums or purchase of additional travel insurance
- Hotel bell staff/porter service
- Sundries and other expenses not directly related to district travel

Subject: 2022/23 Board Goals	Attachment: None
Category: Information	Type of Board Consideration: ✓ Information Consent Action
	Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 2745 establishes that the Board of Trustees will undergo an annual self-evaluation.

STATUS

As part of its annual evaluation process during the May 12, 2022, board workshop, the board discussed goals for 2022/23, as listed below:

Guided Pathways/Equity:

Regularly monitor progress on Student Success in the context of Diversity, Equity, Inclusion and Access while driving community understanding of how these initiatives impact equity and excellence. Review Guided Pathways metrics twice per year and hold in-depth discussions to develop a greater understanding of their meaning, implications, and trends. Oversee plan for the sustainable implementation of resources needed to build out guided pathways to ensure more students are retained within the first year.

College Culture:

Monitor work aimed at improving the campus culture based upon the 2019 Campus Climate Survey, to create an inclusive, welcoming, and supportive culture that acknowledges and supports individuals and their contributions. Help to foster an entrepreneurial culture that uses data to inform its decision process.

Institutionalize Futures Planning:


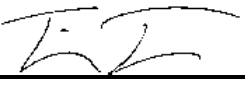
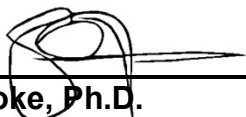
Build board capacity and drive institutional goals using a Futures Framework. Ensure that future signals are monitored and incorporated into the college’s specific plans so the college can be proactive in meeting future student and community needs.

Facilities:

Update the Facilities Master Plan with a futures lens in regard to spaces required and update the funding plan. Regularly monitor progress on the Capital Building Plan in terms of costs, timeline, and adherence to program values.

RECOMMENDATION

For information only.

Subject: Independent Citizens' Bond Oversight Committee Annual Report	Attachment: 2021 Independent Citizens' Bond Oversight Committee Annual Report
Category: Information Items	Type of Board Consideration:  Information Consent Action
Recommended:  <hr/> Tim Flood Vice President, Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND


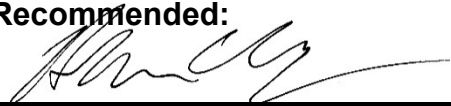
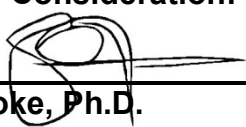
The Independent Citizens' Bond Oversight Committee (ICBOC) was established on March 9, 2017, to carry out specific duties in relation to the district's Measure MM general obligation bond that was passed on November 8, 2016. As part of the committee's duties, an annual report must be prepared to present to the board in public session that shall include the following: a) a statement indicating whether the district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and b) a summary of the committee's proceedings and activities for the preceding year.

STATUS

The committee has prepared its fourth annual report covering the reporting period of January 1, 2021, through December 31, 2021, which includes the committee's proceedings and activities for the year. The ICBOC found the district was in full compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

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. Vice President, Student Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

Admissions and Records (Kathy Rodriguez)

Admissions and Records is currently accepting applications and assisting with registration for summer and fall 2022. The application team processed a total of 7,829 applications for spring 2022; 5,373 applications for summer 2022; and 2,812 applications for fall 2022 so far.

A total of 2,289 graduation petitions were submitted in spring 2022, which the evaluators are currently reviewing. See table below for detailed breakdown.

Spring 2022 Graduation Petitions Submitted				
BS	AA	AS	CA	Total
23	1010	266	990	2,289

Athletics (Patrick Conahan)

In March, the Athletics Department partnered with the Equity Department to host the first Brotherhood BBQ, an event to build community with MiraCosta students that are men of color. This event will be offered again in the fall during the first week of the semester. A main goal for this event is to welcome new students and create an environment where they feel valued and supported.

The Athletics Department is proud and excited for all of the MiraCosta student-athletes who are transferring and will be competing at the next level.

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

The CARE Program has shifted the Farmer’s Market back to serving students on-ground and has seen a great turnout to the in-person events. There have also been community resource members available for students to meet with while accessing free grocery items. During the spring semester, the CARE Program served more than 3,500 individuals at the Farmer’s Market and provided close to 20,000 pounds of food.

May was CalFresh Outreach Awareness Month, and the CARE Program had the opportunity to host our inaugural CalFresh Resource Fair in partnership with San Diego County Health and Human Services (SDHHS). Over 160 individuals attended the event and received information about CalFresh, other public benefits, and county resources. Additionally, many students were able to apply for CalFresh on-site with a CalFresh representative. At this in-person event, students were also able to meet and talk with staff from other resource programs, both on-and-off campus.

Financial Aid Office (FAO) (Mike Dear)

The Financial Aid Office (FAO) began processing financial aid for the 2022/23 aid year earlier than ever before; reviewing files began in April, and packaging the awards began in May. As a result, students can now begin preparing their SAP appeals, meet with counselors, review finances for next fall, and be prepared for the school year earlier. Additionally, providing fast and early financial aid award processing supports student success because the school that provides the most comprehensive aid package first has a greater likelihood of retaining the enrollment.

The FAO is processing aid for the new study abroad program in Italy that is being offered by MiraCosta College. Staff members are supporting the first cohort of 40 students planning to attend this summer.

The college is preparing to launch the new Learning Aligned Employment Program (LAEP), which will provide state-funded work study opportunities to a new group of students.

While virtual outreach support has been provided throughout the last two years, the staff are now being invited to conduct more in-person presentations and workshops with local high schools across the district. The team is beginning to reconnect with community partners and plan future outreach and engagement with incoming students and their families. The FAO team continues to serve students remotely and in-person (spring statistics below).

Spring 2022 totals

Chat: 998

Phone: 2709

Email: 1587

In-Person: 442

In the 2021/22 academic year, the Scholarship Office awarded a total of \$438,050 to 390 MiraCosta students. There are a total of 144 established scholarships that provide 776 scholarship awards annually.

First Year Forward (FYF) (Elle Smith)

In February, First Year Forward began outreach communications to probation students to provide support and refer them to resources like the probation workshops and academic counseling. FYF also hosted sessions to support enrollment in the Counseling classes and to assist students with course selection and registration for their other spring courses.

Throughout the semester, the Peer Academic Liaisons (PALs) conducted outreach by phone and email to the FYF cohort to arrange meetings, provide peer support, and refer students to relevant resources and services. During these conversations, many students expressed struggling with their wellbeing and being overwhelmed. As a result, FYF's co-curricular

programming focused primarily on activities to support students' wellness, including bringing back the digital scavenger hunt wellness game and hosting an arts and crafts themed event to support mental health.

GEAR UP (Julie Johnson)

As we enter Year 5 of our 2018-2025 GEAR UP Federal Grant, the two cohorts will be starting their junior (Cohort 1) and sophomore (Cohort 2) years at either El Camino High School or Oceanside High School.

The 2022 GEAR UP Summer Services will include the Oceanside Unified School District's summer programs to provide 565+ GEAR UP students with academic assistance in Credit Recovery classes at the two comprehensive high schools. At MiraCosta College, GEAR UP is teaming with Student Equity to provide 78 GEAR UP students support in the GEAR UP 4 College program.

GEAR UP visitations to postsecondary institutions are being scheduled as COVID restrictions are being lifted. First on our list is a campus visit to MiraCosta College, where GEAR UP, in collaboration with several faculty members and the Outreach Program, will build relationships with over 50 GEAR UP students as they learn about the music production, automotive, horticulture, business, design, and nursery programs offered at MiraCosta College.

Health Services (Kim Marquardt)

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

The registered nurses and nurse practitioners served students via 636 appointments this spring, with a 25 percent increase in nurse practitioner appointments in fall 2021 and a 51 percent increase compared to spring 2021. The mental health counseling team completed 1,450 counseling sessions serving a total of 451 students, which was a 28 percent increase in students from fall 2021.

Health Services partnered with Champions for Health for monthly, on campus, free COVID and Flu Vaccine clinics for students, staff, and the community during the spring semester, providing 115 total vaccines. The department also collaborated with Vista Community Clinic for monthly, on campus, free HIV and Hep C screening of which 28 students received testing.

Mental health counselors provided both remote and in-person services and offered the use of on campus Zoom rooms and the walk-and-talk outdoor therapy sessions, when clients preferred. The mental health counseling team presented to 408 students and staff (with recorded presentations available on Canvas), coordinated five groups with 20 students in attendance each week, held several student workshops, and provided monthly contributions to the educational Wellness Wave Wisdom blog. They also provided same-day outreach to students for all CARE referrals.

The department continued to provide free, one year SHINE App subscriptions to students in the spring semester, with 384 downloads for a total of 653 downloads overall. Students logged 2,812 meditation sessions and completed student reflections.

The department has also recently retained an after-hours mental health support service, Care Solace, to provide ongoing care during evenings, weekends, and semester breaks.

International Office (Mia Scavone)

The International Office assisted with 21 international students completing 41 degrees and certificates in spring 2022. Spring graduates came from Brazil, China, Germany, Japan, Mexico, Nepal, Sweden, South Korea, United Kingdom, and Vietnam. Graduating students have been approved to transfer to UC Santa Barbara, UC Davis, UC Berkeley, UC San Diego, San Francisco State, University San Jose State University, San Diego State University, University of Wisconsin at Madison, and one student admitted to Cornell University Graduate School.

In May, the International Office co-hosted a study abroad pre-departure meeting for 32 students enrolled in the summer in Florence study abroad program led by Professors Andrea Petri and David Parker. This is the first MiraCosta-hosted study abroad program in 15 years. With the support and early processing by MiraCosta's Financial Aid Office, more than half the study abroad students were qualified and ready for financial aid disbursements before final fee payments were due. In addition, a record five study abroad students were awarded the Gilman National Scholarship for Study Abroad of \$4,000 to \$5,000.

Noncredit Student Success and Support Program (NCSSSP) (Mitra De Souza)

The Noncredit Student Success and Support Program (NCSSSP) started a social media campaign to better communicate and connect with students. The Instagram page includes photos introducing staff, services, facilities, and "How to Tuesday" videos, where each Tuesday a video is shared demonstrating how to do something. Some examples include how to apply using CCC Apply, how to make an appointment with a counselor, and how to access the Learning Commons.

Staff members made calls to encourage graduates to participate in Commencement and our Welcome Center acted as the distribution site for the caps and gowns. The Welcome Aide staff also assist in giving students access to the food pantry. Being a visible presence at events and on campus has helped NCSSSP build relationships with students and let them know that the NCSSSP staff are here to support them.

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

During the spring semester, the Student Accessibility Services (SAS) department conducted numerous internal and external outreach presentations to current students, prospective students, and colleagues.

Through its partnership with the Academic Proctoring Center, SAS assisted with the proctoring of 321 exams during spring; a significant increase from spring 2021 (64 proctored exams) and fall 2021 (160 proctored exams).

The department launched and completed its first Ability Ally Program with 37 participants. The program consists of a Canvas course that provides education, activities and discussion related to the disability rights movement, universal design, disability awareness, and academic accommodations culminated with an in-person and live-streamed student panel. The Ability Ally Program will continue to be offered again this upcoming fall 2022.

SAS Access Specialist Aaron Holmes and Assistive Technology Assistant Henry Cohn-Geltner lead and developed the Assistive Technology Collective (ATC), a working group

comprised of High Tech Center (HTC) professionals from across Region E. The group aims to promote the accessibility and usability of technologies utilized by campus communities through advocacy and collaboration within the region. They have also been selected to present the ATC model at the California Association for Postsecondary Education and Disability (CAPED) Conference.

Student Life and Leadership (SLL) (Chelsea Kott and Terrence Shaw)

Student Life and Leadership (SLL) was excited to participate in events back on campus this semester to boast a supportive and welcoming return to in-person services. These events featured community focus, educational, and stress reduction opportunities for students. The penultimate event, commencement, was held on campus this year and celebrated about 450 graduates. Student Life was thrilled to collaborate with many campus-wide stakeholders who worked well together to host such a celebratory event.

The Associated Student Government (ASG) held elections for the upcoming ASG representatives. A revised constitution was approved. These changes were specific to removing barriers around student advocacy processes and creating a more equitable experience for our students who engage with and serve on the ASG.

Student Life and Leadership - San Elijo (Chelsea Kott and Terrence Shaw)

The San Elijo team celebrated the opening of the Student Center with a Native blessing of the space by alum Sandra Carmona, celebrating the new food pantry, which had nearly 600 visits this spring semester. Students also enjoyed the expanded/renovated Health Services space, where they accessed physical and mental health support services. The new student gathering space has become a space for many planned and impromptu events where students gather for studying and relaxing – it is great to see this space so lively and intentionally focused on serving our historically marginalized students.

The ASG San Elijo team joined the ASG Legislative Affairs and ASG Diversity, Equity, and Inclusion committees and remains invested in the many construction projects at the San Elijo Campus, advocating for the student quad project to move forward when funding is available and return to grass in the meantime. The SAN ASG also drafted a letter of support for major construction city-wide construction projects occurring in the local area, emphasizing the need for bike safety. The incoming ASG vice president for San Elijo attended the newly formed San Elijo Advisory workgroup and lent a student voice around how to engage the campus community and promote campus life.

Testing and Academic Proctoring Center (Sinclair Tirona)

The Testing and Academic Proctoring Center (TAPC) has continued to serve and support our students and faculty with both remote and in-person services. For the spring 2022 semester, the Academic Proctoring Center proctored 189 exams for Student Accessibility Services (SAS) students with exam accommodations, virtually and in-person, which was an increase from the 84 exams proctored last fall. In addition, the Center proctored 105 makeup exams for MiraCosta Students.

The Testing and Academic Proctoring Center also provides services for the Chemistry Challenge Exam or Spanish Challenge Prompts and the Spanish Credit for Prior Learning (formerly CBE).

For placement and assessment services and support, staff continues 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, TAPC restarted the GED Test Proctoring in-person for students and community members at the CLC Testing Center, one of the most popular services at that location.

Transfer Center (Lise Flocken)

With a goal to increase access for non-traditional students, the Transfer Center held multiple six-hour Express+ Zoom meetings with rooms that offered students a space to drop in at their convenience and work one-on-one with a counselor on the spot. This removed the barrier of students having to wait for an appointment or schedule a future meeting. The sessions were well-utilized and received positive feedback from students on the service.

The Transfer Center team has created 1,206 Comprehensive Student Education Plans (CSEPs) so far this year.

Veterans (Liz Draper)

There were 284 military-affiliated students who applied for graduation for the 2021/22 academic year. Veterans Services hosted a small open house luncheon to celebrate military affiliated graduates where the students were able to speak one-on-one with many MiraCostans.