



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
4 P.M. – THURSDAY – AUGUST 17, 2023  
BOARDROOM (T-200) – OCEANSIDE CAMPUS  
1 BARNARD DRIVE – OCEANSIDE, CA

### AGENDA

- I. CALL TO ORDER AND REPORT OUT FROM CLOSED SESSION
- II. FLAG SALUTE / ROLL CALL
- III. APPROVE MEETING MINUTES
  - A. Special Meeting/Closed Session of July 20, 2023
  - B. Regular Meeting of July 20, 2023
- IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

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

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

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

- V. CHANGES IN AGENDA ORDER
- VI. PRESENTATIONS
  - A. MiraCosta Community College District Campus Climate Survey Update

## **VII. CONSENT ITEMS**

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Ratify Memorandum of Understanding 23-06 with the Faculty Assembly
- C. Approve reclassification of existing position
- D. Approve Classification of New Position and Job Description for Student Support Advisor
- E. Approve Employment Contract for Professional Expert
- F. Approve Employment Contract for Dean of Nursing, Health and Wellness
- G. Adopt Resolution No. 2–23/24 in Observance of History and Heritage Months
- H. Approve Employee Travel
- I. Approve Fall 2023 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program
- J. Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2023 Dual Enrollment Program
- K. Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2023 Dual Enrollment Program
- L. Approve Legal Services
- M. Approve Bid # CO4-23 Photo Lab Mechanical Improvement
- N. Approve NOC Bid # C11-23 San Elijo Building 800
- O. Approve NOC Bid # C15-23 Building OC4400 Roof Replacement
- P. Notice of Completion – Procurement No. MM-10-003 Oceanside Parking Lot 5A
- Q. Ratify Award and Execution of Construction Services Contract for Bid No. C21-23 Theater Equipment Installation Project (OCN)
- R. Adopt Resolution No. 01-23/24 Establish the District Appropriations (Gann) Limit for Fiscal Year 2023/24
- S. Approve Amendment to Professional Services Agreement for Food Services
- T. Approve Agreement for PremierX Subscription with TargetX.com, LLC
- U. Ratify and Approve Contracts and Purchase Orders

## **VIII. SECOND READ – BOARD POLICIES (Action Required)**

- A. Board Policy 7330 – Communicable Disease
- B. Board Policy 7600 – College Police Department

## **IX. COLLEGE-RELATED REPORTS**

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

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

## **XI. ADJOURNMENT**

**UPCOMING MEETING**

**4 p.m. – September 7, 2023  
Workshop**

**4 p.m. – September 14, 2023  
Regular Meeting**

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

Audio recordings of board meetings are available upon request. Please contact the MiraCosta College Office of the President at 760.795.6610 or at [jbollerud@miracosta.edu](mailto:jbollerud@miracosta.edu).



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

**MINUTES OF SPECIAL MEETING/CLOSED SESSION**

**JULY 20, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, July 20, 2023, in Room 1054 at the Oceanside Campus. President Frank Merchat called the meeting to order at 2 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

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

Administrators present:

Superintendent/President Sunny Cooke  
Interim Assistant Superintendent/Vice President Hayley Schwartzkopf

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

None.

**IV. DECLARE NEED FOR CLOSED SESSION**

At 2 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke and Interim Assistant Superintendent/Vice President Schwartzkopf, to discuss the following topic:

- A.** Conference with Labor Negotiators  
(Pursuant to Government Code Section 54957.6)  
Agency designated representatives: Superintendent/President Sunita V. Cooke,  
Assistant Superintendent/Vice President, Human Resources Charlie Ng  
Employee organizations: All Groups
- B.** Employee Discipline/Dismissal/Release, Number of Potential Cases: 1  
(Pursuant to Government Code section 54957)
- C.** Student Discipline/Expulsion  
(Pursuant to Education Code §72122)

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

At 3:27 p.m., the board returned to open session to report the following:

**A. Conference with Labor Negotiators**

(Pursuant to Government Code Section 54957.6)

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

Employee organizations: All Groups

No report.

**B. Employee Discipline/Dismissal/Release, Number of Potential Cases: 1**

(Pursuant to Government Code section 54957)

The board unanimously ratified the dismissal of one probationary classified employee.

**C. Student Discipline/Expulsion**

(Pursuant to Education Code §72122)

The board unanimously took action to uphold the recommendation to expel of student #07224419.

**VI. ADJOURNMENT**

The meeting adjourned at 3:27 p.m.

**MINUTES APPROVAL:**

---

Frank Merchat  
President

---

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



**MIRACOSTA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**One Barnard Drive, Oceanside, CA**

**MINUTES OF REGULAR MEETING**

**JULY 20, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, July 20, 2023, in Room T-200 at the Oceanside Campus. President Frank Merchat called the meeting to order at 4:02 p.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

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

Administrators present:

Superintendent/President Cooke  
Assistant Superintendent/Vice President Tim Flood  
Assistant Superintendent/Vice President Denée Pescarmona  
Interim Assistant Superintendent/Vice President Hayley Schwartzkopf  
Assistant Superintendent/Vice President Alketa Wojcik

**III. APPROVE MEETING MINUTES**

**A. Special Meeting/Campus Tour of June 15, 2023**

**B. Workshop of June 15, 2023**

**C. Special Meeting/Closed Session of June 22, 2023**

**D. Regular Meeting of June 22, 2023**

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved the minutes of the special meeting/campus tour of June 15, 2023.

Vote: 5/0/2

Aye: Cassar, Fischer, McNeil, Merchat, Pedroza

Abstentions: Clendening, Simon

Absent: None

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the minutes of the workshop of June 15, 2023.

Vote: 6/0/1

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

Abstentions: Clendening

Absent: None

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved

the minutes of the special meeting/closed session and regular meeting of June 22, 2023.

Vote: 6/0/1

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

Abstentions: Clendening

Absent: None

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the minutes of the regular meeting of June 22, 2023.

Vote: 6/0/1

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

Abstentions: Clendening

Absent: None

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

None.

#### **V. CHANGES IN AGENDA ORDER**

None.

#### **VI. PRESENTATIONS**

##### **A. Student Conduct and Police Advisory Committee Update**

Assistant Superintendent/Vice President Tim Flood (committee facilitator) and Police Chief Valencia Saadat (committee member) provided an overview of the Student Conduct and Police Advisory Committee's (SCPAC) work completed in 2022/23.

SCPAC is a standing committee that serves in an advisory role to promote equity, trauma-informed practices, and continuous improvement in the MiraCosta College processes of implementing the student code of conduct and police matters. The committee membership includes students, faculty, and staff, as well as representatives from the district's marginalized communities. The committee's purpose is to promote effective communication, collaboration, and understanding between constituent groups members, community members, and areas of the college charged with keeping the campus a welcoming, safe and productive learning environment for all members. The committee focused on two primary goals for the 2022/23 school year:

- Goal 1: Identify ways to enhance positive interactions between the College Police and its constituents.
- Goal 2: Develop ways to increase student, faculty, and staff input in and understanding of college police and student conduct functions and initiatives.

Chief Saadat provided an update on the strategies employed to increase visibility through positive interactions by participating in a variety of college events. The committee also provided input into the Sergeant and Police Officer job descriptions and outreach material, ensuring that community policing and social justice efforts were included. Looking forward, these two goals will continue to be focused on. Additionally, the committee is interested to increasing the number of community group members who serve on the Student Conduct and Police Advisory committee.

Chief Saadat reviewed some of the training in which College Police personnel take part, such as de-escalation training and report writing. They have also partnered with the

college's Administration of Justice program volunteering at community events giving away identity kits to parents. They are also implementing a program so that all staff can be engaged in campus and community events and are all very familiar with building locations and campus spaces on all MiraCosta sites.

Flood reviewed the disaggregated data around traffic stops and arrests from July 2022-July 2023 that is discussed by the committee. He also provided an overview of the disaggregated student conduct and CARE referral data provided by Dr. Nick Mortaloni. This data helps the committee review, discuss and make recommendations for change based on any perceived disproportionate impact or safety concern.

In all, the College Police Department includes 29 employees: 1 police chief, 5 fulltime officers, 4 part time officers, with the remaining positions made up of police safety officers, community service officers, and dispatchers. The department is also in the process of hiring one additional officer and two sergeants. These staff members cover all MiraCosta campuses.

## **VII. CONSENT ITEMS**

- V. Ratify Recommendations of Superintendent/President in Approving Personnel Actions**
- W. Ratify Execution of Personal Services Contract**
- X. Ratify Memorandum of Understanding with the Department of Rehabilitation (Options for All, Inc.)**
- Y. Approve JPA Insurance Renewal 7/1/23-7/1/24 and District Insurance Schedule**
- Z. Ratify Student Accident Insurance Renewal**
- AA. Approve Updated Course Agreement with Cathedral Catholic High School for the Fall 2023 and Spring 2024 Dual Enrollment Program**
- BB. Approval of Employee Travel**
- CC. Notice of Completion Bid CO5-23 Technology Career Institute Improvements**
- DD. Approve Purchase for Furniture, Fixtures and Equipment for OCN Student Services Project**
- EE. Approve Annual Dell Computer Replacement Purchases**
- FF. Ratify Purchase of Plastinated Anatomy Specimens from Gubener Plastinate (GmbH)**
- GG. Ratify and Approve Contracts and Purchase Orders**

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

Vote: 7/0/0

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

Abstentions: None

Absent: None

## **VIII. ACTION ITEMS**

### **A. Independent Citizens' Bond Oversight Committee Members**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board appointed Eleanor Evans to serve as a representative of a taxpayer association on the Independent Citizens' Bond Oversight committee.

Vote: 7/0/0

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



Abstentions: None  
Absent: None

**B. Approve Employment Contract for Assistant Superintendent/Vice President**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the employment contract for Assistant Superintendent/Vice President Charlie Ng.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**C. Ratify Memorandum of Understanding Associate Faculty 23-05 Health Benefits**

By motion of Trustee McNeil, seconded by Trustee Cassar, the board ratified Memorandum of Understanding Associate Faculty 23-05 Health Benefits.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)**

**A. Board Policy 4025 – Philosophy and Criteria for Associate Degree and General Education**

By motion of Trustee McNeil, seconded by Trustee Clendening, the board adopted Board Policy 4025 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

**A. Board Policy 5505 – Academic Integrity**

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Board Policy 5505 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

**XI. FIRST READ – BOARD POLICIES**

**A. Board Policy 7330 – Communicable Disease**

**B. Board Policy 7600 – College Police Department**

Board Policies 7330 and 7600 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

**XII. COLLEGE-RELATED REPORTS**

**A. Trustees Activities**

Trustees Simon and McNeil attended the celebration of life for MiraCostan Larry Burns, who served students for many years in EOPS. Trustee McNeil also attended the GEAR UP graduation last Friday in the Concert Hall, where 95 high school students graduated

from the program, which means they passed a college-level course that is transferrable to a university. McNeil noted that, for many, this gave them a college-going path to which they otherwise not have been exposed.

Trustees Merchat and Cassar attended the Farmers Market at the San Elijo Campus, and Trustee Merchat attended a dance at dusk at the tennis courts on the Oceanside Campus. Trustee Merchat commended board members, in advance, for their attendance at the upcoming Futures training on July 28.

Trustee Cassar presented to the Retired Public Educators Association, where he received positive feedback from participants about their experience with MiraCosta.

## **B. Students**

Student Trustee Kenneth Pilco reported that most ASG leadership positions are now filled. He is looking forward to the Welcome Fests in August at the Community Learning Center, and the Oceanside and San Elijo campuses. Pilco reported an ASG retreat is scheduled for next month, where they will team build and set goals. He will also attend the student trustee conference in August.

## **C. Classified Employees**

Classified Senate (CS) President Omar Jimenez reported CS committee appointments are being finalized, and a retreat is planned for classified leadership in August.

## **D. Faculty**

Academic Senate (AS) President Leila Safaralian reported a number of colleagues attended the Celebration on Life for Larry Burns. She thanked the Academic Proctoring Center staff who are proctoring the final exams this summer with a small but mighty staff. Safaralian attended the department chairs retreat, as well as the curriculum institute last week in Riverside. She noted that Scott Fallstrom and Theresa Bolanos are the two new curriculum co-chairs. An AS retreat is scheduled after the regular AS meeting on August 11, where they will focus on goal setting.

## **E. Assistant Superintendents/Vice Presidents**

### **1. Instructional Services**

Assistant Superintendent/Vice President Pescarmona reported summer enrollment is up 100 FTES over last summer. Fall enrollments are up almost 25 percent FTES over last fall at this time. She noted that Student Services condensed the enrollment period, which increased enrollments earlier than normal.

Pescarmona provided an overview of the organizational changes that have been implemented in the learning centers.

Beer Con, an educational opportunity for community members to learn more about brew tech advances, will take place on August 8 at the San Elijo Campus.

### **2. Student Services**

Assistant President/Vice President Wojcik reported the study abroad students are growing so much while they are in Italy and Costa Rica, learning the language. Those visiting Costa Rica are living with host families in a rural area.

Welcome Fests are scheduled on the Oceanside Campus on August 5 and at the San Elijo Campus and the Community Learning Center on August 12. This is a

great time for students and their families to learn what the college has to offer and connect with MiraCostans who can help them with registration and financial aid.

Live Chat is a new feature on the website that helps to support students with queries online. Many changes are coming around financial aid. FAFSA applications will change significantly in December, once the new application is released. The goal is to make the application easier for students to complete, however, it is expected to add to the training and workload for the financial aid staff. The new process will go through the ID Me program, which requires substantial verification, so the hope is this will cut down on fraudulent enrollments.

### **3. Administrative Services**

Assistant Superintendent/Vice President Flood reported on the progress of renovations at TCI, which will host grant funded new programs, including our award winning Brew Tech Program. He also reported on the renovation of Building 800 at SEC that will house the SBDC, VBOC, and the region's Center of Excellence in Labor Market Analysis.

Administrative Services is working on the annual audit while also preparing the final budget, given the governor has now signed the state budget.

The Sustainability Club identified locations for hydration stations on the Oceanside Campus, which are being implemented.

Flood thanked the faculty, classified professionals, and administrators who have helped to move along the design of the OCN Building 3000 complex.

### **4. Human Resources**

Interim Assistant Superintendent/Vice President Schwartzkopf thanked the board for approving the changes to the JPA insurance renewal, which will result in a cost savings to the district, and she thanked Justin Crast for his work on this.

The district was notified recently that there is likely to be substantial increases to our health insurance costs (more than 15 percent). This will be a significant increase for which we will need to start preparing. Additionally, we have already received changes to our mental health counseling provider for district employees, as our previous provider pulled out of California.

Schwartzkopf reported a 35 percent increase to the voluntary long-term care insurance premium this year, with an anticipated additional 35 percent next year. She noted that California is considering their own long-term care insurance, which has resulted in other providers adjusting their premiums to prepare for this change.

Onboarding of volunteers has moved into Workday rather than using a paper process.

## **F. Superintendent/President**

Superintendent/President Cooke submitted a written report. She noted the advancement team is working on the Community Leaders breakfast, which is scheduled for Friday, October 20.

The NAACP backpack giveaway is coming in August. Donations are welcome.

The state budget had a number of surprises in it. The commitment for affordable housing on college campuses changed to no more funding available. Districts that pursue affordable housing will now need to seek their own financing/funding. We will continue to monitor the continued devaluation of commercial properties, as 12 percent of our district's revenue comes from this source, so this could be impactful.

Cooke attended training in Canada which focused on Futures. She visited a community college in Canada that had an incredible technology center, funded through partnerships with the industry and the Canadian government. The center offered students amazing apprenticeships with community partners.

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

The board is looking forward to hearing back from Career Education about their progress.

### **XIV. ADJOURNMENT**

The meeting adjourned at 5:34 p.m.


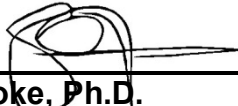
### **MINUTES APPROVAL:**

---

Frank Merchat  
President

---

Sunny Cooke  
Superintendent/Vice President

<b>Subject:</b>  MiraCosta Community College District Campus Climate Survey Update	<b>Attachment:</b>  PowerPoint Presentation
<b>Category:</b>  Presentations	<b>Type of Board Consideration:</b> ✓ Information                  Consent                  Action
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓ Goal 1                  Goal 2                  Goal 3                  Goal 4
<b>Recommended:</b>   _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

MiraCosta Community College District engaged the services of Rankin & Associates a consulting firm to conduct a campus climate survey for the college that encompassed input from both students and employees

**STATUS**

Assistant Superintendent/Vice President of Human Resources Charlie Ng will provide an update on the progress and next steps to be taken.

**RECOMMENDATION**

Information only.

# MIRACOSTA COLLEGE CAMPUS CLIMATE SURVEY

Board Update: August 17, 2023

## INTRODUCTION

### **Understanding The MiraCostan Experience: Your Perceptions Of The Campus Community & Culture**



Overall Response Rate: 16%  
Student Respondents: 2,237  
Employee Respondents: 578



## PURPOSE OF THE CAMPUS CLIMATE SURVEY



3

## SUMMARY OF FINDINGS

- “Most survey respondents were ‘very comfortable’ or ‘comfortable’ with the overall environment at MiraCosta college (86%), with the environment and their departments/ programs or a work units (71%), and with the environment in their classes (89%).”
- When disaggregating the data, there were some differences in comfort among various populations of students and employees:
  - Student Academic Success
  - Employee Career Success
  - Inclusion and Sense of Belonging
  - Physical Spaces
  - Accessibility



4

## SUPPORTING STUDENT ACADEMIC SUCCESS



- Strategy 1: Conexiones y Carrera - Beyond Academic Onboarding
- Strategy 2: Cariño y Confianza - Beyond Academic Support
- Strategy 3: Cultura y Comunidad - Beyond Hispanic-Enrolling



5

## SUPPORTING EMPLOYEE CAREER SUCCESS



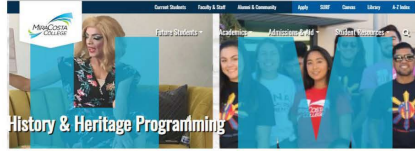
6



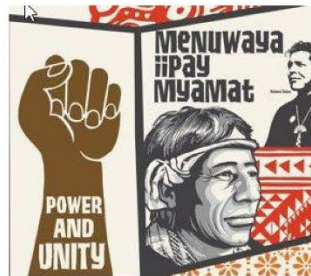
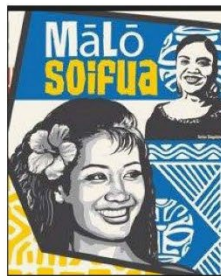
## ENHANCING INCLUSION AND SENSE OF BELONGING



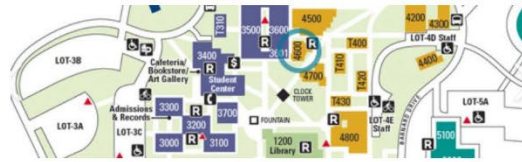
**Wendy Stewart**  
Chief  
Inclusion,  
Diversity, Equity  
& Accessibility  
Officer  
(CIDEAO)



## ENHANCING PHYSICAL SPACES



## ENHANCING ACCESSIBILITY



PRESS RELEASES

### SHRM Foundation Launches Employing Abilities at Work Certificate Program

Participants learn how to recruit, hire and retain individuals with disabilities.

May 25, 2022



9

## CONCLUSION

- While there was an overall positive response to the survey, there was still work to do
- Contributions made in student academic success, employee career success, inclusion and sense of belonging, physical spaces, and accessibility
- Continue implementing new strategies and initiatives that address issues identified by the campus climate survey
- Continue providing updates of new strategies and initiatives







10



## QUESTIONS



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

**STATUS**

1. Retirement of academic employee David McField, Instructor, Psychology, position P-00606, effective July 31, 2023.
2. Resignation of the following classified and/or academic employees:
  - Joe Salamon, Instructor, Physics, position P-00602, effective July 31, 2023.
  - Andrea Macdonald, Technology Support Services Coordinator, ITS Technology Support Services, position P-08159, effective August 3, 2023.
3. Employment of temporary, full-time faculty member Marisela Sanchez Garzon, Interim Counselor - CalWORKs, position P-10389, full-time, one-semester, non-tenure track, salary class 2, step 1, 1.1080-time factor, \$93,043.19 per year on the 2023/24 academic salary schedule, with final salary placement contingent upon verification, to be prorated for working 98 days during contract period July 1, 2023 – December 22, 2023.
  - BA, Sociology, California State University, San Marcos
  - MA, Education (Counseling), San Diego State University

Marisela has worked for MiraCosta College as an associate counselor since September 2021, and previously as a Campus Aide in EOPS; student worker in the Tutoring and Academic Support Center; and student ambassador in School Relations/Diversity Outreach. She has also most recently served as a Project Assistant for the Outreach Department at San Diego City College.

4. Employment of classified administrator Katie White, Director of Fiscal Services, position P-00143, salary range CM-18, step 3, \$13,921 per month, full-time, 12 months per year, effective July 6, 2023. Katie was selected through an open recruitment process.
5. Employment of the following regular classified employees:

Farhonda Alizada, Assistive Technology Assistant, Student Accessibility Services, position P-06178, salary range 19, step 2, \$45,833.56 per year, 30 hours per week, equivalent to 11 months spread over 12 months, effective July 24, 2023. Farhonda was selected through an open recruitment process.

Nashona Andrade, Human Resources Supervisor, position P-00078, salary range CL-35, step 2, \$8,816.83 per month, full-time, 12 months per year, effective September 5, 2023. Nashona was selected through an open recruitment process.

Malerie Baker, Administrative Support Assistant III, Instructional Services, position P-10413, salary range 20, step 1, \$5,419.08 per month, 40 hours per week, 12 months per year, effective July 31, 2023. Malerie was selected through an open recruitment process.
6. Correction to employment of Martha Resendiz, Financial Aid Technician, position P-00172, salary range 22, step 2, \$5,953.08 per month (2022/23 Classified Salary Schedule), full-time, 12 months per year, effective June 20, 2023. Position P-00172 was not included in the board approval of the Financial Aid Technician reclassification to Financial Aid Advisor. Position P-00172 was to be reclassified to Financial Aid Advisor, range 23, step 2, \$6,233.50 per month (2023/24 Classified Salary Schedule), full-time, effective July 1, 2023, along with existing Financial Aid Technician positions previously approved by the board of trustees on June 22, 2023.
7. Clarification to the position changes made as a result of the reorganization of Information Technology Services previously approved by the Board of Trustees on June 22, 2023. This reorganization resulted in the addition of a new Business Systems Analyst position under the Enterprise Application Services supervisory organization. While this new, vacant position was included in the proposed organization structure, it was not included in the detailed list of position changes. This is a new Business Systems Analyst, salary range 28, step 1, \$6,828 per month, full-time, 12 months per year.
8. Permanent change of assignment for the following regular classified employees:

Jessica Perez-Corona, Program Supervisor, Supplemental Instruction, position P-00385, has accepted the classified administrator position of Activity Director, MESA, position P-10457, salary range CM-8, L-1, \$9,537.83 per month, full-time, 12 months per year, effective September 5, 2023. Jessica was selected through an open recruitment process.

Yi-Cheng Hu, Early Childhood Education Program Specialist, Child Development Center position P-05829, has accepted the classified administrator position of Director, Child Development Center, position P-10493, salary range CM-8, step 2, \$9,496.17 per month, full-time, effective August 1, 2023. Yi-Cheng was selected through an open recruitment process.
9. Temporary change of assignment for the following classified employees:

Noemi Llamas, Testing Services Assistant, position P-06217, will increase in hours from 32 to 40 hours per week, \$4,827.50 per month, effective August 21, 2023 – June 30, 2024.

Yaira Hicks, Testing Services Assistant, position P-06216, will increase in hours from 18 to 40 hours per week, \$4,827.50 per month, effective August 28, 2023 – June 30, 2024.

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

Andrew Alvo, Learning Coach, Learning Centers, position P-04829, will serve as Interim Operations Supervisor, range 27, step 5, full-time, \$8,093.92 per month, effective July 1 – September 4, 2023.

Jennifer Streagle, Early Childhood Education Instructional Specialist, Child Development Center, position P-05831, will serve as Interim Early Childhood Education Program Specialist, range 20, step 5, \$4,956.19 per month, 30 hours per week, effective August 1, 2023 – June 30, 2024.

Cristina Zafra-Lopez, Testing Services Assistant, position P-00393, will serve as Interim Testing Services Specialist, range 19, step 2, \$5,555.58 per month, full-time, effective August 1, 2023 – June 30, 2024.

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

Chancellor	Cochran	Adult High School
Eva	Janeckova	Biological Sciences
Amanda	Lofthus	Biological Sciences
Joseph	Newhide	Biological Sciences
Giuseppe	Chiaramonte	English as a Second Language, NC
Olga	Sukhanova	English as a Second Language, NC
Makayla	Wamboldt	English as a Second Language, NC
Craig	Perez	Ethnic Studies
Tammy	Vaught	EOPS, Counselor
Christopher	Burroughs	Horticulture
William	Guerrero-Hart	Horticulture
David	Raffaele	Horticulture
Katherine	White	Horticulture
Brandon	Wickes	Horticulture
Elsie	Wilburn	Letters, Transfer
Fernando	Diego Jordan	Mathematics
Brian	Lee	Mathematics
Ali	Saadat	Mathematics
Jayson	Wiestling	Mathematics
Arianna	Escobar	Mental Health, Counselor
Chandler	Hardin Ingram	Sociology

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

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Miranda Sanchez Frank	College for Kids Lead Counselor	Short-term	Community Education and Workforce Development	\$22.00/hr	7/1/23	8/31/23
Miyuki Mc Clellan	Student Services Specialist	Short-term	Student Services, San Elijo	\$32.19/hr	7/1/23	6/30/24
Anna Valencia	College for Kids Lead Counselor	Short-term	Community Education and Workforce Development	\$22.00/hr	7/6/23	8/31/23
Anna Valencia	College for Kids Counselor	Short-term	Community Education and Workforce Development	\$17.00/hr	7/6/23	8/31/23
Susy Morales Benitez	Financial Aid Assistant	Substitute	Financial Aid and Scholarships	\$28.67/hr	7/17/23	6/30/24
Dwayne Cosby	Assistant Coach	Substitute	Athletics and Intramurals	\$27.85/hr	7/21/23	6/30/24
Kristina Quandt	Administrative Support Assistant II	Substitute	Student Life and Leadership	\$27.85/hr	7/24/23	6/30/24
Adrian Pascobillo	IT Help Desk Technician	Substitute	ITS Technology Support Services	\$28.67/hr	7/25/23	6/30/24
Alessa Ramos	Learning Coach	Substitute	Academic Support and Innovations	\$33.13/hr	7/31/23	6/30/24
Connor Brigandi	Learning Coach	Substitute	Academic Support and Innovations	\$33.13/hr	7/31/23	6/30/24
Vianey Vilchis Sanchez	Early Childhood Education Instructional Specialist	Substitute	Child Development Center	\$30.37/hr	8/1/23	5/31/24
Mayra Martinez Aquino	Learning Coach	Substitute	Writing Center	\$33.13/hr	8/1/23	6/30/24
Lauren Adams	Learning Coach	Substitute	Writing Center	\$33.13/hr	8/1/23	6/30/24
Eduardo Duarte	Apprentice III	Substitute	Academic Support and Innovations	\$17.50/hr	8/1/23	6/30/24
Jenny Lagervall	Apprentice III	Substitute	Academic Support and Innovations	\$17.50/hr	8/1/23	6/30/24
Haidee Hangis Filippini	Apprentice I	Substitute	Learning Centers	\$15.50/hr	8/1/23	6/30/24
Kristy Linford	Apprentice III	Substitute	Academic Support and Innovations	\$17.50/hr	8/1/23	6/30/24
Elizabeth Schwartz	Apprentice I	Substitute	Child Development Center	\$15.50/hr	8/9/23	5/31/24
Eddy Angarita	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	8/14/23	6/30/24
Ginger Rosser	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Mark Adams	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Stephanie Rock	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
David Varela	Campus Aide III	Short-term	Counseling Operations	\$19.50/hr	8/18/23	6/30/24
Theresa Romano	Academic Services Coordinator	Short-term	MESA Program	\$37.19/hr	8/18/23	6/30/24
Ismael Pohlert	Student Services Specialist	Short-term	Extended Opportunity Programs and Services	\$32.19/hr	8/18/23	6/30/24
Kylin Loker	Assistant Coach	Short-term	Athletics and Intramurals	\$27.85/hr	8/18/23	6/30/24
Matthew McDevitt	Assistant Coach	Short-term	Athletics and Intramurals	\$26.84/hr	8/18/23	6/30/24
Claire Kinder	Assistant Coach	Short-term	Athletics and Intramurals	\$27.85/hr	8/18/23	6/30/24
Ginger Rosser	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Victoria May	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Mark Adams	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Shaunna Witt	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Sherman Kwan	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Erika Chamberlin-Carroll	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Jaron Stokes	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Stephanie Rock	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24
Kerry Howard Ray	Art Model	Short-term	Art	\$28.00/hr	8/18/23	5/30/24

Nicole Roerick	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Savannah Coyle	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Matisse Lovisa	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Rebecca Knowles	Box Office Cashier	Short-term	Cashiering Services	\$24.10/hr	8/18/23	6/30/24
Nancy Cochran	Accompanist II	Short-term	Music	\$45.00/hr	8/18/23	6/30/24
Perrine Lee	Accompanist I	Short-term	Music	\$26.00/hr	8/18/23	6/30/24
David Kjos	Campus Aide II	Short-term	International Languages	\$17.50/hr	8/18/23	6/30/24
Tomomi Maeda	Campus Aide II	Short-term	International Languages	\$17.50/hr	8/18/23	3/30/24
Cherry Ann Molina	Campus Aide III	Short-term	Career Ed Grants	\$19.50/hr	8/18/23	6/30/24
Greta Cavo	Administrative Support Assistant III	Short-term	Admissions and Records, OCN	\$31.27/hr	8/18/23	6/30/24
Romina Troesh	College Health Nurse	Short-term	Health Services	\$39.39/hr	8/18/23	6/30/24
Christina De Souza	Campus Aide III	Short-term	Career Ed Grants	\$19.50/hr	8/18/23	6/30/24
Salima Gangani	Campus Aide III	Short-term	Career Ed Grants	\$19.50/hr	8/18/23	6/30/24
Collin McDonnell	Campus Aide I	Short-term	Honors	\$15.50/hr	8/18/23	12/22/23
Wendy-Lucille Milo	Assistant Coach	Substitute	Athletics and Intramurals	\$27.85/hr	8/18/23	6/30/24
Darrenn Williams	Campus Aide III	Short-term	Extended Opportunity Programs and Services	\$19.50/hr	8/18/23	6/30/24
Makhi Williams-Kent	Campus Aide III	Short-term	Service Learning	\$19.50/hr	8/18/23	12/15/23
Anthony Heredia	Campus Aide III	Short-term	Service Learning	\$19.50/hr	8/18/23	12/15/23
Yasmin Tapia Perez	Campus Aide III	Short-term	Extended Opportunity Programs and Services	\$19.50/hr	8/18/23	6/30/24
Arianne Perez	Campus Aide III	Short-term	Extended Opportunity Programs and Services	\$19.50/hr	8/18/23	6/30/24
Melissa Kumnoonsate	College Health Nurse	Short-term	Health Services	\$39.39/hr	8/18/23	6/30/24
Kristin Blackburn	Campus Aide III	Short-term	Extended Opportunity Programs and Services	\$19.50/hr	8/18/23	6/30/24
Tiffany Qualls	Campus Aide III	Short-term	International Office	\$19.50/hr	8/18/23	6/30/24
Alex King Alaoen	Campus Aide III	Short-term	International Office	\$19.50/hr	8/18/23	6/30/24
Amanda Quivey	Campus Aide III	Short-term	Theatre and Film	\$19.50/hr	8/18/23	6/30/24
Elizabeth Leguizamo	Student Services Specialist	Short-term	Student Equity	\$32.19/hr	8/18/23	6/30/24
Gilbert Barron	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Keith Klanderud	Art Model	Short-term	Noncredit, General	\$28.00/hr	8/18/23	6/30/24
Kimberly Holmes	Campus Aide III	Short-term	Cashiering Services	\$19.50/hr	8/19/23	6/30/24
Azucena Correa	Support Assistant	Substitute	Workforce IOA	\$24.84/hr	8/21/23	6/30/24
Josefina Medina	Campus Aide III	Short-term	Testing Services	\$19.50/hr	8/28/23	6/30/24

## RECOMMENDATION


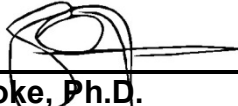
Ratify recommendations of superintendent/president in approving personnel actions, as stated above.

## MIRACOSTA COMMUNITY COLLEGE DISTRICT

Agenda Item VII.B  
August 17, 2023

<b>Subject:</b>	<b>Attachment:</b>
-----------------	--------------------



<b>Ratify Memorandum of Understanding 23-06 with the Faculty Assembly</b>	<b>Memorandum of Understanding 23-06</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> <b>Consent</b> Action
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1      Goal 2      Goal 3 <input checked="" type="checkbox"/> <b>Goal 4</b>
<b>Recommended:</b>   _____ <b>Charlie Ng</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   _____ <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

The district and the Faculty Assembly determined that a need existed to establish a pilot program for spring 2022 and fall 2022. The purpose of the pilot program is to explore the feasibility of expanding remote counseling opportunities and the potential for reducing the thirty (30) hour “on-ground” requirement for counseling faculty. The district maintains its right to assign pilot participants based on the needs of students, the department, and the best interests of the program.

The district and the Faculty Assembly have agreed to extend the pilot program to all non-classroom faculty for the 2023/24 and 2024/25 academic years. This includes all librarians and counseling faculty.

## STATUS

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

## RECOMMENDATION

Ratify Memorandum of Understanding 23-06 with the Faculty Assembly.



MOU Between the  
MiraCosta Community College District and  
MiraCosta Community College District – Faculty Assembly  
23-06

---

This MOU modifies the terms of section C.2.5 of the Faculty Assembly 2022/25 contract to allow for the specific project identified below:

- 1) The District and the Assembly determined that a need existed to establish a pilot program for spring 2022 and fall 2022. The purpose of the pilot program was to explore the feasibility of expanding remote counseling opportunities and potential for reducing the thirty (30) hour “on-ground” requirement for counseling faculty.
- 2) The District and the Faculty Assembly have agreed to extend the pilot program to all non-classroom faculty for the 2023/24 and 2024/25 academic years. This includes all librarians and counseling faculty.
- 3) Eligibility criteria: All full-time non-classroom faculty are eligible to participate in the pilot program.
- 4) The District maintains its right to assign pilot participants based on the needs of students, the department, and best interests of the program. The appropriate dean may authorize participants to work up to fifteen (15) hours remotely from the thirty (30) hour “on-ground” requirement. The hours approved to work remotely consist of student contact and/or preparation hours.
- 5) Each pilot participant shall undertake the following responsibilities:
  - a. Maintain counseling notes and record all relevant data related to student contact hours (express counseling, appointments, workshops, etc.);
  - b. Meet and communicate regularly with their faculty coordinator, department chair, and/or dean regarding the pilot program, feedback, challenges, concerns, and successes; and
  - c. Utilize and provide feedback on the equipment required by the pilot program.


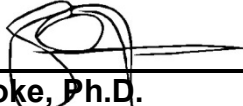
This agreement will become effective upon approval. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

\_\_\_\_\_  
Signature Date  
Superintendent/President  
MiraCosta Community College District

\_\_\_\_\_  
Signature Date  
President  
MCCCD Faculty Assembly

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

**BACKGROUND**

The Classification Review Committee (CRC) reviewed the job description, Request for Classification Review, and internal and external market data resulting in the following compensation recommendation.

**STATUS**

The CRC recommended to the superintendent/president the reclassification of position number P- 00137, Digital Marketing Coordinator (Range 24) to Marketing and Communications Coordinator (Range 26), effective July 1, 2023. This results in an approximate increase of \$5,652 in salary and \$1,992 in statutory benefits for the first year.

**RECOMMENDATION**

Approve Reclassification of Existing Position, as stated above.

<b>Subject:</b>  <b>Approve Classification of New Position and Job Description for Student Support Advisor</b>	<b>Attachment:</b>  <b>Job Description:</b> <a href="#">Student Support Advisor</a>				
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <table style="width: 100%; text-align: center;"> <tr> <td>Information</td> <td>Consent </td> <td>Action</td> </tr> </table>	Information	Consent	Action	
Information	Consent	Action			
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <table style="width: 100%; text-align: center;"> <tr> <td>Goal 1</td> <td>Goal 2</td> <td>Goal 3</td> <td>Goal 4 </td> </tr> </table>	Goal 1	Goal 2	Goal 3	Goal 4
Goal 1	Goal 2	Goal 3	Goal 4		
<b>Recommended:</b>   <hr style="width: 80%; margin: 0 auto;"/> <b>Charlie Ng</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   <hr style="width: 80%; margin: 0 auto;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>				

**BACKGROUND**

The district is in the process of building a new Student Services Building. The new facility will consolidate student service functions currently scattered throughout the Oceanside campus to a single, one-stop-shop. Students in need of assistance will find support for a variety of services from front-line staff, including admissions and records, counseling, and financial aid.

To support these planned changes, the district has created a new Student Support Advisor classification. The Student Support Advisor will perform a full range of first-tier admissions, enrollment, financial aid, counseling, and cashiering duties in a variety of modalities, including in-person, by phone, online live messaging, and email correspondence. There is a need to create the position now to allow time for cross training of frontline support staff during the 2023/24 academic year to best support students when the new building opens.


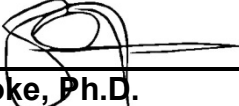
Human Resources created a job description to reflect the duties of the position and determined a salary placement based on internal and external market data.

**STATUS**

Human Resources recommends to the superintendent/president, classification of range 22 for the Student Support Advisor, effective September 1, 2023.

**RECOMMENDATION**

Approve classification of new position and job description for Student Support Advisor, as stated above.

<b>Subject:</b>  <b>Approve Employment Contract for Professional Expert</b>	<b>Attachment:</b>  <b>Employment Contract for Program Advisor I</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information      Consent      Action</b> </div>
<b>Institutional Goals:</b>  <a href="http://mcc_mission_statement.pdf(miracosta.edu)"><u>mcc_mission_statement.pdf (miracosta.edu)</u></a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">   <b>Goal 1      Goal 2      Goal 3      Goal 4</b> </div>
<b>Recommended:</b>  <hr/> <b>Charlie Ng</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

MiraCosta College administers a number of grants, including the Small Business Development Center (SBDC) grant. 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.

**STATUS**

The following professional expert employment contract is recommended with the term commencing on July 7, 2023 – June 30, 2024:

- Dajana Barbiani, Program Advisor I, SBDC, full-time, annual rate \$79,244 (2023/24 professional expert salary schedule). Annual salary will be prorated based on the contract months for the current fiscal year.

**RECOMMENDATION**

Approve employment contract for professional expert, as stated above.

# MiraCosta Community College District PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and Dajana Barbiani ("Barbiani"), an individual, is made as of July 7, 2023.

## 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 Barbiani for the services described in this Agreement and Exhibits.
- C. Barbiani 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 Barbiani and Barbiani agrees to be retained by District as Program Advisor I, Small Business Development Center. Barbiani has the responsibilities and authority that are associated with Barbiani'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 7, 2023 to June 30, 2024, unless terminated pursuant to the terms of this Agreement.

### 2. Salary and Benefits.

**2.1 Salary.** Barbiani shall be paid \$79,244 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.** Barbiani shall be entitled to the following District benefits:

- Eight (8) hours of vacation accrued per month of service (up to 240 hours annually). Barbiani 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 Program Advisor I, Small Business Development Center 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.** Barbiani acknowledges and understands that the position of Program Advisor I, Small Business Development Center is a categorically, grant-funded position. As such, Barbiani's employment is temporary and Barbiani 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 Barbiani 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 Barbiani, Barbiani 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 Barbiani if Barbiani 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 Barbiani 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 Barbiani 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, Barbiani 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 Barbiani 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, Barbiani 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 Barbiani as defined in the terms of this Agreement and Barbiani subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Barbiani 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.**

Barbiani represents and warrants that Barbiani:

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

MiraCosta Community College District

Professional Expert

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

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


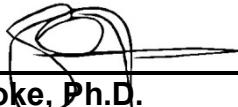
\_\_\_\_\_

Dajana Barbiani

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**Agenda Item VII.F  
August 17, 2023**



<b>Subject:</b> Approve Employment Contract for Dean of Nursing, Health, and Wellness	<b>Attachment:</b> Employment Contract for Dean of Nursing, Health, and Wellness
<b>Category:</b> Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> Goal 1      Goal 2 <input checked="" type="checkbox"/> Goal 3      Goal 4
<b>Recommended:</b>  _____ Charlie Ng Assistant Superintendent/Vice President, Human Resources	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

## BACKGROUND

The MiraCosta Community College District Academic Administrator Association (MCCCDAAA) working conditions manual specifies the procedures for the hiring of academic administrators.

## STATUS

After a competitive search and a recommendation by the search committee and the superintendent/president, Danielle Lauria is recommended to serve as the Dean of Nursing, Health, and Wellness, effective September 11, 2023. The annual salary will be \$185,922, full-time, non-doctorate, step 1 on the 2023/24 academic administrator salary schedule for deans. Danielle's qualifications include:

- Master of Public Health, with a specialization in Health Promotion – National University
- Bachelor of Science, Medical Science (Physician Assistant) – Alderson Broaddus University

Danielle has been serving as the Director of Didactic Education at Point Loma Nazarene University since April 2020. Prior to that, she served at San Diego Mesa College as a tenured faculty member, where she was the Allied Health Department Chair for six years and the Program Director for the Medical Assisting and Phlebotomy Programs. In addition, Danielle has been an adjunct faculty member at multiple colleges and worked as a Physician Assistant for many years.

## RECOMMENDATION

Approve employment contract for academic administrator, as stated above.

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

This contract (“Agreement”) between the MiraCosta Community College District (“District”) and Danielle Lauria, an individual Academic Administrator (“Administrator”), is made as of September 11, 2023.

**Recitals**

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

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

C. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, the Academic Administrator’s Manual as from time to time amended by the District, and the rules and regulations of the District’s Governing Board including, but not limited to, Government Code sections 53260 and 53261, which are incorporated herein by this reference, and which provide that if a contract is terminated, the maximum cash settlement an employee may receive shall be equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract or eighteen months, whichever is less, and shall not include non-cash items except for health benefits.

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

**Terms and Conditions**

**1. Position and Term.**

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

**1.2 Term.** The term of this Agreement is one (1) year from September 11, 2023 to September 10, 2024 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 September 11, 2023 through September 10, 2024, shall be \$185,922.

**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

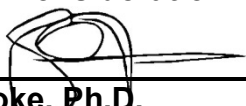
Administrator

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

\_\_\_\_\_  
Danielle Lauria  
Dean of Nursing, Health, and Wellness

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

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

<b>Subject:</b>  Adopt Resolution No. 2–23/24 in Observance of History and Heritage Months	<b>Attachment:</b>  Resolution No. 2-23/24
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent                      Action
<b>Institutional Goals:</b>  <a href="http://mcc_mission_statement.pdf (miracosta.edu)"><u>mcc_mission_statement.pdf (miracosta.edu)</u></a>	<b>Institutional Goal Supported:</b> <input checked="" type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3                      Goal 4
	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

History and heritage months are designated periods within the year to celebrate and acknowledge the histories and contributions of historically marginalized and oppressed identities and groups. These recognitions provide an opportunity for members of the college and surrounding community to learn about the history, traditions, people, and experiences of those who have overcome oppression to create opportunities for all.

**STATUS**

Honoring the history and heritage of the MiraCosta Community College District’s diverse community advances the district’s institutional mission, vision, values, goals, and commitment to a racially just campus.

**RECOMMENDATION**

Adopt Resolution No. 2-23/24 in observance of History and Heritage Months.

# MIRACOSTA COLLEGE COMMUNITY DISTRICT

## RESOLUTION NO. 2-23/24 IN OBSERVANCE OF HISTORY AND HERITAGE MONTHS

**WHEREAS**, the MiraCosta Community College District Board of Trustees recognizes history and heritage months as designated periods within the year to celebrate and acknowledge the histories and contributions of historically marginalized and oppressed identities and groups; and

**WHEREAS**, these recognitions provide an opportunity for members of the college and surrounding community to learn about the history, traditions, people, and experiences of those who have experienced systemic oppression to create opportunities for all; and

**WHEREAS**, honoring the history and heritage of the MiraCosta Community College District's diverse community advances the district's institutional mission, vision, values, goals, and commitment to a racially just campus; and

**WHEREAS**, the MiraCosta Community College District continues to improve the campus environment for students, classified professionals, faculty, administrators, and our surrounding community by developing and supporting inclusive understandings of Latinx/e and Chicanx/e communities, Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual (LGBTQIA+) communities, Pilipinx American communities, communities with disabilities, Native American and Alaskan Native communities, Black and African American communities, Asian and Pacific Islander communities, Women and femme communities, Arab, Middle Eastern, Muslim, and South Asian (AMEMSA+) communities, and communities with autism; and

**WHEREAS**, the MiraCosta Community College District is committed to affirming and advancing visibility and advocacy by amplifying the voices, experiences, and needs of those who have historically been minoritized and oppressed, not just in a specific month, but throughout the year; and

**WHEREAS**, the district maintains a website detailing the unique histories of each celebration and a calendar of events and allocates both funding and staffing resources towards meaningful campus-wide programming throughout the year for the following months:

- Black History Month (February)
- Women's History Month (March)
- Ability Awareness Month (March)
- Autism Acceptance Month (April)
- Arab, Middle Eastern, Muslim, and South Asian+ Heritage Month (AMEMSA+, April)
- Asian and Pacific Islander Heritage Month (April)
- Chicanx/Latinx Heritage Month (September)
- LGBTQIA+ History Month (October)
- Pilipinx American History Month (October)
- Native American and Alaskan Native Heritage Month (November)

**THEREFORE, BE IT RESOLVED** that the MiraCosta Community College Board of Trustees do hereby adopt this resolution to recognize and honor history and heritage months.

**DATED, SIGNED, AND ADOPTED this 17<sup>th</sup> day of August 2023.**

BOARD OF TRUSTEES OF THE  
MIRACOSTA COMMUNITY COLLEGE DISTRICT

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

Frank Merchat  
President, Board of Trustees

Attest:

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

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

STATE OF CALIFORNIA )  
                                  )ss  
SAN DIEGO COUNTY     )

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 2-23/24, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 17<sup>th</sup> day of August 2023, and that it was so adopted by the following vote:

AYES:

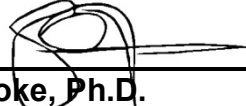
NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_

Sunita V. Cooke, Ph.D.  
Superintendent President

<b>Subject:</b> Approve Employee Travel	<b>Attachment:</b> None
<b>Category:</b> Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3      Goal 4
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

In compliance with Board Policy 7400, Employee Travel, MiraCosta College full-time Art Faculty Leah Cluff is requesting approval to travel to Nova Scotia, Canada, from October 11-14, 2023 to attend the [Biannual Conference of the Native American Arts Studies Association \(NAASA\)](#) to be held at the Halifax Convention Centre.

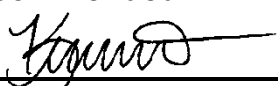
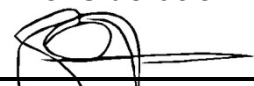
**STATUS**

Professor Cluff’s paper, “Encoding Narratives,” has been accepted for presentation at the conference. Attending the NAASA 2023 will be beneficial for her professional development and student instruction. This conference is the major academic gathering for scholars studying Native North American arts, as well as for indigenous North American artists. It is only held every two years, and this is the first in-person conference since the pandemic. Many of the sessions will present papers and discussions on contemporary Native art and interventions and strategies in museum exhibitions of indigenous arts. Both areas are important to instruction; after past conferences, she has been able to introduce new artists and materials to both her Arts of the Americas, Oceania, and Africa (ART 158) and Modern Art History (ART 260/260H) classes. The museum curation and intervention topics are now especially relevant, as her Museum Studies courses (ART 270 and 271) research and present exhibitions that showcase objects from diverse indigenous cultures. Attendance at the conference will help keep Professor Cluff current in new scholarly research and provide her with vital networking with artists and fellow scholars.

**RECOMMENDATION**

Pre-approve the out-of-country travel for Leah Cluff, who will travel to Canada to attend the Native American Arts Studies Association conference, with a cost not to exceed \$3,100.



<b>Subject:</b>  <b>Approve Fall 2023 Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program</b>	<b>Attachment:</b>  <b>Fall 2023 Program Components for OUSD CCAP</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;"> <input checked="" type="checkbox"/> Information     <input checked="" type="checkbox"/> <b>Consent</b>     <input type="checkbox"/> Action         </div>
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;"> <input checked="" type="checkbox"/> Goal 1     <input type="checkbox"/> Goal 2     <input type="checkbox"/> Goal 3     <input type="checkbox"/> Goal 4         </div>
<b>Recommended:</b>  <hr/> <b>Kristina Denée Pescarmona</b> <b>Assistant Superintendent/Vice President,</b> <b>Instructional Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

## BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in Counseling, Communications, and Mathematics. Those CCAP courses proved successful, and OUSD and MiraCosta College continued the CCAP partnership. Additional transfer and Career Education pathways have been developed for OUSD students. The attached Fall 2023 Program Components for OUSD CCAP represents the currently agreed upon course offerings for the fall 2023 academic term.

## STATUS

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

## RECOMMENDATION

Approve the Fall 2023 Program Components for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during fall 2023.

**APPENDIX**  
**OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP**  
**FALL 2023 PROGRAM COMPONENTS**

**Courses of Instruction:** M CCD will schedule classes each semester at OUSD high schools to prepare students for college success. Students from El Camino, Oceanside, and Surfside high schools will be eligible to enroll in the course offerings listed below.

**Estimated Number of Students to be Served:** 553

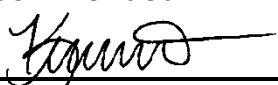
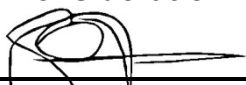
**Total Sections:** 15

Fall 2023 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
<i>Online*</i>	BUS	136	3	Online	Asynch	Staff	MCCD	48-54	40
<i>Online*</i>	CHLD	106	3	Online	Asynch	Staff	MCCD	48-54	36
<i>Online*</i>	DESN	109	1	TH	5-7:10	Staff	MCCD	32-36	22
<i>Online*</i>	FILM	101	3	W	5-6:20 +Asynch	Staff	MCCD	48-54	40
<i>Online*</i>	SOC	101	3	Online	Asynch	Staff	MCCD	48-54	40
<i>ECHS</i>	MATH	112	3	T/TH	7:45-9:20	Staff	MCCD	48-54	35
<i>ECHS</i>	BUS	120	3	M-TH	8:30-9:20	Staff	MCCD	48-54	40
<i>OHS</i>	BUS	128	3	M-TH	ARR	Staff	MCCD	48-54	40
<i>OHS</i>	BUS	120	3	M-TH	ARR	Staff	MCCD	48-54	40
<i>OHS</i>	MATH	112	3	M-TH	ARR	Staff	MCCD	48-54	35
<i>OHS</i>	MATH	126	4	M-TH	ARR	Staff	MCCD	64-72	35
<i>OHS</i>	MATH	126	4	M-TH	ARR	Staff	MCCD	64-72	35
<i>OHS</i>	MATH	131	4	M-TH	ARR	Staff	MCCD	64-72	35
<i>SEA</i>	HOSP	100	3	M-TH	1:15-2:50	Staff	MCCD	48-54	40
<i>SEA</i>	HOSP	133	3	M-TH	1:15-2:50	Staff	MCCD	48-54	40

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

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

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

<b>Subject:</b>  Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2023 Dual Enrollment Program	<b>Attachment:</b>  Fall 2023 Exhibit A Course Agreement for CUSD
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf (miracosta.edu)"><u>mcc_mission_statement.pdf (miracosta.edu)</u></a>	<b>Institutional Goal Supported:</b> <input checked="" type="checkbox"/> Goal 1      Goal 2      Goal 3      Goal 4
<b>Recommended:</b>  <hr/> Kristina Denée Pescarmona Assistant Superintendent/Vice President, Instructional Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

During the 2018/19 year, the Carlsbad Unified School District (CUSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CUSD students to enroll in MiraCosta College classes at Carlsbad and Sage Creek high schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from CUSD to identify courses to be offered during the fall 2023 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CUSD students only.

**STATUS**

A memorandum of understanding was approved in December 2018 and is still in place. Until either district wants to rescind or change the MOU, it remains in effect, but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

**RECOMMENDATION**

Approve the new Exhibit A Course Agreement with Carlsbad Unified School District to offer dual enrollment classes through MiraCosta College during fall 2023.

**EXHIBIT A**  
**FALL 2023 COURSE AGREEMENT**  
**Between**  
**MIRACOSTA COMMUNITY COLLEGE DISTRICT**  
**and CARLSBAD UNIFIED SCHOOL DISTRICT**

This Course Agreement is being executed between MiraCosta Community College District (“MCCD”), and Carlsbad Unified School District (“CUSD”) as Exhibit A to the *Dual Enrollment Program Agreement between Carlsbad Unified School District and MiraCosta Community College District (“Dual Enrollment Program Agreement)*, the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Dual Enrollment Program Agreement*, the *Dual Enrollment Program Agreement* shall control. This *Course Agreement* is entered into between MCCD and CUSD as of the effective date set forth below.

**Effective Date of Course Agreement:** August 23, 2023

**Period of Course Agreement:** August 2023 – December 2023

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

Fall 2023 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
CHS	BUS	147	3	Online	Asynch	Staff	MCCD	48-54	40
CHS	COUN	100	3	Online	Asynch	Staff	MCCD	48-54	35
CHS	DESN	110	3	ARR	ARR	Staff	MCCD	48-54	22
CHS	FILM	105	3	ARR	ARR	Staff	MCCD	48-54	25

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

**Notices.** Any notice, communication, or delivery required by this Agreement by either Party to the other shall be delivered to:

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

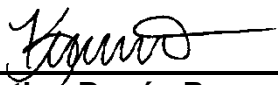

MiraCosta Community College District  
 Kristina Denée Pescarmona  
 Vice President of Instructional Services  
 1 Barnard Drive  
 Oceanside, CA 92056

**CARLSBAD UNIFIED SCHOOL DISTRICT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

<b>Subject:</b>  <b>Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2023 Dual Enrollment Program</b>	<b>Attachment:</b>  <b>Exhibit A Course Agreement Fall 2023</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <b>Information      <input checked="" type="checkbox"/> Consent      Action</b>
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <input checked="" type="checkbox"/> Goal 1      Goal 2      Goal 3      Goal 4
<b>Recommended:</b>  <hr/> <b>Kristina Denée Pescarmona</b> <b>Assistant Superintendent/Vice President,</b> <b>Instructional Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

During the 2014/15 academic year, the San Dieguito Union High School District (SDUHSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled SDUHSD students to enroll in MiraCosta College classes at Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, and Torrey Pines High Schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from SDUHSD to identify courses to be offered during the fall 2023 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to SDUHSD students only.

**STATUS**

A revised memorandum of understanding was approved in September 2020. Until either district wants to rescind or change the MOU, it remains in effect, but is focused on responsibilities and general items. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

**RECOMMENDATION**

Approve the new Exhibit A Course Agreement with San Dieguito Union High School District to offer dual enrollment classes through MiraCosta College during fall 2023.

**EXHIBIT A**  
**FALL 2023 COURSE AGREEMENT**  
**Between**

**MIRACOSTA COMMUNITY COLLEGE DISTRICT and**  
**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

This Course Agreement is being executed between MiraCosta Community College District (“MCCD”), and San Dieguito Union High School District (“SDUHSD”) as Exhibit A to the *Dual Enrollment Program Agreement between San Dieguito Union High School District and MiraCosta Community College District (“Dual Enrollment Program Agreement)*, the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this *Course Agreement* and the *Dual Enrollment Program Agreement*, the *Dual Enrollment Program Agreement* shall control. This *Course Agreement* is entered into between MCCD and SDUHSD as of the effective date set forth below.

**Effective Date of Course Agreement:** August 21, 2023

**Period of Course Agreement:** August 2023 – January 2024

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

Fall 2023 Course Offerings									
Location	Course Name	Catalog #	Units	Days	Time	Faculty	Employer	Student Contact Hours	Enrollment Cap
<b>SDA</b>	MATH	260	4	ARR	ARR	Staff	SDUHSD	80-90	35
<b>SDA</b>	MATH	270	4	ARR	ARR	Staff	SDUHSD	64-72	35
<b>LCCHS</b>	MATH	260	4	ARR	ARR	Staff	SDUHSD	80-90	35
<b>CCA</b>	MATH	260	4	ARR	ARR	Staff	SDUHSD	80-90	35
<b>CCA</b>	MATH	270	4	ARR	ARR	Staff	SDUHSD	64-72	35
<b>CCA</b>	PHYS	280	3	ARR	ARR	Staff	SDUHSD	80-90	30
<b>TPHS</b>	MATH	260	4	ARR	ARR	Staff	SDUHSD	80-90	35

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

**Notices.** Any notice, communication, or delivery required by this Agreement by either Party to the other shall be delivered to:

San Dieguito Union High School District  
 Bryan Marcus  
 Associate Superintendent of Education Svcs.  
 4100 Normal Street  
 San Diego, CA 92103

MiraCosta Community College District  
 Denee Pescarmona  
 Vice President of Instructional Svcs.  
 1 Barnard Drive  
 Oceanside, CA 92056

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**Agenda Item VII.L**  
**August 17, 2023**

<b>Subject:</b> Approve Legal Services	<b>Attachment:</b> None
<b>Category:</b> Consent Items	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="http://mcc.mission_statement.pdf">mcc.mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> Goal 1      Goal 2      Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>  _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

## BACKGROUND

There is a need for legal counsel on a variety of subjects at the college for ongoing and potential litigation. Employment liability and tort-claim issues are generally handled by the San Diego County Office of Education Risk Management Joint Powers Authority (JPA). Individual contracts are not required for JPA-assigned legal services.

## STATUS



All current contracts for non-JPA legal services expire on June 30, 2023. In order to have board-approved legal counsel on call, it is necessary for the board of trustees to approve contracts. The following firm has agreed to a three (3) -year term with the option to renew two one (1) -year terms, for a maximum term not to exceed five (5) years.

- Rutan & Tucker, LLC– general legal services, collective bargaining, and negotiations, and specialized legal services.
  - Hourly Rates (*effective 07/01/2023*)
    - Blended rate \$375  
(all support staff included in rate. Not for secretarial services)

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 legal services, as stated above.

<b>Subject:</b>  Notice of Completion - Bid # CO4-23 Photo Lab Mechanical Improvement	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b>  <a href="http://mcc_mission_statement.pdf">mcc_mission_statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b>  <input checked="" type="checkbox"/> Goal 1      Goal 2      Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>   _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

On June 30, 2023, OJ Construction and Consultant Inc. completed all the work associated with Bid #C04-23 Photo Lab Mechanical Improvement. The original construction contract amount for OJ Construction and Consultant Inc was \$148,000. This project had no associated change orders and a final construction cost of \$148,000.



**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for the Bid # C04-23 Photo Lab Mechanical Improvement.



<b>Subject:</b>  Notice of Completion - Bid # C11-23 San Elijo Building 800	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent                      Action
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <input checked="" type="checkbox"/> Goal 1                      Goal 2                      Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>   _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**



On July 4, 2023, GEM Industrial Electrical Inc. completed all the work associated with Bid #C11-23 San Elijo Building 800 renovation. The original construction contract for GEM Industrial Electrical Inc was \$725,500, including alternates. This project had a total of three associated change orders in the amount \$77,991.34, and a final construction cost of \$803,491.34.

**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for the Bid # C11-23 San Elijo Building 800.

<b>Subject:</b>  Notice of Completion - Bid # C15-23 Building OC4400 Roof Replacement	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <input checked="" type="checkbox"/> Goal 1      Goal 2      Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>   _____ Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**



On July 24, 2023, Letner Roofing Company completed all the work associated with Bid #C15-23 Building OC4400 Roof Replacement. The original construction contract for Letner Roofing Company was \$240,350. This project had a total of one associated change orders in the amount of \$3,506.71, and a final construction cost of \$243,856.71.

**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for the Bid # C15-23 Building OC4400 Roof Replacement.

<b>Subject:</b>  Notice of Completion – Procurement No. MM-10-003 Oceanside Parking Lot 5A	<b>Attachment:</b>  None
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent                      Action
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf">mcc_mission_statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b>  <input checked="" type="checkbox"/> Goal 1                      Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>   <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

On January 17, 2023, Balfour Beatty Construction LLC completed all the work associated with procurement No. MM-10-003 Oceanside Parking Lot 5A Project. This project procurement was broken into two phases, the design phase and the construction phase.

- The original design portion of the agreement was \$1,079,128. During the design phase, change orders totaled \$322,730.40.
- The construction phase established a GMP for construction of \$8,908,812.73, construction change orders totaled \$287,996.45.

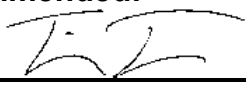

This project had a final agreement totaling \$10,598,667.58.

**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for Procurement No. MM-10-003 Oceanside Parking Lot 5A.

<b>Subject:</b>  <b>Ratify Award and Execution of Construction Services Contract for Bid No. C21-23 Theater Equipment Installation Project (OCN)</b>	<b>Attachment:</b>  None
<b>Category:</b>  Consent Item	<b>Type of Board Consideration:</b> Information <input checked="" type="checkbox"/> Consent      Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> Goal 1      Goal 2 <input checked="" type="checkbox"/> Goal 3      Goal 4
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> 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 Oceanside Theater Equipment Installation Project, Bid No. C21-23 via a competitive bidding process pursuant to Public Contract Code §20650, et seq. The scope of work for the project includes the relocation and replacement of the theater electrical dimmer panel. This includes the demolition and removal of existing equipment and installation of district provided, new ETC lighting system upgrades. The project will also convert the existing storage room into a new, air-conditioned utility room. This includes project electrical, mechanical, and roofing scopes.

The board approved agenda item VIII.C. at its May 18, 2023, meeting, which authorized the assistant superintendent/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 within the established project budget of \$535,000, and district staff brought this contract award before the board for ratification within sixty (60) days of the assistant superintendent/vice president, administrative services awarding and executing the construction contract for the project.

**STATUS**

This project did not require Division of State Architects (DSA) approval and the competitive bidding process for the project closed July 11, 2023, at 11AM. A total of two (2) firms submitted bids. Both bids were deemed responsive. The details of the two (2) bids submitted are as follows:



<b>Firm</b>	<b>City and State</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Bid Total</b>
Ayuma House Planning Company	El Cajon, CA	\$265,000	\$20,000	<b>\$285,000</b>
Armstrong Cal Builders, Inc.	Signal Hill, CA	\$628,000	\$20,000	<b>\$648,000</b>

Project bid documents stated that the low bid would be determined based on the aggregate amount of: (1) the Base Bid and (2) the District Controlled Construction Allowance. As such, Ayuma House Planning Company's bid was determined to be the low bid.

Thus, pursuant to the assistant superintendent/vice president, administrative services' authority approved by the board at its May 18, 2023, meeting, the assistant superintendent/vice president, administrative services awarded and executed the project contract in the amount of \$285,000 to Ayuma House Planning Company on July 20, 2023, 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 assistant superintendent/vice president, administrative services' award and execution of the Construction Services Contract in the amount of \$285,000 to Ayuma House Planning Company for Bid #C21-23 Theater Equipment Installation Project at the Oceanside Campus.

<b>Subject:</b>  Adopt Resolution No. 1-23/24, Establish the District Appropriations (Gann) Limit for Fiscal Year 2023/24	<b>Attachment:</b>  1. Resolution No. 1-23/24, Establish the District Appropriations (Gann) Limit for Fiscal Year 2023/24 2. Gann Limit Worksheet Fiscal Year 2023/24
<b>Category:</b>  Consent Items	<b>Type of Board Consideration:</b>  Information <input checked="" type="checkbox"/> Consent                      Action
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1                      Goal 2                      Goal 3 <input checked="" type="checkbox"/> Goal 4
<b>Recommended:</b>   <hr/> Tim Flood Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>   <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Pursuant to Article XIII-B of the Constitution and Government Code (GC) section 7900, community college districts are required to compute an annual appropriations limit, commonly referred to as the Gann Limit. The Gann limit is the maximum amount of revenue the district can generate from secured and unsecured property tax, state subventions, trailer fees, general apportionments, and interest on tax proceeds as prescribed under the Gann limit legislation. The appropriations subject to limit are the amounts of revenue the district expects to receive during the next fiscal year for the categories of revenues listed above. The Gann Limit is calculated by multiplying the prior-year limit by (1) the statewide factor for per capita personal income change and (2) the district’s percentage change in FTES from the prior year to the current year. The Gann limit computation is completed to ensure the district will not generate more revenue than is allowable under the Gann regulations.

Beginning in 2021/22 and each fiscal year thereafter, if any community college district’s (CCD) Gann Limit exceeds its revenue from taxes (both local revenues and applicable state funding), then the CCD must decrease its limit to equal its proceeds of taxes, which increases the state’s Gann Limit by an equal dollar amount. Additionally, law requires a retroactive decrease of local appropriations limit for CCDs whose limit exceeded their proceeds of taxes. If a CCD should find itself over its Gann Limit for any reason, the CCD is required to increase its Gann Limit to an amount equal to its proceeds of taxes, which reduces the state’s Gann Limit by an equal dollar amount (see GC § 7902.1).

GC section 7908(c) requires each community college district to report annually to the Chancellor of the California Community Colleges its appropriations limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds

of taxes of the district, and amounts excluded from the appropriations subject to limit. This information is to be reported on the Annual Financial and Budget Report, CCFS-311 Gann Appropriations Limit form.

## **STATUS**

The district's FY2023/24 appropriations Gann limit is computed at \$145,434,002, which is lower than the expected revenue. The FY2023/24 Gann appropriations subject to limit is computed to be \$147,601,838. The district must request the State of California to increase the district's calculated limit by \$2,167,836 pursuant to Government Code 7910(a).

## **RECOMMENDATION**

Adopt Resolution No. 1-23/24, to increase the district appropriations (Gann) limit for the fiscal year 2023/24, as detailed above in accordance with Government Code sections 7902-7910.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 1-23/24**

**ESTABLISH THE DISTRICT APPROPRIATIONS (GANN) LIMIT FOR FISCAL YEAR 2023/24  
AS REQUIRED BY SENATE BILL 1352, CHAPTER 1205 OF 1980**

**WHEREAS**, on Nov. 6, 1979, the People of California passed Proposition 4, a constitutional amendment requiring appropriations limits for state and local government units; and

**WHEREAS**, Senate Bill 1352, Chapter 1205 of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution an appropriations limit each fiscal year beginning with 1981/82; and

**WHEREAS**, the documentation used in determining the appropriations limit for fiscal year 2023/24 be developed in accordance with provisions of Senate Bill 1352; and

**WHEREAS**, California Government Code Section 7910 provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determination for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting; and

**WHEREAS**, the Government Code 7902.1 provides that school districts may increase their Gann Limits under specified circumstances; and

**WHEREAS**, the documentation used in determining the appropriations limit for fiscal year 2023/24 are made in accord with applicable constitutional and statutory law;

**NOW THEREFORE, THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:** establish a fiscal year 2023/24 appropriations limit of \$147,601,838.

**AND, BE IT FURTHER RESOLVED**, that the board does provide public notice that the calculation and documentation of the Gann Limit for the 2023/24 fiscal year includes the increase of \$2,167,836 pursuant to the provisions of the Government Code Section 7902.1;

**AND, BE IT FURTHER RESOLVED**, that this board does hereby declare that the appropriations in the budget for the 2023/24 fiscal year does not exceed the limitations imposed by Proposition 4.

**ADOPTED, SIGNED AND APPROVED this 17<sup>th</sup> day of August 2023.**

BOARD OF TRUSTEES OF THE  
MIRACOSTA COMMUNITY COLLEGE DISTRICT

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

Frank Merchat  
President, Board of Trustees

Attest:

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

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



STATE OF CALIFORNIA )  
 )ss  
SAN DIEGO COUNTY )

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No **1-23/24** which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 17<sup>th</sup> day of August 2023, and that it was so adopted by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

By \_\_\_\_\_  
Sunita V. Cooke, Ph.D.,  
Superintendent/President

**California Community Colleges  
Gann Limit Worksheet  
Budget Year 2023-24**

DISTRICT: MIRACOSTA  
DATE: July 26, 2023

<b>I. Appropriations Limit:</b>			
A.	<b>Appropriations Limit</b>		\$ 137,640,849
B.	Price Factor:	<u>1.0444</u>	
C.	Population factor:		
	1 2021-22      Second Period Actual FTES	<u>8,359.6400</u>	
	2 2022-23      Second Period Actual FTES	<u>8,457.6300</u>	
	Population Change Factor	<u>1.0117</u>	
	(C.2. divided by C.1.)		
D.	<b>Limit adjusted by inflation and population factors</b> (line A multiplied by line B and line C.3.)		\$ 145,434,002
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - increase		-
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - decrease		-
G.	<b>Appropriations Limit</b>		\$ 145,434,002
<b>II. Appropriations Subject to Limit</b>			
A.	State Aid <sup>1</sup>		\$ 3,437,530
B.	State Subventions <sup>2</sup>		660,000
C.	Local Property taxes		142,772,058
D.	Estimated excess Debt Service taxes		
E.	Estimated Parcel taxes, Square Foot taxes, etc.		
F.	Interest on proceeds of taxes		1,000,000
G.	Less: Costs for Unreimbursed Mandates <sup>3</sup>		267,750
H.	<b>Appropriations Subject to Limit</b>		\$ 147,601,838





Please contact Jubilee Smallwood, [jsmallwood@cccco.edu](mailto:jsmallwood@cccco.edu), for any instructions regarding the Gann Limit.

<sup>1</sup> Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours

<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...

<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

7/26/2023

<b>Subject:</b>  <b>Approve Amendment to Professional Services Agreement for Food Services</b>	<b>Attachment:</b>  <b>Amendment to Professional Services Agreement with CulinArt Group, Inc.</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information          Consent          Action</b> </div>
<b>Institutional Goals:</b> <a href="http://mcc.missionstatement.pdf">mcc mission statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">   <b>Goal 1          Goal 2          Goal 3          Goal 4</b> </div>
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> <b>Assistant Superintendent/Vice President,</b> <b>Administrative Services</b>	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

**BACKGROUND**

Food services at the district have been provided by CulinArt Group, Inc. (“CulinArt”) since 2017. In 2021, the district renewed its existing agreement with CulinArt for two (2) years. The district continues to feel the impact of the COVID-19 pandemic, resulting in difficulty recovering to the state of food services prior to 2020.

**STATUS**

Under Education Code Section 81644, continuing contracts for services may be set for five (5) year periods. Assistant superintendent/vice president of administrative services and director of purchasing and material management recommend the approval of an extension of the current CulinArt agreement for an additional three (3) years, expiring on July 31, 2026, within the five (5) year allowable period under Education Code. The amendment includes that CulinArt will fund an investment of \$120,000 in 2023 to make cafeteria improvements.

**RECOMMENDATION**

Authorize the assistant superintendent/vice president of administrative services to enter into a renewal agreement with CulinArt for the district’s food services.

**AMENDMENT ONE TO PROFESSIONAL  
SERVICES AGREEMENT**

This Amendment Number One to the Professional Services Agreement ("Amendment One") effective August 1, 2023 ("Effective Date"), is between MiraCosta College, with its principal office located at 1 Barnard Drive, Oceanside, CA 92056 ("Client") and CulinArt Group, Inc., a New York corporation, with principal offices at 6 International Drive, Rye Brook, New York 10573 ("CulinArt"). Client and CulinArt are each a "Party" and collectively, the "Parties."

WHEREAS, Client and CulinArt are parties to that certain Professional Services Agreement entered on August 1, 2021, pursuant to which CulinArt manages Client's food service operation and facilities on the Oceanside and San Elijo campuses, collectively the "Premises."

WHEREAS, the Parties now desire to amend the Professional Services Agreement;

NOW, THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the Parties agree as follows:

1. Definitions. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

2. Section 2, Commencement and Termination. Section 2(A) is updated as follows:

"This Agreement shall become effective as of August 1, 2021, and shall remain in force until July 31, 2026, unless sooner terminated as herein provided ("Term"). Thereafter, the Parties may renew or extend upon written amendment executed by the parties unless notice of termination in writing is given by either party as provided herein."

3. Exhibit A, Section (B), Investment. This Section is amended to add the following as a new fourth paragraph:

"2023 Investment. CulinArt will fund an investment in the Client's dining service program to fund certain improvements to the Client's premises to facilitate the continued performance of the Services in a total sum not to exceed \$120,000 (the "2023 Investment"). The 2023 Investment will be amortized as follows: (1) \$75,000 below the line, at Client's expense, and (2) \$45,000 above the line at CulinArt's expense on a straight-line basis from August 1, 2023, through July 31, 2026. Client shall hold title to items funded by the 2023 Investment. If the Agreement expires or is terminated for any reason prior to the full amortization of the Investment, the Client is liable for and promises to pay CulinArt the unamortized portion of the Investment immediately upon expiration or termination."

4. Confirmation and Integration. Except as expressly amended by this Amendment, the Parties hereby confirm and ratify the Agreement in its entirety. The Agreement, as amended hereby, constitutes the entire agreement between the Parties and their predecessors pertaining to the subject matter of the Agreement, as so amended, and supersedes all prior and contemporaneous agreements and understandings of the parties and their predecessors in connection therewith.

5. Counterparts. This Amendment may be executed in any number of counterparts, each of which shall constitute an original and all of which together shall constitute but the same original document.

6. Headings. The section headings herein are for convenience only and do not define, limit, or construe the contents of such sections.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment One to be signed by their duly authorized officers, all done the day and year first above written.

MiraCosta College

CulinArt Group, Inc.

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

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

Name: Timothy T. Flood



Name: Michael Purcell

Title: Vice President Admin. Services

Title: President

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

Date: 7/27/2023

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

**BACKGROUND**

In January 2022, the board approved agenda item VIII.O, awarding the case management/CRM system RFP #08-21 to TargetX.com, LLC. A case management/CRM system allows for coordination, intentional outreach, and support of students during their onboarding, pathway participation, applied learning, and co-curricular activities as they work toward transfer or employment readiness. This technology will be utilized by multiple high-touch student success programs (ACP Success Teams, FYF, ASE programs, etc.) and will allow for the coordination of services between these and other programs.

During the implementation process, district staff has identified the need for additional support, training, and configuration support services.

**STATUS**





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

Due to the specialized technical knowledge required to assist with configuring the case management/CRM system, district staff would like to proceed with the agreement PremierX Subscription for services with TargetX.com, LLC. This would include an initial one-year term with four (4) additional optional one-year renewals for a total term of five (5) years, September 1, 2023 – August 31, 2028. The annual cost is \$82,500, with a total contract value of \$412,500.

Funding is budgeted within Instructional Services Guided Pathways.

## **RECOMMENDATION**

Authorize the director of purchasing and material management to proceed with TargetX.com, LLC for the total contract value not to exceed \$412,500.

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

**BACKGROUND**

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

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

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

**STATUS**

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

**RECOMMENDATION**

Ratify and approve contracts and purchase orders, as listed in the attachment.  
**Contract and Purchase Order Ratification List**



**June 24, 2023 - July 21, 2023**

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

**CUPCCAA POs from \$5,000 – \$200,000**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23002196	Southland Technology	HyFlex Classroom Installation OCN (ITS)	\$53,062.31
23002976	Convergint Technologies	Childcare Security Systems - Package A (Fac)	\$42,880.59
23002653	Botsford Construction Inc	Bottle fill stations install OCN (Fac)	\$40,005.00
23002532	Maurice Gannon	Fire Main Panel Rplcmnt and Curb Install(Fac)	\$24,950.00
23002813	Maurice Gannon	B1100 Strm Drain Swale and 2600 Gate (Fac)	\$18,600.00
23002907	Botsford Construction Inc	TCI Brew Tech and Welding installs (Fac)	\$15,150.00
23002899	Botsford Construction Inc	Power and Data (Fac)	\$14,000.00
23002815	Frontier Fence Company Inc	2600 Automated Gate Operator Rplcmnt (Fac)	\$7,980.00

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**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23002946	Chula Vista Electric Co	Troubleshoot/Repair OC1000 Admin (Fac)	\$97,975.17

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

**POs from \$25,000 - \$109,300**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003032	Mod Research Consulting LLC	Contract Services (Work Dev)	\$90,000.00
23002360	SC Commercial, LLC	Blanket (Fac)	\$85,000.00
23002664	Trace3	Software Maintenance (ITS)	\$73,595.00
23002874	Nick Schrock	Contract Services (Career Ed)	\$67,000.00
23002537	Jobelephant.Com Inc	Blanket (HR)	\$64,950.00
23002642	CCT Technologies Inc.	Software Maintenance (ITS)	\$58,692.00
23002623	Alliant Insurance Services, Inc.	Insurance (Risk)	\$57,947.00
23002544	Climatec LLC	Maintenance Agreement (FAC)	\$56,160.00
23002875	FCCC	Contract Services (Work Dev)	\$55,496.28
23002646	ePlus Technology, inc.	Software Maintenance (ITS)	\$52,338.45
23002695	Alliant Insurance Services, Inc.	Insurance (Risk)	\$52,002.72
23002430	Costco Wholesale	Blanket (CARE)	\$50,378.88
23002560	ePlus Technology, inc.	Software Maintenance (ITS)	\$49,491.96
23002251	Pitney Bowes Inc	Postage (Purch)	\$46,654.67
23002494	West Coast Consulting Group Inc	Contract Services (AS)	\$46,125.00
23002528	AED Brands, LLC	Equipment (Pol)	\$44,553.54
23002667	Vertiv	Maintenance Agreement (Fac)	\$42,694.00
23002326	PeopleAdmin Inc	Software Maintenance (ITS)	\$42,114.57
23002503	Greyheller LLC	Software Maintenance (ITS)	\$40,251.00
23002600	salesforce.com, Inc.	Software Maintenance (ITS)	\$37,473.77
23002817	Convergint Technologies	Alarm Monitoring Services (Fac)	\$35,470.00
23002504	CollegeNET Inc	Software Maintenance (ITS)	\$34,383.04
23003020	Civitas Learning Inc	Software Maintenance (Std Supp)	\$33,967.00
23002536	San Diego County FBC	Blanket (HR)	\$33,000.00
23002947	Intesa Communications Group LLC	Contract Services (Work Dev)	\$30,865.00
23002300	CulinArt Group	Contract Services (AS)	\$30,567.00
23002764	Southwest Offset Printing	Printing (Work Dev)	\$30,457.47
23002481	ACCJC	Membership (RPIE)	\$30,105.00
23002543	ACCJC	Membership (Pres)	\$30,105.00
23002239	Uber Technologies, Inc.	Contract Services (CARE)	\$30,000.00
23002754	Acumen Enterprises Inc	Contract Services (Fin Aid)	\$30,000.00
23003071	Blackhawk Network Inc.	Student Financial Aid (EOPS)	\$30,000.00

23002299	Konica Minolta Business Solutions	Contract Services (Purch)	\$29,868.00
23002717	CBM Fundraising Services, LLC	Contract Services (Foundation)	\$28,620.00
23002527	University of San Diego	Contract Services (HR)	\$27,600.00
23002822	San Diego County Taxpayers Association	Contract Services (AS)	\$27,500.00
23002276	Kelly Spicers Inc	Blanket (Printing)	\$27,062.50
23002525	VWR International LLC	Supplies (Biology)	\$27,062.50
23002479	Community College League of California	Software Maintenance (ITS)	\$27,046.77
23002609	American Fidelity Administrative Service	Contract Services (HR)	\$27,000.00
23002873	Economic Modeling, LLC	Software Maintenance (Career Ctr)	\$27,000.00
23002596	ImageSource	Software Maintenance (ITS)	\$26,272.76
23002908	TK Elevator Corp	Maintenance Services (Fac)	\$25,440.00
23002846	Carolina Biological Supply Co	Instructional Equipment (Chem)	\$25,203.19
23002559	PlanetBids Inc	Software Maintenance (Bus Serv)	\$25,082.32
23003021	Blackhawk Network Inc.	Gas Cards (EOPS)	\$25,023.00
23002771	Michael Luis Hernandez	Contract Services (HR)	\$25,000.00
23002825	IDP Connect	Contract Services (International Ed)	\$25,000.00
23002821	San Diego K9 Security & Protective Svcs	Contract Services (Police)	\$25,000.00
23002981	TrueDialog Inc.	Subscription (PIO)	\$25,000.00

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting 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**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23002310	AO Reed & Co	Filter change out 2x per year OCN (Fac)	\$24,720.00
23002309	Global Power Group Inc	Generator Service Agreement (Fac)	\$24,250.00
23002656	Cherokee Chemical Inc.	Water Treatment (Fac)	\$22,800.00
23002325	FCCC	Software Maintenance (ITS)	\$22,530.00
23002795	Community College League of California	Membership (HR)	\$22,326.00
23002530	IBM Corporation	Software Maintenance (ITS)	\$21,980.06
23002643	IBM Corporation	Software Maintenance (ITS)	\$21,980.06
23002313	NSWC Mechanical Service LLC	Chiller Preventative Maintenance (Fac)	\$20,959.50
23002433	Costco Wholesale	Blanket (CARE)	\$20,324.75
23002335	ProtoCall Services, Inc.	Contract Services (Health)	\$20,000.00
23002730	Hudson Printing	Blanket PO (Pur)	\$20,000.00
23002743	Shaw HR Consulting	Contract Services (HR)	\$20,000.00
23002826	AudienceView Ticketing Corporation	Contract Services (Music)	\$19,949.00
23002954	Hudson Printing	Blanket (PIO)	\$19,485.00
23002311	AO Reed & Co	HVAC PM SAN and CLC (Fac)	\$19,204.00
23003014	Ken Grody Ford	Blanket PO (Fac)	\$18,891.00
23002938	Dell Marketing L P	Equipment (Work Dev)	\$18,453.25
23002906	Vaughn Irrigation Services Inc	Provide semi-annual preventative (Fac)	\$16,849.60
23002734	Waxie Sanitary Supply	Equipment (Fac)	\$16,617.67
23002478	Valsoft Corp	Software Maintenance (ITS)	\$16,350.00
23002361	American Battery Supply	Blanket (Fac)	\$16,237.50
23002631	CulinArt Group	Blanket PO (ASG)	\$16,237.50
23002761	Hardy Diagnostics	Blanket (Biology)	\$16,237.50
23002833	Flinn Scientific Inc	Blanket (Chem)	\$16,237.50
23002859	Kevin Duffy-Deno	Contract Services (Work Dev)	\$16,000.00
23002533	Graduate Communications	Contract Services (Std Svcs)	\$15,875.00
23002345	EBSCO Industries	Blanket (Library)	\$15,618.75
23003057	EKC Enterprises, Inc.	Equipment (ITS)	\$15,611.05
23002238	Home Depot	Blanket (Fac)	\$15,155.00
23002818	VWR International LLC	Blanket (Biotech)	\$15,155.00
23002347	CENGAGE Learning Inc / Gale	Blanket (Library)	\$15,000.00
23002459	EBSCO Industries	Blanket (Library)	\$15,000.00
23002572	Cox Communications Inc	Software Maintenance (ITS)	\$15,000.00
23002744	Higher Edge Consulting LLC	Contract Services (Fin Aid)	\$15,000.00
23002639	Scenario Learning LLC	Software Maintenance (ITS)	\$14,995.00
23002918	Mn8 Creative, Inc/CollegeAPP	Advertising (PIO)	\$14,749.50

23002792	HCI Systems Inc	Fire and Kitchen Supp system Testing (Fac)	\$14,438.00
23002461	Explore Colleges	Contract Services (Std Svcs)	\$14,350.00
23002582	Ace Uniforms	Blanket (Police)	\$14,072.50
23002357	Black Rocket Productions LLC	Contract Services (CEWD)	\$14,000.00
23002920	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	\$13,983.62
23002709	Media Highway/PyraMED Health Systems	Services (Health Serv)	\$13,849.07
23002963	Facilities Planning and Consulting	Construction Planning Services (Fac)	\$13,500.00
23002575	Powerland Equipment Inc	Equipment (Fac)	\$13,431.40
23002446	Midwest Library Service	Blanket (Library)	\$12,990.00
23002683	Phoenix Group Information Systems	Services (Police)	\$12,980.00
23002619	American Bike Patrol Services	Equipment (Pol)	\$12,740.74
23002719	ASR Analytics LLC	Contract Services (RPIE)	\$12,600.00
23002978	Advantage Mailing Inc	Advertising (PIO)	\$12,206.58
23002496	Signal Vine Inc	Contract Services (Std Svcs)	\$12,075.00
23002922	Big Tex Trailer World, Inc.	Equipment (Fac)	\$12,028.22
23002264	MGI Advocacy Inc.	Contract Services (AS)	\$12,000.00
23002448	State of California	Blanket (HR)	\$12,000.00
23002781	Downs Government Affairs, LLC	Contract Services (President)	\$12,000.00
23002541	CHC Refridgeration Inc	Maintenance Agreement (Fac)	\$11,912.50
23002400	Hi-Way Safety Inc	Blanket (Fac)	\$11,907.50
23002412	Ewing Irrigation	Blanket (Fac)	\$11,907.50
23002616	Air Exhaust Company Inc	Maintenance Agreement (Fac)	\$11,671.00
23002301	SOCCCD	Contract Services (AS)	\$11,250.00
23002661	Evoqua Water Technologies LLC	Maintenance Agreement (Fac)	\$11,227.33
23002472	Pete's Road Service	Blanket (Fac)	\$11,118.75
23002747	Automated Regional Justice	Contract Services (Police)	\$11,114.00
23003017	Plant-Tek Inc	Services (Fac)	\$11,000.00
23002649	San Diego County Office of Education	Membership (HR)	\$10,830.41
23002225	Costco Wholesale	Blanket (Child Dev)	\$10,825.00
23002348	Home Depot	Blanket (Theater)	\$10,825.00
23002340	Follett Higher Education Group, LLC	Blanket (Student Equity)	\$10,825.00
23002377	CulinArt Group	Blanket (Student Equity)	\$10,825.00
23002395	Agri-Service	Blanket (Fac)	\$10,825.00
23002376	United States Postal Service	Postage (Purch)	\$10,825.00
23002398	Imperial Sprinkler Supply	Blanket (Fac)	\$10,825.00
23002399	Home Depot	Blanket (Fac)	\$10,825.00
23002545	CulinArt Group	Blanket (Std Services)	\$10,825.00
23002546	Costco Wholesale	Blanket (Std Services)	\$10,825.00
23002613	CulinArt Group	Blanket (Instructional Services)	\$10,825.00
23002840	Airgas Inc	Blanket (Biotech)	\$10,825.00
23002387	Simplot Partners	Blanket (Fac)	\$10,738.40
23002322	CollegeSource Inc	Software Maintenance (Std Supp)	\$10,041.00
23002460	OverDrive	Library E-Resources	\$10,000.00
23002464	eCaptions	Contract Services (DSPS)	\$10,000.00
23002509	Berney Insurance Agency	Insurance (HR)	\$10,000.00
23002977	Lourdes F. Alarcon	Contract Services (PIO)	\$10,000.00
23002962	Smash My Trash Southwest California	Provide compacting trash services (Fac)	\$10,000.00
23003018	Frank McRock	Blanket (PIO)	\$10,000.00
23003006	Denise Tanguay	Contract Services (PIO)	\$10,000.00
23003059	MedCerts, LLC	Contract Services (Work Dev)	\$10,000.00

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

<b>POs from \$5,000 - \$9,999</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23002308	HACU	Membership (Pres)	\$9,780.00
23002285	Cambridge West Partnership LLC	Consulting (HR)	\$9,750.00
23002370	Batteries Plus	Blanket (Fac)	\$9,742.50
23002380	Grainger	Blanket (Fac)	\$9,742.50
23002872	Digital Pro Inc	Blanket (Std Svcs)	\$9,742.50

23002359	Smart & Final	Blanket (CARE)	\$9,671.25
23002756	Stefanie M Maio	Contract Services (Work Dev)	\$9,600.00
23002678	County of San Diego RCS	Services (Police)	\$9,576.00
23003015	Aztec Containers	Equipment (Fac)	\$9,493.53
23002495	PayScale Inc	Contract Services (HR)	\$9,370.00
23002710	4imprint	Promotional (PIO)	\$9,026.25
23002753	County of San Diego Auditor & Controller	Contract Services (Police)	\$9,000.00
23002929	ASAP Drain Guys	Maint. Agreement (Fac)	\$9,000.00
23002928	R & W Holding Co.	Maint. Agreement (Fac)	\$9,000.00
23003036	Faviola Torres	Contract Services (Std Svcs)	\$9,000.00
23002951	Amazon	Supplies (Work Dev)	\$8,979.54
23002687	TurfTime Equipment LLC	Equipment (Fac)	\$8,977.76
23002427	County of San Diego Auditor & Controller	Contract Services (Fiscal Svs)	\$8,900.00
23002592	FormAssembly, Inc.	Software Maintenance (Guid Path)	\$8,800.00
23002680	AT & T	Maintenance Agreement (Police)	\$8,700.00
23002852	Airgas Inc	Blanket (Work Dev)	\$8,660.00
23003040	Hudson Printing	Blanket (Inst Adv)	\$8,660.00
23002924	Pacific Coast Athletic Conference	Membership (KHAN)	\$8,594.00
23002650	Instructure Inc	Software Maintenance (ITS)	\$8,449.70
23002307	GradLeaders Inc	Software Maintenance (Career Stud)	\$8,240.00
23002923	Qualtrics LLC	Software Maintenance (RPIE)	\$8,190.00
23002419	US Bank Card Services	Blanket (Fac)	\$8,000.00
23002383	McDannald Pump Systems Inc	Blanket (Fac)	\$8,000.00
23002602	Aztec Containers	Equipment (Bus Serv)	\$7,983.44
23002662	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	\$7,922.55
23002782	Economic Modeling, LLC	Contract Services (President)	\$7,585.00
23002293	Boot World	Blanket (Fac)	\$7,577.50
23002320	Consolidated Electrical Distributors Inc	Blanket (Fac)	\$7,577.50
23002364	Turf Star Inc	Blanket (Fac)	\$7,577.50
23002416	Lawnmowers Plus Inc	Blanket (Fac)	\$7,577.50
23002621	McKesson Medical-Surgical Government	Blanket (Nursing)	\$7,577.50
23002769	Carolina Biological Supply Co	Blanket (Biology)	\$7,577.50
23003022	Dri-Stick Decal Corporation	Supplies (Pol)	\$7,558.24
23002627	Healthy Adventures Foundation	Contract Services (HR)	\$7,500.00
23002853	Oracle America Inc	Software Maintenance (Fin Aid)	\$7,492.50
23002622	BSN Sports	Supplies (KHAN)	\$7,472.44
23002876	Oracle America Inc	Software Maintenance (ITS)	\$7,401.26
23002741	Valsoft Corp	Software Maintenance (STEM)	\$7,400.00
23003068	Hudson Printing	Blanket (Work Dev)	\$7,400.00
23003026	Assocn of Community College Trustees	Membership (Pres)	\$7,300.00
23002953	COPYMAX Inc	Blanket (PIO)	\$7,036.25
23002845	Loomis Armored US, LLC	Contract Services (Cashier)	\$7,000.00
23003028	Universidad Popular	Contract Services (Std Svcs)	\$7,000.00
23002421	Image Access Inc	Maint. Agreement (Library)	\$6,909.00
23002933	Seagge Loy Abella	Contract Services (Math)	\$6,800.00
23002681	Axon Enterprise	Software Maintenance (Police)	\$6,771.60
23002501	Pope Tech LLC	Software Maintenance (ITS)	\$6,649.92
23002930	Elite Relocation Services	Contract Services (Fac)	\$6,623.75
23002668	Workday Inc	Software Maintenance (ITS)	\$6,600.00
23002651	Daniel S. Reed	Contract Services (Music)	\$6,500.00
23003080	Minivan Productions LLC	Contract Services (Career Ed)	\$6,500.00
23002499	Freeform Clay and Supply	Blanket (Art)	\$6,495.00
23002785	CulinArt Group	Blanket PO (Std Serv)	\$6,495.00
23002865	CulinArt Group	Blanket PO (Pres)	\$6,495.00
23002862	Academic Senate for CCC	Membership (Pres)	\$6,487.56
23002547	Singlewire Software	Software Maintenance (ITS)	\$6,450.00
23002990	Amazon	Supplies (Work Dev)	\$6,229.48
23002647	CulinArt Group	Blanket PO (CARES)	\$6,170.25
23002283	Emlynrose R. Martinez	Contract Services (Fac)	\$6,000.00
23002618	Robeck Electrical Maintenance	Electrical Service contract (Fac)	\$6,000.00

23003065	Facebook Inc	Blanket PO (PIO)	\$6,000.00
23002318	SitelogIQ Inc	Software Maintenance (ITS)	\$5,987.50
23002375	Napa Auto Parts	Blanket (Fac)	\$5,953.75
23002542	Qualtrics LLC	Software Maintenance (Career Ed)	\$5,850.00
23002474	Rexel USA Inc	Blanket (Fac)	\$5,737.25
23002728	McKesson Medical-Surgical Government	Supplies (HR)	\$5,683.13
23002550	SENSUS APS	Software Maintenance (ITS)	\$5,600.00
23002480	Siteimprove Inc	Software Maintenance (ITS)	\$5,592.73
23003055	KaTom Restaurant Supply	Equipment (TCI)	\$5,484.99
23002274	Home Depot	Blanket (Art)	\$5,412.50
23002290	Allied Refrigeration Inc	Blanket (Fac)	\$5,412.50
23002338	Midwest Tape	Blanket (Library)	\$5,412.50
23002381	Ferguson US Holdings, Inc.	Blanket (Fac)	\$5,412.50
23002386	SiteOne Landscape Supply LLC	Blanket (Fac)	\$5,412.50
23002402	Grangetto's Farm & Garden Supply	Blanket (Fac)	\$5,412.50
23002462	Follett Higher Education Group, LLC	Blanket (Library)	\$5,412.50
23002626	VWR International LLC	Blanket (Chem)	\$5,412.50
23002804	Sigma-Aldrich Inc	Blanket (Biotech)	\$5,412.50
23002894	CulinArt Group	Blanket PO (Biotech)	\$5,412.50
23003012	Blackhawk Network Inc.	Blanket (CARE)	\$5,412.50
23002794	Pacific Parking Systems Inc	Maintenance Agreement (Police)	\$5,275.00
23002772	Trina L Larson	Contract Services (Work Dev)	\$5,100.00
23002281	KNN Public Finance LLC	Contract Services (AS)	\$5,000.00
23002484	AmeriGas	Blanket (Fac)	\$5,000.00
23002491	Deaf Commtty Services of San Diego Inc	Contract Services (DSPS)	\$5,000.00

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

<b>Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

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

<b>Construction Contract Change Orders</b>			
<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Month		

<b>Total Contract Expenditures: \$4,167,005.79</b>
<b>Ratify MCC purchase orders 23002511 through 23003076</b>

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

<b>MOUs / Grants / Instructional / Miscellaneous Agreements</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
23000074	City of San Diego Fire/EMS	Program Management for 32 AED Units	\$0.00
23000090	Follett Higher Education	Bookstore Management and Operation	\$0.00
23000095	Symons Emergency Specialties	Allied Healthcare Curriculum Agreement	\$0.00
23000098	Open Biofarma Training Institute	Equipment Loan	\$0.00

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

<b>Facilities Use Agreements</b>			
<b>Contract #</b>	<b>Licensee</b>	<b>Description</b>	<b>Amount</b>
N/A	AFT Los Angeles Division	Pre-Empl Phys Fitness Testing (co-sponsored)	\$0.00
N/A	USTA SoCal	Tennis match competitions	\$182.16

N/A	DBC Fitness San Deigo	Basketball training	\$450.00
N/A	The Grappling Group	Wrestling practice	\$765.00
N/A	North County Buckeyes Basketball	Summer Shootout	\$1,496.00
N/A	Storybook Youth Theater	Children's production of Moana Jr.	\$1,244.89
N/A	Pacific Ridge School	Tennis practices and matches	\$672.75
N/A	Tri-City Christian Schools	Tennis practices and matches	\$2,357.48
N/A	Coastal Academy High School	Girls Volleyball Practice	\$275.00
N/A	St Culture Advocacy	Int Children's Film Festival Award Ceremony	\$924.00
N/A	University of St. Katherine	Tennis practices and matches	\$3,432.00
N/A	Tushaus Group LLC	Social Security Workshop	\$538.24
N/A	Beer Con	SD craft beer tasting and seminars	\$0.00
N/A	OUSD	Elementary Ed Staff Meeting	\$0.00
N/A	OUSD	ELA Lead Learner Meeting	\$0.00
N/A	OUSD	Core Training	\$0.00
N/A	SNAP San Diego	Mobile Animal Spay & Neuter Clinic	\$0.00
N/A	OUSD	Leadership Team Meeting	\$0.00
N/A	OUSD	Secondary Leaders Meeting	\$0.00
N/A	OUSD	Foster Youth and Cmnty Advisory Meeting	\$0.00
N/A	OUSD	Ed Tech Lead Teachers Prof Dev Workshop	\$0.00

**Capital Improvement Program Contract and Purchase Order Ratification List  
June 24, 2023 - July 21, 2023**

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

**CUPCCAA POs from \$5,000 – \$200,000**

PO #	Vendor	Description	Amount
	No Entries This Month		

Per BP/AP 6330—Purchasing and Contracts, the following transactions were procured using various award methods. This may include soliciting at least three (3) competitive written quotes, pre-existing contracts, or negotiations to maximize the district's value.

**POs from \$25,000 - \$109,300**

PO #	Vendor	Description	Amount
	No Entries This Month		

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

**POs from \$10,000 - \$24,999**

PO #	Vendor	Description	Amount
	No Entries This Month		

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

**POs from \$0 - \$9,999**

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.

**Change Orders**

PO #	Vendor	Description	Amount
22003405	Level 10 Construction	04216 Change Order 5 (OCN)	\$18,985.00

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

**Construction Contract Change Orders**

PO #	Vendor	Description	Amount
22003297	Balfour Beatty Construction LLC	04204 Change Order 21 (OCN) Gym KAHN	\$90,000.00
22003304	Balfour Beatty Construction LLC	04201 Change Order 23 (OCN) Allied Health	\$90,000.00
22003304	Balfour Beatty Construction LLC	04201 Change Order 22 (OCN) Allied Health	\$14,010.96
22003297	Balfour Beatty Construction LLC	04204 Change Order 20 (OCN) Gym KAHN	\$11,789.11
22003297	Balfour Beatty Construction LLC	04204 Change Order 19 (OCN) Gym KAHN	\$11,099.64
22003304	Balfour Beatty Construction LLC	04201 Change Order 21 (OCN) Allied Health	\$7,443.61

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 laws, 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-17-002 – Geotechnical Engineering Task Orders**

Contract #	Other Party	Description	Amount
	No Entries This Period		

**MM-17-002 – Geotechnical Engineering Task Change Orders**

Contract #	Other Party	Description	Amount
MM04190148	Atlas Technical Consultants	Change Order 2 (OCN)	\$16,493.00
MM01190144	Ninyo & Moore Geotechnical and Environmental Sciences Consultants	Deductive Change Order 1 (OCN)	(4,564.00)

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**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

**MM-17-003 – Civil Engineering Task Change Orders**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

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

**MM-17-012 – Commissioning Services Task Orders**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

**MM-17-012 – Commissioning Services Task Change Orders**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

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

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

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

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

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
22003635	Atlas Technical Consultants LLC	04201 Change Order 2 (OCN)	\$90,212.00

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 Change Orders**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

**MM-19-014 – Special Inspection Task Change Orders**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
MM02190146	NV5, Inc.	Change Order 1 (OCN)	\$59,383.60







**Total Contract Expenditures: \$404,852.92**

**Ratify purchase orders — No Entries This Period**

**Ratify purchase orders (Task Orders) — No Entries This Period**

**Ratify purchase orders (Contracts) — No Entries This Period**



<b>Subject:</b> Board Policy 7330 – Communicable Disease	<b>Attachment:</b> Board Policy 7330 – Communicable Disease
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent  Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1  Goal 2  Goal 3  Goal 4
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

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

**STATUS**

Edits to Board Policy 7330 – Communicable Disease have been completed and approved by College Council. The policy is now presented for a second read and adoption by the board of trustees.

Administrative Procedure 7330 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 7330 – Communicable Disease.

The Mira Costa 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.

### **COVID-19**

~~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 providing a safe and healthy environment, the district shall establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all employees who are on district premises have received the full COVID-19 vaccine.~~

### **Tuberculosis Risk Assessment**

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the district.

All newly hired academic or classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the district with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

See Administrative Procedure 7330 and 7336.

#### **MiraCosta Community College District**

**Page 1 of 1**

Adoption History:	7/7/09, 1/23/20, 6/17/21
Periodic Review:	10/26/16
References:	Education Code §§87408; 87408.6; 88021
CCLC Update:	#27, 10/15
Steering:	VPHR

## Introduction

The Mira Costa 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 diseases in employees.

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

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

## Tuberculosis Risk Assessment

A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.

For successful applicants for academic positions:

- A. A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, making the applicant unfit to instruct or associate with students.
- B. The medical certificate shall be submitted by a physician as authorized by code.
- C. The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- D. The medical certificate becomes a part of the personnel record of the employee and is open to the employee or their designee.







Also see Administrative Procedure 7336, Certification of Freedom from Tuberculosis.

---

### MiraCosta Community College District

Page 1 of 1

Effective Date: 7/9/09, 12/5/19, 6/17/21, 7/6/23  
Periodic Review: 9/16/16  
References: Education Code §§87408; 87408.6; 88021, 70902  
Americans with Disabilities Act  
CCLC Update: #27, 10/15  
Steering: VPHR

<b>Subject:</b> Board Policy 7600 – College Police Department	<b>Attachment:</b> Board Policy 7600 – College Police Department
<b>Category:</b> Board Policies – Second Read	<b>Type of Board Consideration:</b> Information                  Consent  Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  Goal 1  Goal 2  Goal 3  Goal 4
	<b>Approved for Consideration:</b>  _____ Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

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

**STATUS**

Edits to Board Policy 7600 – College Police Department have been completed and approved by College Council. The policy is now presented for a second read and adoption by the board of trustees.

Administrative Procedure 7600 is provided for your reference only.

**RECOMMENDATION**

Adopt Board Policy 7600 – College Police Department.

The Board of Trustees has established the MiraCosta College Police under the supervision of a Chief of Police, who shall report directly to the Vice President of Administrative Services. The purpose of the department is to enforce the law on or near the campuses, centers, and other grounds or properties owned, operated, controlled, or administered by the district or by the state acting on behalf of the district.

District police officers shall be employed as members of the classified staff, but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Government Code §1031 and Penal Code §§830.32 (a), et seq.

The superintendent/president shall establish minimum qualifications of employment for the Chief of Police, including, but not limited to, prior employment as a peace officer or completion of a peace-officer-training course approved by the Commission on Peace Officers' Standards and Training (POST).

The superintendent/president shall ensure that every member of the College Police first employed by the district before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the College Police shall be issued a suitable identification card and badge bearing the words "MiraCosta College Police."

The superintendent/president, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the College Police. Sworn police officers and dispatchers of the College Police shall comply with all POST requirements.

### Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The superintendent/president shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

### Use of Force

The Board directs the Chief(s) of Police to establish operational guidelines regarding reasonable use of force for District police officers. The Board expects every District police officer to carry out their duties, including the use of force, in a fair and unbiased manner and to use reasonable force in any situation and make decisions in a professional, impartial, and reasonable manner and to use of de-escalation techniques whenever possible.

**Report Regarding Complaints**

The Chief(s) of Police shall regularly provide the Board with a report regarding complaints against the police department and police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.

See Administrative Procedures 7600.

**MiraCosta Community College District**

**Page 1 of 1**

Adoption History: 11/3/09, 5/20/21  
Periodic Review: 7/7/15, 3/16/16  
References: Education Code §§72330 et seq.  
Government Code §§3300 et seq.  
[Government Code §§3300 7070](#)  
CCLC Update: #16, 4/09, #28, 4/16, #36, 4/20  
Steering: VPAS

Human Resources is delegated the responsibility to establish minimum qualifications of employment for the College Chief of College Police, including but not limited to, the conditions contained in Board Policy 7600.

Every member of the College Police first employed by the district before July 1, 1999, must, in order to retain their employment, meet the requirements of Education Code §72330.2, including but not limited to:

- A. Submission of one copy of their fingerprints, which shall be forwarded to the Federal Bureau of Investigation.
- B. A determination that the employee is not a person prohibited from employment by a California community college district.
- C. If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Every member of the College Police shall be supplied with, and authorized to wear, a badge bearing words "MiraCosta College Police." Every member of the college police shall be issued a suitable identification card.

Salaries for College Police shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Classified Senate and Classified Administrators.

The district, in cooperation with the Chief of College Police, shall issue such other regulations as may be necessary for the administration of the College Police, including:

- A. Schedules and shifts.
- B. Hiring procedures in compliance of Peace Officers' Standards and Training (POST) standards.
- C. Call-back procedures.

**MiraCosta Community College District**

**Page 1 of 2**

Effective Date: 11/3/09, 2/19/16, 5/6/21  
 Periodic Review: 7/7/15, 3/10/22  
 References: Education Code §72330  
 Government Code §§3300 et seq.  
 Penal Code §830.32 (a)  
 CCLC Update: #28, 4/16; #32, 4/20; #38, 4/21  
 Steering: VPAS / N/A



- D. Weapons practices and weapons retention.
- E. Use of vehicles.
- F. Pursuit practices.
- G. Use of Force procedures.
- H. Discipline procedures.
- I. Training
- J. Department of Justice, California Law Enforcement Telecommunications System (CLETS) Training. Complete CLETS use and training information can be found in the MiraCosta College Police Procedures Manual.

### MOU/Clery

The College Police shall maintain Memoranda of Understanding with appropriate local law enforcement agencies in accordance with the requirements of Education Code §67381 and the federal Clery Act. The agreement shall address, but not be limited to, the following:

- A. Operational responsibilities for investigations of the following violent crimes:
  - 1. Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
  - 2. Sex offenses: rape, fondling, incest, statutory rape
  - 3. Robbery
  - 4. Aggravated assault
  - 5. Burglary
  - 6. Motor vehicle theft
  - 7. Arson
  - 8. Arrests and referrals for disciplinary action for liquor law violations, drug law violations, and
  - 9. weapons law violations
  - 10. Hate crimes for all of the above crimes and crimes of larceny-theft, simple assault, intimidation, vandalism/damage/destruction of property, motivated by a bias from one of the bias categories;
  - 11. Dating violence, domestic violence, and stalking
- B. Geographical boundaries of the operational responsibilities.
- C. Mutual-aid procedures.



<b>Subject:</b>  <b>Office of Administrative Services Board Report</b>	<b>Attachment:</b>  None
<b>Category:</b>  College-Related Reports	<b>Type of Board Consideration:</b> ✓ Information                  Consent                  Action
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> ✓                  ✓                  ✓                  ✓ Goal 1                  Goal 2                  Goal 3                  Goal 4
<b>Recommended:</b>  <hr/> <b>Tim Flood</b> Assistant Superintendent/Vice President, Administrative Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

Work continues on the Facilities Futures Plan, the signage and wayfinding plan, as well as furniture and security standards. The Campus Advisory Committee, Budget and Planning Committee, along with other key faculty, staff, students, and administrators, are working closely with consultants to review and update the plans and standards, with a look at future needs and space flexibility. The Facilities Futures Plan will have a focus on sustainability efforts and the district’s work towards meeting the Chancellor’s Office Climate Action and Sustainability Goals. Additionally, all of the district’s sustainability efforts are being compiled into the STARS system. The office is working on several sustainability projects and has recently concluded work on a memorandum of understanding with Johnsons Controls, Inc. related to alternative energy systems, and with SDG&E to install electric vehicle (EV) charging stations on the Oceanside campus. Work begins with bond counsel, underwriters, and financial advisors on a proposed \$50 million Certificate of Participation (COP), which will help fund district priority capital construction projects.

The office continues to support the Student Conduct/Police Advisory Committee (SCPAC) and the Independent Citizens’ Bond Oversight Committee (ICBOC). The SCPAC meets monthly during the academic year to review, discuss, and provide feedback on matters related to student conduct and college police, and is composed of faculty, staff, students, and community members. Most recently, SCPAC reviewed its current membership and charter, the Chancellor’s Office Campus Climate and Public Safety regulation reform, and the College Police board policies and administrative procedures. The ICBOC and its advisory committees meet monthly to provide oversight on the Measure MM bond program, reviewing financials and progress of construction projects related to the bond to ensure funds are spent as outlined by the bond measure. The ICBOC finalized its annual report, providing highlights of the committee’s annual activities and progress on bond projects, and will be welcoming a new taxpayer representative ICBOC member in the fall.

**College Police (Val Saadat, Chief of Police)**

## **Commendations/Retirements**

During the spring semester, MCPD began working with the Administration of Justice (AOJ) department in several areas. As a result, multiple employees received commendations for their efforts to create a successful partnership.

PSO's Jessica Taft and Juan Orozco received commendations from AOJ Department Chair Ruben Gomez for presentations they conducted during his course. The two demonstrated techniques on obtaining fingerprints from multiple surfaces. Additionally, they demonstrated how to properly roll fingerprints for students who chose to provide Child ID kits at various events to earn Service Learning credit.

Communications Supervisor Nicole Yax and PSA Miguel Castillo were commended by AOJ Instructor Brian Whitbread for their participation in role playing a domestic violence scenario that was used in a report writing exercise for his course.

PSO Jessica Taft was commended for creating 500 Child Safety Identification kits to be used by AOJ students, as well as MCPD staff, at various events. During the STREAM Festival, MCPD staff fingerprinted and provided approximately 200 of these kits to attendees.

Communications Supervisor Nicole Yax Officer Carlos Carrizosa and PSO Jessica Taft were commended for leading a self-defense presentation for the PUENTE club.

Officer Christian Saunders was commended for obtaining a grant from the Foundation to provide a community service. He created an "Etch and Inspect" event in collaboration with the Automotive Department. The purpose of the event was to etch catalytic converters free of charge for North County residents. The theft of catalytic converters has reached an all-time high and creates financial hardships for all those victimized. This program helps to discourage the theft of the converter, however, if they are stolen, the program provides law enforcement with a way to identify the victim and return the property, thereby reducing the financial hardship to those impacted.

## **Emergency Preparedness Operations**

In an effort to promote safety and crisis management, MCPD will continue to organize training on the Emergency Operations Plan. The next in-person training will be offered at OCN, SAN and CLC on November 2 and 3.

MCPD staff provided safety presentations at the Child Development Center and provided various classroom/Zoom presentations to include a self-defense course to the PUENTE club.

During the next semester, MCPD staff will be providing CPR and First Aid training to members who are interested.

## **iRIMS**

College Police is updating the Mobile Dispatch Computers' (MDC) version of iRIMS from version 4 to 6. The vendor-required switch will provide a more secure connection and have multi-factor authentication enabled. The current server will be shut down on December 31, 2023. MCPD has submitted a California Law Enforcement Telecommunications System (CLETS) upgrade application to the San Diego Sheriff's Department for review and once approved, the request will

move on to the Department of Justice for final approval. MCDP plans to complete the transition prior to the December deadline.

### **Automated External Defibrillator**

MCPD purchased 26 new Philips FRx AEDs, which are scheduled to be delivered at the end of August. The department will work with Risk Management to select the locations where the additional AEDs will be placed and PIO to update district maps with these new locations.

### **Transparency Page**

The California legislature recently approved new police reporting requirements, which the department is working to comply with by publishing a transparency page. The department is also finalizing the commendation and complaints form to be published on the department's webpage. This will allow the campus community and public to submit commendation and complaints for department personnel.

### **Regroup**

The department worked with PIO and ITS to transition to version 2.0 of Regroup. The new version added the integration of Informacast and how groups are uploaded into the system. Updates have been made to system administrator assignments, as well as the Emergency Preparedness group.

### **Campus Outreach**

The department participated at the STREAM Festival with an interactive booth and provided 200 families with a "Child ID Kit." The kits include a space for a photo of the child, identifying information, and the child's fingerprints. These kits are a useful tool for law enforcement should a child ever go missing. Anyone interested in a child ID kit may contact the department for information.

The department also collaborated with the MiraCosta College Her Auto Club, hosting an Etch & Inspect event. College Police provided free etchings on 15 catalytic converters which will assist law enforcement in tracking and locating it, should one ever be stolen.

An officer attended the MiraCosta Inter-Club Council (ICC) meeting in May to gauge interest for providing a self-defense class that is inclusive of the college community. The officer is working with a student, who is a victim-advocate, to provide information about resources available to students. The duo held a general Zoom meeting prior to commencement and will look to regroup prior to the fall semester and meet with ICC again.

### **Training**

- Legal updates are continuously conducted during department meetings to go over new and pending legislation that affects law enforcement and records.
- Conflict Resolution and De-Escalation course was attended by one of the dispatchers.
- 16-hour Public Record Act was attended by the Communications and Records Supervisor due to new recording of the Government Code.
- Police Support Assistant attended Active Shooter: Rethinking the School Building.
- Police Support Assistant attended Someday Never Comes: Breaking Generational Cycles of Familial Abuse.

- Department staff completed the following certifications:
  - Field Evidence Technician Certificate of Completion from Grossmont College.
  - Campus Law Enforcement certification from the South Bay Regional Public Safety Training center.
  - Certificate of Attendance for Crisis Communications: Who is Telling Your Story? Presented by Lexipol.
  - Certificate of Attendance for Contempt of Cop! Ethical Decision Making Beyond the Grey Area presented by Lexipol.
  - Certificate of Attendance for Building Safer Schools presented by Police1.
- Department staff reviewed evidence collection and report writing related to Domestic Violence and Narcotics/ Drugs from the department's policy and procedures.
- Officer attended the San Diego Training Managers Association (SDTMA) meeting on May 18, 2023, to discuss Senate and Assembly Bills that affect the College Police. Bills of interest included:
  - SB 2- Peace officer certification. Bill requires each agency to execute an affidavit-of-separation form adopted by the commission describing the reason for separation. The bill requires the affidavit to be signed under penalty of perjury.
  - AB458: Effective January 1, 2028, the bill would require a peace officer to attain a modern policing degree, as specified, or a bachelor's or other advanced degree from an accredited college or university prior to receiving a basic certificate from POST.
  - AB 2504 - Peace officer and dispatcher training in sexual orientation and gender identity, to be incorporated as a basic training and to be taught in the Academy or at the in-service level (AOT) or learning portal.
  - AB 2188 – Discrimination in employment; use of cannabis, effective January 1, 2024, would also make it unlawful for an employer to discriminate against a person in hiring, termination, or any term or condition of employment, or otherwise penalize a person, if the discrimination is based upon the person's use of cannabis off the job and away from the workplace, except for preemployment drug screening, as specified, or upon an employer-required drug screening test that has found the person to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids.
  - I9 Citizenship requirement to become a law enforcement officer. Requires applicants to be lawfully authorized to work in the United State (not required to be a U.S. citizen). Information of eligibility to work to be included in their background in the narrative and or with HR verification of passport.
- Officers attended the San Diego Regional Defensive Tactics Instructor meeting hosted by the district attorney's office to discuss how agencies are implementing jiu-jitsu into department training, how to fund the training through grants, and the POST Certification of Gracie Jiu-Jitsu for Law Enforcement.

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

### **Non-Capital Improvement Program Project Updates**

- The 5-Year Construction Plan was approved by the board and submitted to the Chancellor's Office for approval.
- Continued with public outreach efforts.
- Continued ICBOC general and subcommittee meetings.
- Ongoing work is in progress to update the Facilities Futures Plan.

- The facilities department program review update was submitted.
- Completed design and bidding for the OCN B8000 Child Development Center intrusion, access control and camera project.
- New lighting control system replacement project for the Oceanside B2000 Theater building is out to bid for construction. Construction to begin in mid-July 2023.
- Construction is in final phases for the TCI on the Brew Tech and Welding program projects.
- Construction is in final phase for the San Elijo B800 renovation that will house SBDC, VBOC and the Center of Excellence.
- Continued work on correcting accessibility deficiencies noted on the 2021 Office of Civil Rights audit of the Oceanside campus. Expected completion of winter 2023.
- Completed OCN B2100 Wood and Ceramics Shop HVAC replacement project.
- Repair Storm Drain Connection at Campus Police.
- Construction started on the Oceanside B4400 roof replacement.

## **Capital Improvement/Measure MM Program Project Updates**

### **Oceanside**

- Continued construction efforts on the new Gym Building, KHAN Building, Heyden Hall, Student Services Building, Chemistry and Biotechnology Building, Media Arts Complex, and the Library Renovation projects.
- Notice of Completion filed with the County of San Diego for the Strong Workforce project.
- Finalizing punch list items needed to file a Notice of Completion for the B1000 Administration Building.
- Continued design progress on the Communications Hub, Social Justice and Equity Centers Project.
- Completed design and began bid phase work on the B2000 Theatre Lighting Upgrades project.
- Swing Space for the temporary Library occupants was completed and occupants were moved in for the start of spring 2023 semester.
- New Arts/Media Building utility relocation and slope repair activities are in progress. Preliminary grading for the building to begin spring 2023.
- Communications Hub, Equity Village and Student Center Renovation project completed the schematic design phase of design and is now in the design development phase.
- OC Campus Wayfinding and Signage design efforts continue.

### **San Elijo**

- Continued with the construction planning for the reclaimed water project. Construction documents are still in final review with Olivenhain Municipal Water District. Dudek has submitted the environmental CEQA submittal to the California Coastal Commission for their review and approval.
- Completed DSA closeout efforts for B400.
- Completed winter break scope of work for the Miscellaneous Enhancements projects.
- Received DSA approval for a Path of Travel project to Manchester Ave.
- Initiated preliminary planning for the parking lot solar project.
- Began work on the security camera installation project.

### **Community Learning Center**

- Completed closeout activities at CLC 100/200.
- Completed water intrusion repairs to Building 100.
- Initiated preliminary planning for the parking lot solar project.
- Began work on the security camera installation project.

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

### **Budget and Planning/Business Analysis**

The third quarterly financial statement and Investment reports were submitted, and the final two quarterly reports of the Federal HEERF/CARES Act 3Q and 4Q were completed. All federal grant funds were utilized for Financial Aid and Institutional needs as a result of COVID-19 costs to assist students and the district.

Workday's spring release 2023R1 update was reviewed and analyzed. There were minor changes that had low to no impacts to end-users.

The tentative budget cycle kicked off in mid-March and all tentative budget plans for board approval were completed by June. Additional Workday custom reports for analysis and review of budget to actuals data were developed.

### **Accounting**

Spring and summer are the busiest times for the Accounting Department. Some notable accomplishments were the recruitment of two open positions, the completion of statutory financial reports (311Q, IPEDS), providing interim audit support to the auditors, completing positive pay project with two different bank accounts to improve security, implementing Foundation accounting changes for better reporting, and coordinating with Kitchell staff on year-end bond accounting. The year-end process takes all staff to review, reconcile, accrue, and complete other accounting activities from May through mid-August.

Metrics: Over the last 3 years (FY2020/21 to FY2022/23), the accounting staff has seen their activities grow with respect to payment processing and other accounting activities:

- Supplier invoices – 58 percent increase.
- Payment transactions – 28 percent increase.
- Spend Authorization (Travel and other Employee expense authorization) – 345 percent increase.
- Expense Report payments (Reimbursement to employees or direct pay to hotels, airline, etc) – 99 percent increase.
- Financial Aid payments in FY2021/22 – 435 percent increase from the previous year, from 1,621 to 7,055, with the HEERF Emergency Aid grants.
- Journal entries and Banking deposits and transfers – 40 percent increase for each activity.
- Number of Grants – 67 percent increase.

### **Cashier's Office**

The office continues to serve students with student payments and third-party payments and also coordinated with Admissions and Records (A&R) and Financial Aid on process improvements. Staff have also coordinated with A&R on a messaging narrative that informs

students on due dates and drop dates. They continue to monitor student accounts and assist students with payment options. The office has also worked with accounting on reconciliations between PeopleSoft and Cashnet data and Workday financials to improve the process.

### **Information Technology Services (Anthony Maciel, Associate VP/Chief Information Systems Officer)**

Information Technology Services (ITS) partnered with the Foundation for California Community Colleges, State Chancellor's Office, and colleagues from other districts to conduct a presentation on cybersecurity vendor risk management at the CCC Purchasing Conference in San Diego. In this well-attended event, ITS shared the best practices it follows in IT security. The Technology Advisory Committee (TAC) selected nineteen strategies/initiatives from the five-year technology plan to focus on for the first year. ITS is collaboratively working with the designated stakeholders to begin the work on the selected strategies/initiatives.

ITS underwent a reorganization to better align positions to the ever-evolving IT industry, streamline services, and meet future district needs. Following board approval, ITS began transitioning to the new structure and is working to fill vacancies. During the transition phase, Mark Stramaglia will serve as interim director, enterprise application services, Shanon McIntyre will serve as interim director, technology support services, and Anthony Maciel will oversee Security and Infrastructure Systems, in addition to his regular role.

ITS is finalizing the upgrade of eighteen classrooms with HyFlex equipment and collaborating with faculty on Flex week for training. ITS and Kitchell worked with PlanNet to develop IT standards that will provide a better experience for end-users districtwide, while ensuring system integration, IT security, support, and lower Total Cost of Ownership.

The department would like to thank four recent retirees, Steve Schultz, Abdy Afzali, Ryan Hicks, and Natalia Roofner, for their many years of service and contributions to the district. These wonderful classified employees had a combined 79 years of service. We wish them the best in their retirement.

### **Enterprise Application Services (Mark Stramaglia, Interim Director)**

The Enterprise Application Services team has completed several notable projects, including:

- A number of integration projects between the Workday Financials system and banking partners, including new positive pay integrations with Bank of America, US Bank, and JP Morgan.
- Configuration and creation of new punchout integrations with Waxie and Medline to help streamline the purchasing process with those vendors.
- Major integration project between Degree Works (myEdPlan) and SURF to support financial aid "Course Program of Study" compliance requirements, which limits student federal financial aid eligibility to just those classes that are needed based on the student's degree audit or educational plan.
- Developed a SURF integration to TargetX in support of the launch of case management tools for ACP success teams.
- Provided technical support for the launch of Ocelot Live Chat as a replacement for Cranium Café.
- Applied upgrade module "PUM 28" to PeopleSoft Campus Solutions (SURF), which contained bug fixes and financial aid regulatory updates.

- Completed the submission of our MIS spring 2023 data files to the CCC MIS Data Mart for compliance reporting.
- Developed an update to the Employee Directory, masking published full-length email addresses with an “Email Employee” form to reduce email scraping and spam while strengthening our district IT security posture.
- Completed the migration of the ITS Help Desk SharePoint site from SharePoint 2016 to SharePoint Online.

### **Security and Infrastructure Systems (Anthony Maciel, Associate VP/Chief Information Systems Officer)**

The Security and Infrastructure Systems team has completed several notable projects, including:

#### **Information Security and Systems Engineering**

- Single Sign-On integration of Welltrack Connect system, which connects students to community behavioral health providers.
- Completed and submitted the second State Chancellor’s office IT security questionnaire.
- Developed IT phishing training module addressing new threat vectors to be used in future trainings.
- Replaced the San Elijo end of life storage area network with a new more efficient Pure storage area network reducing costs and increasing file storage space.
- Upgraded Cisco Unified Computing Systems Servers to meet the demand of an increasing virtual environment.

#### **Network Infrastructure**

- In collaboration with Veritas, completed a full wireless site survey of all district locations including RF analysis and design.
- Replaced 105 wireless access points that were end of life with newer technology that expanded coverage and increased bandwidth.
- Upgraded two of the wireless LAN controllers.
- Upgraded 70 UPS network cards at all district locations.
- Replaced 110 Cisco phones throughout all district locations.
- In parking lot 5, connected and configured onto the network blue phones and cameras for added student and employee safety.

### **Technology Support Services (Shanon Macintyre, Interim Director)**

The Technology Support Services team has been working diligently procuring, configuring, supporting, and deploying hundreds of devices and pushing thousands of software updates to devices being used by students and employees. The team has successfully replaced hundreds of end-of-life devices for faculty, classroom labs, and staff.

#### **Open Computer Lab**

The Open Computer Lab (on campus and online) provides access to PC and MAC computers for use by students and community patrons. The labs also provide black and white and color printing services. Lab assistants aid students on course-related work and help community patrons with a variety of issues. Assistance is made available through a



variety of means to meet the needs of online and on campus students and patrons. In total, Technical Support Services provided assistance to 5,844 students in computer labs from March through July of 2023.

The Technology Support Services team is reviewing new print technology to improve these services to students and patrons. The new technology will make it easier for students and patrons to release print jobs and pay for them via cash, credit card, or through other payment methods.

### **Training Resources**

The department continues to provide training resources to the district through workshops, videos, step-by-step guides, and individualized training for departments, groups and individuals. Thirty-five scheduled and unscheduled trainings, workshops, and on the spot trainings were provided to students, employees, and retirees during the spring and summer semesters. A sampling of the offerings are: All About OKTA, Teams, OneDrive, Adobe Sign, Camtasia, MS Word mail merge.

A new innovation was the creation of the “Under 90” seconds video tutorials. Following the trend of social media, these tutorials provide very valuable information in a very short period of time.

### **Help Desk**

The Help Desk team provides student support and troubleshooting for SURF (e.g., e-forms, adding and dropping classes, viewing class schedules, wait listing, enrollment dates, payments, class search, search and ordering textbooks, transcripts, etc.) and the learning management system, Canvas (e.g., discussion boards, media apps, Turnitin, submission of assignments, uploading and/or downloading of files, locating online classes, and navigation in general) for students and district employees. Technical assistance is also provided to students who are unable to access the district’s data and online portals. Typical troubleshooting support calls include retrieving account information, password resets and unlocking accounts, assistance with software updates, and multifactor authentication solutions.

The tables below outline the student requests statistics for March through July of 2023. During that time period, a total of 8,277 support calls were processed.

### **Academic Year: 2023 – (March – July 2023)**

<b>Student Help Desk 2023 Services Statistics</b>						
	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Total</b>
<b>Calls</b>	357	722	1570	1147	628	4,424
<b>Emails</b>	858	390	843	699	395	3,185
<b>Chats</b>	73	161	260	173	1	668
<b>Total</b>	1,288	1,273	2,673	2,019	1,024	8,277

The Help Desk also provides employees with a wide range of services, such as account access, assistance with software application issues, password assistance, accessing and setting up multifactor security for devices, basic issues with printing, and troubleshooting of issues to district employees on a regular basis. Employees can access assistance by phone, through service tickets, and via online chat. The Help Desk addressed over 2,500 employee service tickets from March to July of 2023. The Help Desk processed a grand total of 10,777 tickets during the March to July 2023 time period.

## **Media Services**

The Media Services team continues to see an increase in event management requests and is involved in several high-impact projects to support our students, faculty, and staff. Additionally, the media services team is an integral contributor in all capital construction projects, ensuring functional technological media equipment is installed to meet the needs of all stakeholders in the new buildings.

The Media Services team has completed several notable projects and events, including:

- Video and audio editing projects for several events (new building groundbreaking, graduation ceremonies, and trainings).
- Deployment and installation of several Visix room signage displays throughout the district locations.
- Set up of TEC room at TCI for the Brew Tech Program.
- Commencement Ceremony technical design, setup and management.
- Testing, configuring, and researching Vivi wireless screen cast technology.
- Board room equipment upgrade with Southland to enhance features.

## **Events**

ITS participated in and provided support for a variety of events this past spring and summer:

- Academic Senate events
- Gear Up (for College Graduation)
- Larry Burn's Celebration of Life
- Pride Flag raising events
- Latinx Book and Family Fest
- Life Group (weekly)
- Biotech graduation
- Nurses Pinning
- CLC adult high school graduation
- Main field commencement ceremony
- Puente graduation
- Chem Bio topping ceremony
- Latinx graduation
- Veteran's graduation
- Puente "Adopt a Classroom"
- College for Kids classroom assistance
- San Elijo College Fair
- San Elijo Foundation Board (weekly)
- Grad Fest

## **Purchasing and Materials Management (Mina Hernandez, Director)**

### **Copy Center**

The Copy Center continues to increase its in-house productivity versus outsourcing jobs to provide higher savings to the district. During fiscal year 2022/23, they produced credit schedules which provided the district with total cost savings of approximately \$6,200.

### **Purchasing**

The Purchasing department successfully closed fiscal year 2022/23 and prioritized the opening of fiscal year 2023/24 activities.

Purchasing went live with the Waxie and Medline punchouts on July 1. Punchout implementations planned for fiscal year 2023/24 are Dell and VWR with a target rollout date of January 1, 2024.

The Purchasing team has worked closely with the Facilities and Kitchell teams on bids and RFPs. Completed first was an extensive Move Management RFQ/P to develop a pool of companies to work with the district regarding Bond/CIP moves to new buildings and as a resource for the ongoing regular needs of the Facilities Department. Additionally, the teams recently completed the Theater Equipment Installation Project bid.

## **Warehouse**

The Warehouse completed its re-organization of the warehouse space. Information Technology Services items are now better organized and easily accessible. In addition, Records Management has improved its location for easy access and evaluation.

Like Purchasing, the Warehouse had a successful close out of fiscal year 2022/23 with no issues. The department ensured that all PO's were received, and the Warehouse continues to work with Dovetail, Kitchell, and Information Technology Services to receive, organize, and store equipment for bond-related projects.

## **Bookstore (Follett)**

Over the summer, there have been significant changes within the leadership team at Follett. The new MiraCosta Bookstore leadership structure is outlined below. The leadership team has many decades of combined experience in the college bookstore environment/market, all serving for numerous years on two-year/community college campuses.

- Ramon (Ray) Rey, Market Leader – responsible for promoting overall campus relations and campuswide outreach throughout all MiraCosta College campuses.
- Lorien Rodriguez, Campus Store Leader – responsible for onsite day-to-day operations at the Oceanside main campus bookstore, focused on customer relations.
- Louis Ramsey, Course Materials Market Manager – responsible for course materials adoptions, sourcing and maintenance, focused on faculty relations.
- Jonathan Bennett, Field Accounting Analyst – responsible for bookstore accounts maintenance, focused on invoicing and payment processes.
- Jerry Gonto, Regional Manager

## **Food Services (CulinArt)**

The café at Oceanside and San Elijo are fully open and operational, and catering services, serving breakfast, snacks, lunch and mid-afternoon treats, are available at both sites. The Oceanside café is open Monday-Thursday, 7:30am-4:00pm, and Friday, 7:30am-2:00pm. The Cardiff Reef Café at the San Elijo Campus is open Monday-Thursday, 8:00am-2:00pm.

The café has been supporting student clubs and a variety of special events that take place throughout the semester. CulinArt supports students by donating perishable and nonperishable food items to Veterans, the Food Pantry and hungry students in the cafe at the end of every week or before major breaks. Going into the fall semester CulinArt will be updating catering and cafe menus to include new, lower-cost meals, and a variety of healthy snack options.