



## MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
4 P.M. – THURSDAY – SEPTEMBER 14, 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. Workshop Meeting of July 28, 2023
- B. Special Meeting/Closed Session of August 17, 2023
- C. Regular Meeting of August 17, 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. Associated Student Government Leadership Introductions
- B. Distance Education Update

#### VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Reorganization of Student Services
- C. Approve Reorganization of Noncredit Instructional Services, Job Description, and Salary Placement
- D. Approve Reclassification of Existing Positions
- E. Approve San Diego Human Resources Consulting, Inc. for a Two-Year Contract
- F. Approve Request to Destroy Education Records Marked for Destruction – Financial Aid
- G. Approve Request to Destroy Education Records Marked for Destruction- Admissions and Records Office
- H. Approve Request to Destroy Education Records Marked for Destruction – Veterans Education Office
- I. Approve Purchase of Furniture, Fixtures and Equipment for OCN Allied Health, Gym and KHAN (Health and Wellness Hub)
- J. Approval of Purchase for Furniture, Fixtures & Equipment for OCN Reno Building 1200 Library
- K. Notice of Completion - Bid # CO1-23 Horticulture Greenhouse Installation
- L. Approve Agreement with Transact Campus Payments, Inc.
- M. Ratify and Approve Contracts and Purchase Orders

#### **VIII. ACTION ITEMS**

- A. Public Hearing: 4:00 p.m. – Consider Approval of Energy Service Contract with Johnson Controls, Inc.
- B. Adopt Resolution No. 04-23/24: Authorizing Energy Conservation Services Agreement (Government Code §4217.12) and Approval of Energy Conservation Services Agreements with Johnson Controls, Inc.
- C. Public Hearing 4:00 p.m. Fiscal Year 2023/24 Final Budget
- D. Adopt Fiscal Year 2023/24 Final Budget
- E. Adopt Resolution No. 03-23/24: Authorize Execution and Delivery of Documents Relating to the Sale and Delivery of MCCD Certificates of Participation (2023 School Financing Project) and Authorize and Direct Certain Actions in Connection Therewith
- F. Ratify Memorandum of Understanding 23-06 with the Academic Associate Faculty (Article 13: Health Benefits)

#### **IX. FIRST READ – BOARD POLICIES**

- A. Board Policy 4040 – Library and Other Instructional Support Services
- B. Board Policy 4220 – Standards of Scholarship
- C. Board Policy 4235 – Credit for Prior Learning
- D. Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification

#### **X. 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

**XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

**XII. ADJOURNMENT**

**UPCOMING MEETING**

**4 p.m. – October 19, 2023  
Regular Business Meeting**

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

**JULY 28, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, July 28, 2023, in Room 1054 at the Oceanside Campus. President Frank Merchat called the meeting to order at 8:15 a.m.

**II. FLAG SALUTE / ROLL CALL**

Board members present:

Rick Cassar

Raye Clendening

William Fischer

Frank Merchat

Anna Pedroza (8:45 – 10:30 a.m.)

Board members not present:

George McNeil

Jackie Simon

Administrators present:

Superintendent/President Cooke

Assistant Superintendent/Vice President Tim Flood

**III. CHANGES IN AGENDA ORDER**

None.

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

None.

**V. BOARD FUTURES TRAINING AND FACILITIES PLANNING**

Superintendent/President Cooke provided an overview of the Futures work done, which began in 2019, and the work ahead to plan and create just, equitable, and sustainable futures. The workshop, facilitated by Social Tech AI Consultant Parminder Jassal, focused on building on signal spotting and impact analysis to consider alternative futures as it relates to higher education and planning.

Participants explored and worked through scenarios from alternative futures that focused on growth, collapse, constraint, and transformation. Trustees were asked to consider on a scale of one to ten how prepared the college is for each of the scenarios.

Growth scored a ten out of ten and appeared to be the most familiar, followed by transformation, then collapse, and finally constraint. The purpose of considering the alternative futures scenarios is to gauge the preparedness or areas of focus to increase the ramp up time required for planning.

Moving forward, the Administrators Committee will consider versions of these scenarios in their September retreat. Also, we will broaden stakeholder groups that will continue to spot and discuss signals as well as futures scenarios, and trustees will include in their August 17 trustee reports their takeaways. Beyond August, trustees will share Futures signals with the board liaison group, who then will report out signals and discuss them at upcoming board meetings.

**VI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.

**VII. ADJOURNMENT**

The meeting adjourned at 1:17 p.m.

**MINUTES APPROVAL:**

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Frank Merchat  
President

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Sunita V. Cooke  
Superintendent/Vice President



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

**MINUTES OF SPECIAL MEETING/CLOSED SESSION**

**AUGUST 17, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in closed session on Thursday, August 17, 2023, in Room 1054 at the Oceanside Campus. President Frank Merchat called the meeting to order at 2:20 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  
Assistant Superintendent/Vice President Charlie Ng

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

None.

**IV. DECLARE NEED FOR CLOSED SESSION**

At 2:20 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke and Assistant Superintendent/Vice President Ng, 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: 2  
(Pursuant to Government Code section 54957)

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

At 3:35 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: 2**

(Pursuant to Government Code section 54957)

The board took action to suspend a permanent, classified employee of the district without pay.

**VI. ADJOURNMENT**

The meeting adjourned at 3:35 p.m.

**MINUTES APPROVAL:**

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Frank Merchat  
President

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



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

**MINUTES OF REGULAR MEETING**

**AUGUST 17, 2023  
(DRAFT)**

**I. CALL TO ORDER**

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, August 17, 2023, in Room T-200 at the Oceanside Campus. President Frank Merchat called the meeting to order at 4:01 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 Charlie Ng  
Assistant Superintendent/Vice President Denée Pescarmona  
Assistant Superintendent/Vice President Alketa Wojcik

**III. APPROVE MEETING MINUTES**

**A. Special Meeting/Closed Session of July 20, 2023**

**B. Regular Meeting of July 20, 2023**

By motion of Trustee McNeil, seconded by Trustee Clendening, the board approved the minutes of the special meeting/closed session and regular meeting of July 20, 2023.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

None.

**V. CHANGES IN AGENDA ORDER**

None.

**VI. PRESENTATIONS**



**A. MiraCosta Community College District Campus Climate Survey Update**

Assistant Superintendent/Vice President Charlie Ng provided an update on the progress made and the next steps to be taken regarding the campus climate survey. The overall response rate for students and employees was 16 percent, which included 578 employee respondents (32 percent from faculty; 76 percent from staff) and 2,237 students who were enrolled when the survey was administered. The survey was administered in an effort to continuously improve our campus climate.

A total of 86 percent of survey respondents indicated they were mostly “very comfortable” or “comfortable” with the overall environment at MiraCosta College. Ng noted this result is the highest percentage of a campus climate survey for a community college since 2017 that the consultants have seen, which speaks highly for our college. Although the overall responses to the survey were positive, there is still work to do.

The recently awarded EEO Grant will help to support employee career success through an overarching strategy for professional development for all employees at the college, as well as onboarding and leadership development, which are in the development stage. Maintaining a healthy well-being is also a focus, so we can all be our best selves. Ng noted that MiraCosta was one of the leading colleges in terms of a telework policy. Additionally, to enhance inclusion and a sense of belonging, the district created the Chief IDEA Officer position. An IDEA Advisory Committee is being established to help in these efforts. Survey respondents expressed the need for the campus to be more accessible, so additional parking and wayfinding, including signs in Braille, are being increased across the campuses, and physical campus spaces are being enhanced with cultural artwork. The Title V grant will help foster a college-going culture and enhance support, especially for marginalized populations.

We will continue implementing and providing updates about new strategies and initiatives that address issues identified by the campus climate survey.

**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**

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

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

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

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board adopted Board Policy 7330 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board adopted Board Policy 7600 as presented.

Vote: 7/0/0

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

Abstentions: None

Absent: None

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

### A. **Trustees Activities**

Trustees Cassar, Clendening, Fischer, Merchat, and Pedroza attended the July 28 Board Futures workshop. Former Trustee Broad also attended the workshop.

Trustees Clendening, McNeil, Merchat and Simon attended the Associate Faculty flex hour via Zoom.

Trustees Merchat and Pedroza attended the August 12 Welcome Fest at SEC. Trustee Merchat thanked MiraCostans for their participation in Welcome Fests, which took place on Saturdays. On the same day as the SEC Welcome Fest, the campus also hosted the Farmer's Market.

Trustee Clendening reported she attended the August 5 Welcome Fest on the Oceanside Campus, as well as the backpack giveaway hosted by the NAACP on the same day. On August 12, she attended the Welcome Fest at the Community Learning

Center. On August 15, she attended the quarterly Foundation Board meeting, and she acknowledged Thao Ha, Jacob Sneary, and David Parker for their innovation grant presentations. Additionally, Trustee Clendening announced the Gentlemen's Gourmet Scholarship fundraiser, hosted by the African American Women's Association at the El Corazon venue on September 16.

Trustee Simon attended a play at Southwestern College, the Carlsbad State of the City at the Dove Library, as well as a Women Leaders of District 38 event, where Dr. Cooke, along with Bea Palmer (Service Learning) received special recognition. Trustee Simon, along with Trustee Merchat attended the Cultural Competency Conference on the Oceanside Campus.

Trustees McNeil and Merchat attended the facilities liaison meeting via zoom on August 1, and they commended the Facilities folks and those working with Facilities for their efforts on our campuses.

Trustee Cassar noted climate change as a Futures signal, and he gave some examples of the efforts made by the college to slow down climate change and decrease our carbon footprint, like using solar power and teaching online classes. Trustee Pedroza noted that a number of schools are now embracing AI as a tool, which she is glad to see.

## **B. Students**

Student Trustee Kenneth Pilco attended the Student Trustee Conference in Riverside in August and made some good connections with student trustees from other institutions. He attended the two-day ASG retreat, which was held at the SEC on the first day and Chicano Park on the second day. ASG leaders attended the Inter Club Council (ICC) conference.

## **C. Classified Employees**

Classified Senate (CS) President Omar Jimenez reported the senate set goals around communication, engagement, and professional development. Three classified professionals will be joining the statewide Caring Campus initiative and will help to reenergize past efforts.

Jimenez reported he is assuming the permanent role in Student Equity, so for the next six months as a probationary employee in the role, Immediate Past President Carl Banks will step up as the CS president.

## **D. Faculty**

Academic Senate (AS) President Leila Safaralian reported AS held their retreat and set goals for the year. Outcomes and assessment is going to be the focus in all they do. Artificial Intelligence (AI) will be another focus, and many informational AI sessions have been offered.

Safaralian thanked Aaron Roberts and Debby Adler for their work on flex week, and she thanked Xuchi Eggleton for planning today's cultural competency conference.

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

### **1. Instructional Services**

Assistant Superintendent/Vice President Pescarmona reported a new dean of nursing was hired.

At this time, total headcount, which includes both credit and noncredit enrollments, is up 8.5 percent in headcount and 11 percent in FTES for fall. She credits the Welcome Fests, outreach at the high schools, and the efforts of the Student Services Division to accelerate the registration processes. She noted the CLC, which experienced decreases in enrollment due to the pandemic, is now growing and thriving, and students are excited to return to classes.

Accounting Instructor Mike Deschamps and team renewed our accreditation with the California Tax Education Council.

CLC Instructor Erica Duran developed new curriculum for a affordable housing management certificate in conjunction with the San Diego Housing Federation. Some who have completed this program have also gone on to earn their real estate license.

## **2. Student Services**

Assistant Superintendent/Vice President Wojcik reported we're ready for students to come back on Monday. Almost 1,000 students, many of whom brought family members, were served at the Welcome Fests held on the San Elijo, Oceanside, and Community Learning Center campuses in August.

Help Huts will return to welcome students on Monday and Tuesday. Nearly 75 percent of our new students have already completed their orientation requirement. Wojcik noted that \$1.5M in Pell Grant funds were just disbursed to students, which allows them to purchase textbooks prior to the start of the semester. She shared that nearly 3,000 military affiliated students are attending the college. Admissions, Counseling, and Financial Aid will be open during the next several weekends to help students get situated for the semester. In most cases, fraudulent enrollments have been removed from classes prior to financial aid being disbursed to them, which has not been the case at many other colleges. There continues to be a mighty effort from faculty and college staff to screen student enrollments.

## **3. Administrative Services**

Assistant Superintendent/Vice President Flood submitted a written report. He also thanked MiraCostans who helped to prepare the campuses over the summer for the beginning of the semester, including preparing for the tropical storm that is anticipated and could impact the first day of classes.

Flood credited staff working together collaboratively to create systems and put safeguards in place that help to avoid fraudulent checks from being written on our district accounts.

## **4. Human Resources**

Assistant Superintendent/Vice President Ng acknowledged Hayley Schwartzkopf, Shawna Sourivanh, and Sandy Muryasz for taking on additional roles while he was on sabbatical during the summer.

In an effort to enhance visibility, HR and Payroll staff will participate in next week's Help Huts.

## **F. Superintendent/President**

Superintendent/President Cooke reported the Foundation is primarily focused on raising funds for the resiliency fund (student emergency grants), and a \$120,000 match each year for the next five years for the Title V grant that will allow us to expand the reach of the grant for many years to come. They are also trying to fill gaps in facilities funding with opportunities for naming buildings and spaces.

PIO continues their work with communications that positively impact enrollment.

Dr. Cooke thanked Aaron Roberts, Debby Adler, PDP, and Jim Sullivan who made for a robust and successful Flex week, and she thanked Xuchi Eggleton and DEqCC for their work on the cultural competency conference.

The City of Carlsbad Chamber luncheon takes place the same day as All College Day, and a number of MiraCostans and trustees will be attending the lunch to represent MiraCosta in the community.

The Arts Calendar is now available on the website with events through May 2024. Dr. Cooke encouraged folks to attend the events and share the information with others.

**X. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**

None.





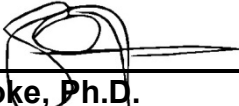
**XI. ADJOURNMENT**

The meeting adjourned at 5:33 p.m.

**MINUTES APPROVAL:**

\_\_\_\_\_  
Frank Merchat  
President

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

<b>Subject:</b>  <b>Associated Student Government Introductions</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>Presentations</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;">   <b>Information</b>                      <b>Consent</b>                      <b>Action</b> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="text-align: center;">   <b>Goal 1</b>                       <b>Goal 2</b>                       <b>Goal 3</b>                      <b>Goal 4</b> </div>
	<b>Approved for Consideration:</b>  <div style="text-align: center;">   <hr style="width: 100%;"/> <b>Sunita V. Cooke, Ph.D.</b>  <b>Superintendent/President</b> </div>

**BACKGROUND**

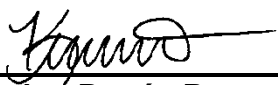

The Associated Student Government (ASG) serves the collective needs of the students at MiraCosta College. The goal of the ASG is to give a voice to all students, enabling them to become part of the college community. Major responsibilities include appointing students to campus-wide committees; participating in collegial governance in the development of college policies and the annual budget; adopting and overseeing use of an annual budget; allocating funds for new programs/projects; granting club charters; and providing and administering a program of activities and services for students. The ASG has student representation on Oceanside, San Elijo, and Community Learning Center campuses.

**STATUS**

The 2023/24 ASG student leaders will be introduced.

**RECOMMENDATION**

For information only.

<b>Subject:</b> Distance Education Update	<b>Attachment:</b> PowerPoint Presentation
<b>Category:</b> Presentations	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>✓ Information</span> <span>Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>✓ Goal 1</span> <span>✓ Goal 2</span> <span>✓ Goal 3</span> <span>Goal 4</span> </div>
<b>Recommended:</b>  <hr/> <b>Kristina Denée Pescarmona</b> Assistant Superintendent/Vice President, Instructional Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

Title 5 of the California Code of Regulations (CCR 55210) requires districts that offer one or more course sections through distance education to provide to the local board an annual report on distance education activity.

**STATUS**

Faculty Coordinator of Online Education Dr. Jim Julius will provide a report on distance education. The report will include an update on last year’s online course offerings, including success and retention disaggregation by ethnicity, as well as highlights and upcoming innovations to support online student learning and student basic needs.

**RECOMMENDATION**

For information only.

# MiraCosta College Online Education Board Report 2023

**Jim Julius**

Faculty Coordinator, Online Education

## Report Outline

1. Distance Education Background/Overview
2. Key Data
3. Highlights and Next Steps



## Key Terms *(External)*

**Distance Education (DE):** Instruction in which students and instructor are separate, but have regular and substantive interaction through technology ( *Federal* )

**DE Class :** A class where over 50% of instructional class time occurs via Distance Education. (*state/ACCJC* )

**DE Program :** A program where 50% or more of the required courses have been approved for offering as DE classes. (*ACCJC*)

## Key Terms *(Local)*

**Online Class :** The entire class may be completed online, asynchronously.

**Scheduled Online Class :** The entire class may be completed online, including scheduled synchronous meetings.

**Hybrid Class :** Some instructional time occurs outside of the classroom. May be DE or non -DE. May be entirely online except exams.

**HyFlex Class :** Class is taught in a classroom and online simultaneously. Students choose how to attend.

## Vision

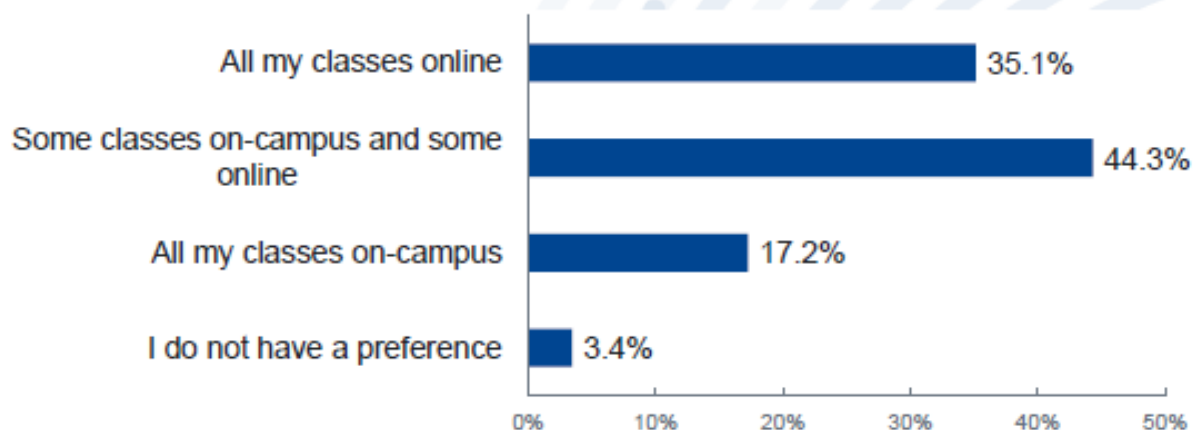
MiraCosta's Online Education leverages an increasingly rich array of teaching and learning resources, experiences, and environments. MiraCosta College will lead in providing effective and innovative Online Education as an integral means of equitable access and student success.

## Mission

The mission of Online Education at MiraCosta is to create and support an engaging, equitable, and student - centered learning experience through online instruction, resources, and services..

# MiraCosta Enrollment Preferences Survey, Fall 2022

*What type of class format do you prefer in future semesters?*



## DE PARTICIPATION AT MIRACOSTA ALL PROGRAMS

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
# of DE Course Sections	789	830	872	992	3,307	2,734	2,289
% of FTES from DE	26.0%	27.2%	29.6%	34.3%	99.3%	89.3%	77.2%
% Students Enrolled in <b>at least one</b> DE Section	46.5%	48.4%	50.7%	55.8%	99.6%	95.9%	91.4%
% Students Enrolled in <b>only</b> DE Sections	16.8%	17.8%	19.6%	22.7%	97.9%	76.5%	63.5%

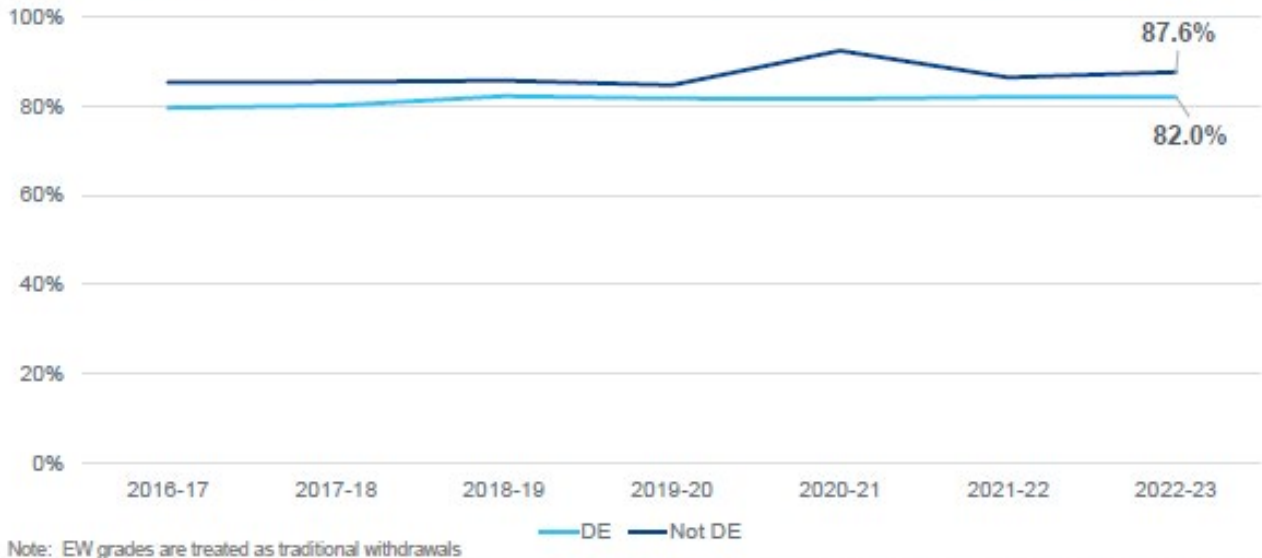
Source: MiraCosta Data Warehouse

## DE PARTICIPATION AT MIRACOSTA CREDIT ONLY

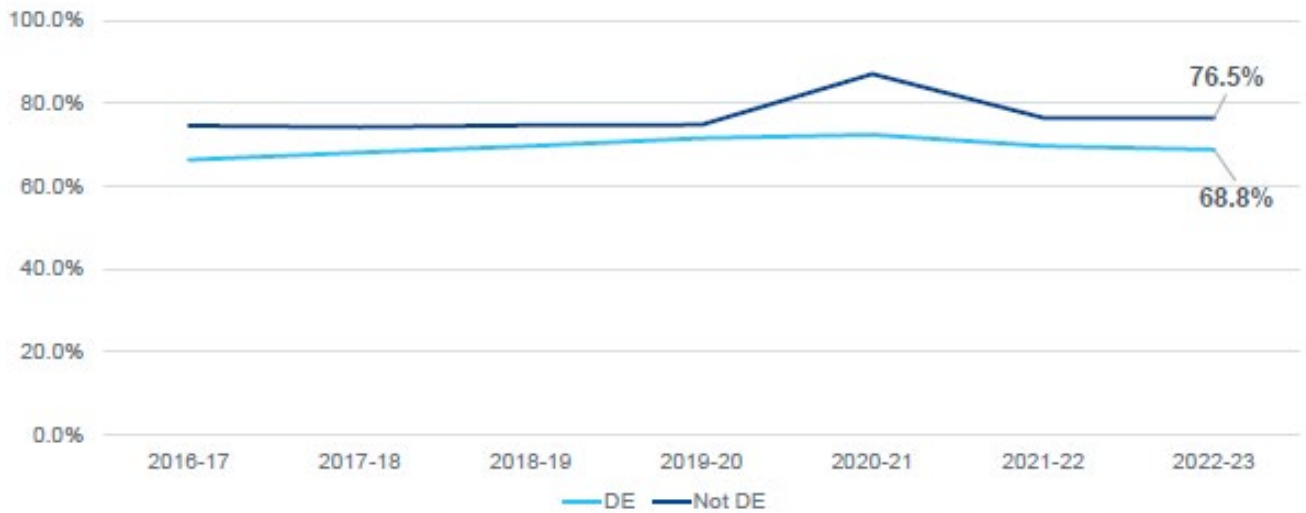
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
# of DE Course Sections	776	820	862	978	2,885	2,362	1,921
% of FTES from DE	28.5%	29.8%	32.5%	37.4%	99.3%	89.2%	76.5%
% Students Enrolled in <b>at least one</b> DE Section	54.9%	57.0%	60.6%	66.8%	99.5%	96.6%	93.0%
% Students Enrolled in <b>only</b> DE Sections	20.2%	21.2%	23.6%	27.5%	97.6%	76.4%	62.6%

Source: MiraCosta Data Warehouse

# MiraCosta Course Retention Rates *Credit Only*

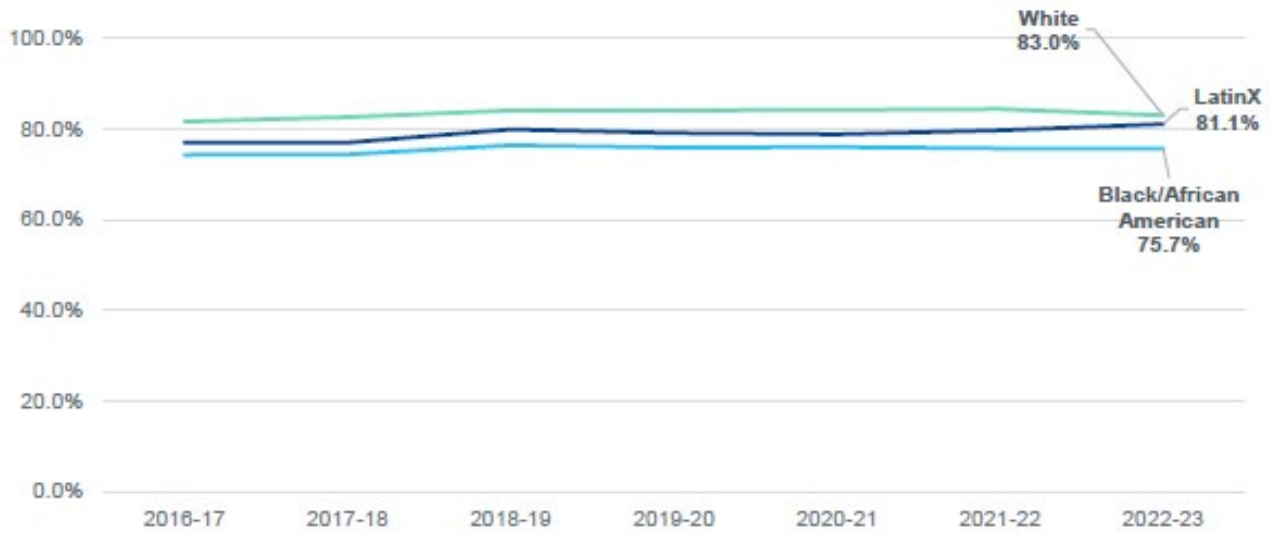


# MiraCosta Course Success Rates *Credit Only*



# MiraCosta DE Equity Data *Credit Only*

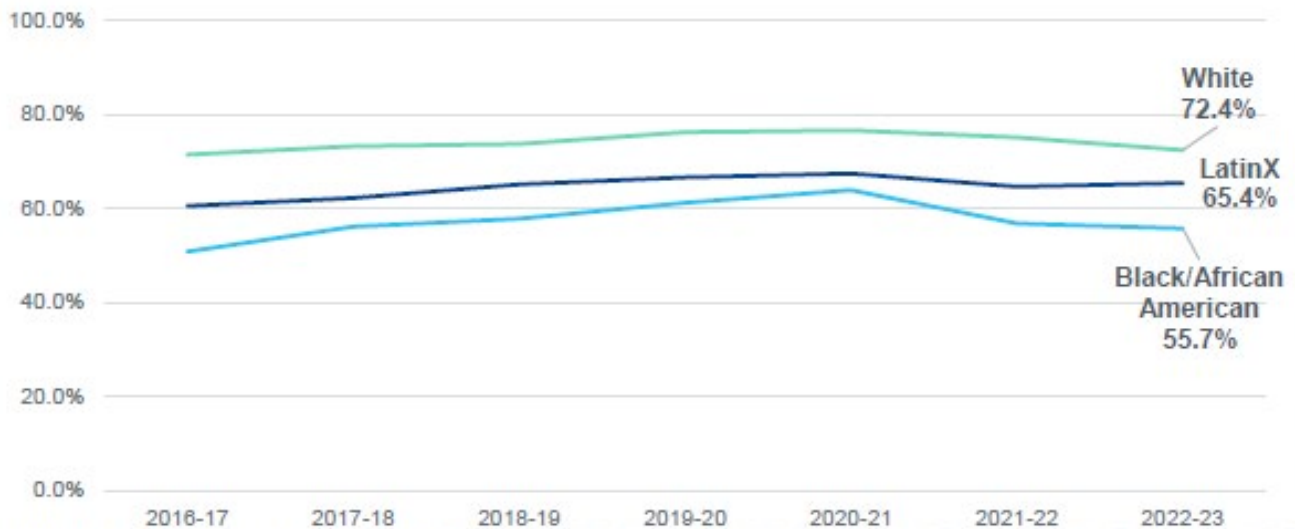
## – Retention



Note: EW grades are treated as traditional withdrawals.

# MiraCosta DE Equity Data *Credit Only*

## – Success



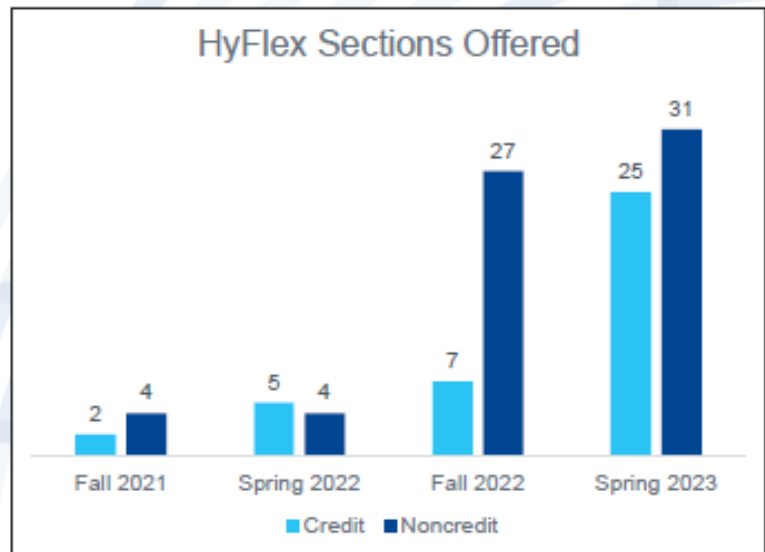
Note: EW grades are treated as traditional withdrawals.

# HyFlex Offerings

Courses included: English, Communications, Math, Adult High School courses, Music, English as a Second Language, Psychology and Sociology

Student survey feedback indicated that most students participating in the pilot program would like to take more HyFlex classes

18 HyFlex-ready classrooms added in summer 2023



13

## Highlights

## Next Steps

Developed and approved 2023-26 Online Education Plan	Prioritize actions based on the plan; strengthen needs assessment and data-informed practice
MiraCosta Online Mentors provided nearly 400 hours of leadership, especially focused on in-depth professional learning	Institutionalize professional learning course offerings; continue building a faculty-led voluntary online course review structure
Collaboration with CPC and departments to update curriculum for removal of Title 5 student-student contact requirement in DE	Continue to work toward consistency across all DE requirements and documentation
Expansion of HyFlex-ready classrooms, clarity from Academic Senate on HyFlex practices	Improving compliance and clarity of class modality details in class schedule
Adopted technologies that enhance Canvas accessibility: PopeTech and SensusAccess	Continue to institutionalize processes for selecting / evaluating / piloting online education technologies

## Highlights

## Next Steps


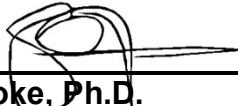
Strong Student Online Academic Readiness workshop attendance (1085 students in 2022-23, plus over 1800 video recording views)	Update research on success of students who participate in SOAR
Continued refinement and offering of online student supports and resources	Continue to enhance the Student Support Hub and other online support access points
Providing semester-long loans of laptops and wifi hotspots to students who need them	Continue providing this along with on-campus labs and support options
Nearly 450 Zero Textbook Cost (ZTC) classes in fall schedule; identification of Sociology for developing a ZTC degree pathway	Expanding ZTC pathway development through state grant funding
Development of a ZTC impact dashboard to inform ZTC pathway development	Going deeper on ZTC research to advance local understanding of ZTC and equity

# Thanks!

## Discussion / 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 <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/> 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 classified employee Alicia Woodson, Instructional Aide, CLC, Workforce IOA, position P-00212, effective August 21, 2023.
2. Resignation of classified employee Amber Cross, Buyer, Purchasing, position P-07050, effective August 14, 2023.
3. Employment of the following regular classified employees:
  - Ricky Ngo, Technology Services Analyst, ITS Technology Support Services, position P-08371, salary range 29, step 2, \$7,415.17 per month, full-time, effective August 28, 2023. Ricky was selected through an open recruitment process.
  - Eric Saldivar, Technology Services Analyst, ITS Technology Support Services, position P-08640, salary range 29, step 2, \$7,415.17 per month, full-time, effective August 28, 2023. Eric was selected through an open recruitment process.
  - Siria Flores, Student Services Specialist, Student Services, San Elijo, position P-07476, salary range 21, step 2, \$5,885.17 per month, full-time, effective August 14, 2023. Siria was selected through an open recruitment process.
  - Laura Romero, Administrative Support Assistant II - PIO, position P-00052, salary range 16, step 2, \$5,092.33 per month, full-time, effective September 5, 2023. Laura was selected through an open recruitment process.
  - Charles Brent Anderson, CLC Maintenance Technician, position P-00104, salary

range 23, step 2, \$6,233.50 per month, full-time, effective August 31, 2023. Charles was selected through an open recruitment process.

4. Permanent change of assignment for the following regular classified employees:

Omar Jimenez, Student Services Specialist, Student Equity, position P-05847 has accepted the permanent position of Student Services Coordinator, Student Equity, position P-00368, salary range 26, step 3, \$7,152.67 per month, full-time, effective September 1, 2023. Omar was selected through an open recruitment process.

Yurico Jimenez, Admissions and Records Specialist, position P-00041, has accepted the position of Student Services Specialist, CARE Program, position P-10571, salary range 21, longevity year 6, \$7,108.08 per month, full-time, effective August 8, 2023. Yurico was selected through an open recruitment process.

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

Cindy Arce, Student Services Coordinator, Student Equity, will continue to serve as Interim Program Manager, First Year Forward, salary range 31, step 2, \$7,854.75 per month, full-time, effective August 1 – September 4, 2023.

Gregorio Reyes, Student Services Specialist, Student Equity, will continue to serve as Interim Student Services Coordinator, Student Equity, salary range 26, step 1, \$6,445.92 per month, full-time, effective August 1 – September 4, 2023.

Erica Gheorghin, Internship and Employment Technical Specialist, Employment Services, position P-07019, will serve as Interim Career Studies and Services Coordinator, Career Services, range 26, step 3, \$7,023.71 per month, full-time, effective August 28 - October 29, 2023.

Analia Zamora, Administrative Support Assistant II, position P-00054, will serve as Interim Program Manager, Service Learning, range 31, longevity year 6, \$9,354.08 per month, effective August 1 – October 31, 2023.

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

Ann	Olsen	Art
Brittany	Daniels	Counselor
Samuel	Lopez	Art
Christopher	Condron	Business
Kiana	Bertrand	Psychology
Nathaniel	Hall	Art
Luis	Munguia Rivera	Counseling

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

Stephen Cerruti – Computer Science  
 Christopher Condrón – Accounting  
 Giuseppe Chiaramonte – Noncredit ESL  
 Olga Sukhanova – Noncredit ESL

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

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

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

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


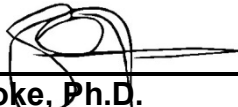
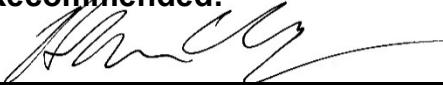
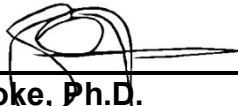
8. Employee 07300168, in accordance with Board Policy 7345, requests a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the 2023/24 fiscal year. Pursuant to the Classified Senate WCM, classified employees may use up to seven days of earned sick leave per fiscal year for the purpose of personal necessity leave.
9. Afifa Zaman, Counselor, position P-00418, was approved for a 50 percent sabbatical leave for the 2023/24 academic year. In accordance with Administrative Procedure 7340, Afifa requests an unpaid leave of absence for the remaining 50 percent to focus on their studies.
10. Request approval of the following short-term and substitute employees. These employees meet the Education Code 88003 definition of short-term and substitute employees, and as such, these employees will be employed and paid less than 75 percent of the college year:

Employee Name	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Aeim Pacheco	Custodian	Short-term	Custodial	\$23.23/hr	9/15/23	6/30/24
Ana Zafra Mendoza	Campus Aide III	Substitute	Student Equity	\$19.50/hr	9/15/23	6/30/24
Angela Occhi Pacheco	Campus Aide I	Short-term	Community Education and Workforce Development	\$15.50/hr	9/15/23	10/31/23
Anthony Andrade	Custodian	Short-term	Custodial	\$23.23/hr	9/15/23	6/30/24
Brittany Rodriguez	Campus Aide III	Short-term	Admissions and Records, OCN	\$17.00/hr	9/15/23	6/30/24
Cassidy Roberts	Campus Aide III	Substitute	Academic and Career Pathways	\$19.50/hr	8/2/23	6/30/24
Cecelia Lauer	Instructional Computer Lab Assistant	Substitute	ITS Technology Support Services	\$24.84/hr	9/14/23	6/30/24
Dolores Hernandez	Custodian	Short-term	Custodial	\$23.23/hr	9/15/23	6/30/24

Edward Benito	Assistant Coach	Short-term	Athletics and Intramurals	\$27.85/hr	9/15/23	6/30/24
Jason Belcher	Instructional Assistant	Substitute	Automotive Technology	\$27.85/hr	9/1/23	6/30/24
Jonathan Thompson	Instructional Assistant	Short-term	Design	\$27.85/hr	9/15/23	5/24/24
Kasey Granza	Internship and Employment Technical Specialist	Substitute	Employment Services	\$33.13/hr	8/28/23	6/30/24
Kristopher Apple	Accompanist I	Short-term	Dance	\$26.00/hr	9/15/23	5/31/24
Marcus Moore	GEAR UP Support Staff I	Substitute	GEAR UP	\$15.50/hr	8/14/23	6/30/24
Maria Sathaliya	Instructional Aide	Substitute	Workforce IOA	\$23.43/hr	9/4/23	6/30/24
Mauri Phillips	Campus Aide III	Short-term	Student Equity	\$19.50/hr	9/15/23	6/30/24
Raul Ragudo	Campus Aide III	Short-term	Career Ed Grants	\$19.50/hr	10/20/23	6/30/24
Raymond Wight	Outreach Assistant	Substitute	School Relations/Diversity Recruitment	\$24.10/hr	8/7/23	6/30/24
Rocio Ocampo	Apprentice I	Substitute	Child Development Center	\$15.50/hr	8/28/23	5/31/24
Rylee Trouset	Campus Aide III	Short-term	Career Ed Grants	\$19.50/hr	10/20/23	6/30/24
Shaun Montague	Custodian	Short-term	Custodial	\$23.23/hr	9/15/23	6/30/24
Sydney Harris	Art Model	Short-term	Noncredit, General	\$28.00/hr	9/15/23	6/30/24
Tereza Zafra-Lopez	Outreach Assistant	Substitute	School Relations/Diversity Recruitment	\$24.10/hr	8/8/23	6/30/24
Xander Grey	Senior Science Lab Associate	Substitute	Chemistry	\$37.19/hr	8/18/23	6/30/24

## RECOMMENDATION

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

<b>Subject:</b>  <b>Approve Reorganization of Student Services</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> <input checked="" type="checkbox"/> 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
<b>Recommended:</b>  <hr/> <b>Alketa Wojcik, Ed.D.</b> Assistant Superintendent/Vice President, Student Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

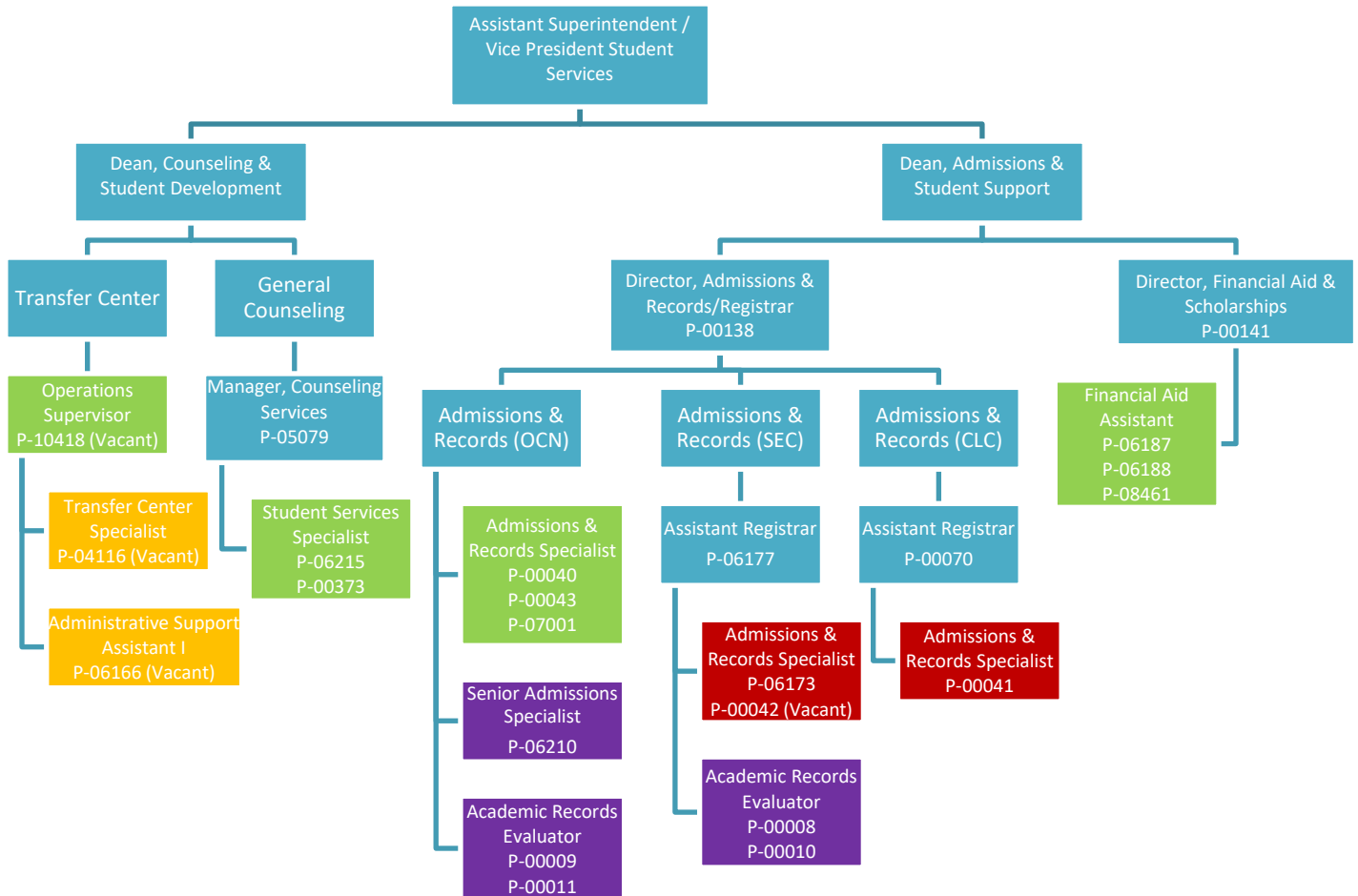
The district is in the process of building a new Student Services Building. The new facility will consolidate student service functions currently scattered throughout the Oceanside Campus to a single, one-stop-shop. Students in need of assistance will find support for a variety of services from front-line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

The district created a new student support advisor classification to centralize and streamline frontline operations in the new Student Services building. In streamlining frontline operations, it will be necessary to move and reclassify positions from Counseling, Financial Aid and Scholarships, and Admissions and Records to reflect a new reporting structure under the leadership of the dean of admissions and student support. This structure will allow staff members to cross-train during the 2023/24 academic year to best support students when the new building opens.

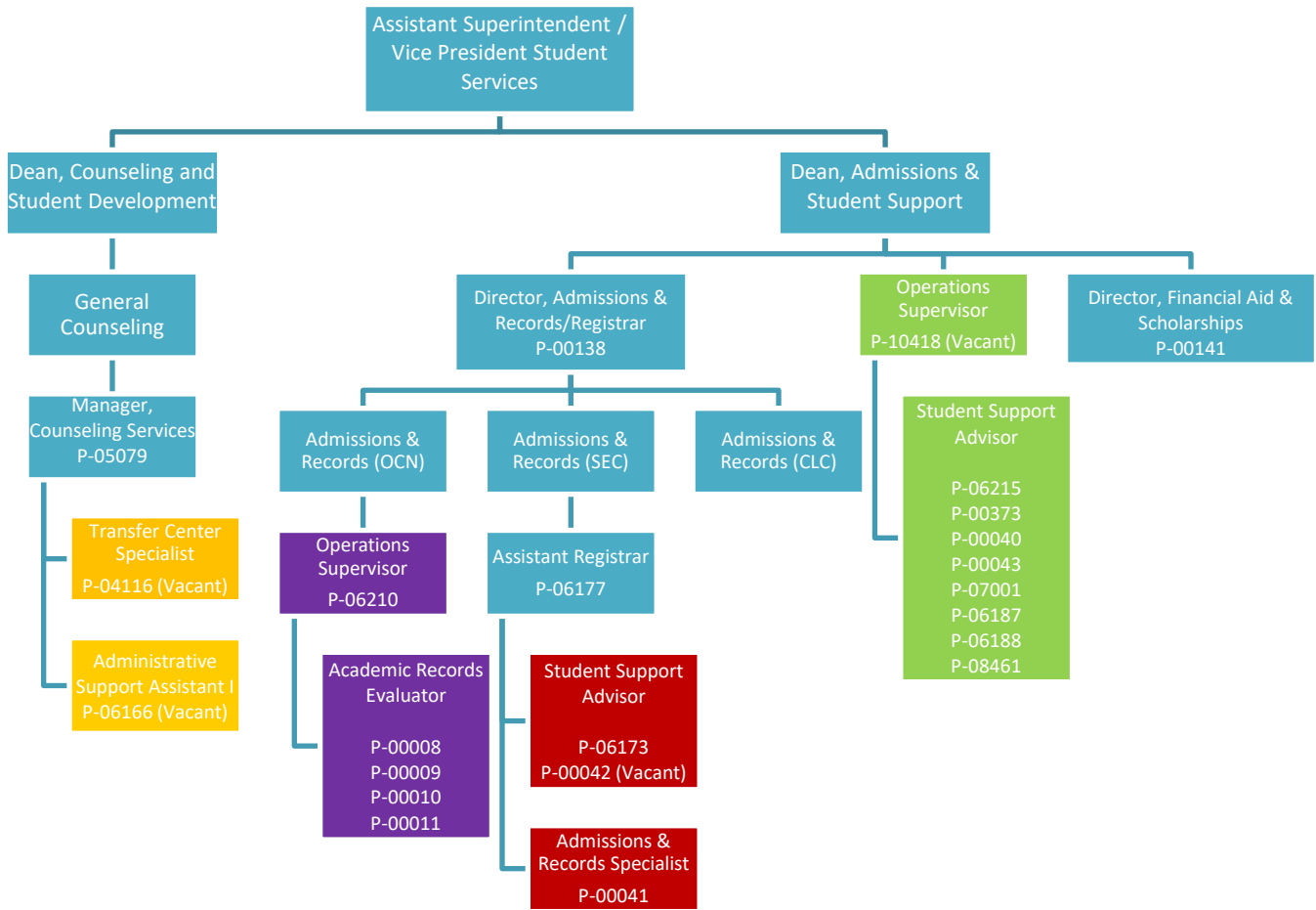
For clarity purposes, the organizational charts below reflect the impacted positions and proposed movements only. Other positions not impacted by the reorganization are not reflected in the organizational charts below.

# STATUS

## Current Organization Structure



## Proposed Organization Structure



### Transfer Center

The operations supervisor position (P-10418) currently reporting to the dean of counseling and student development will be reassigned under the dean of admissions and student support. The operations supervisor will oversee the day-to-day operations of the welcome center in the new Student Services Building. In addition, newly classified student support advisors on the Oceanside Campus will report to this position. There is no increased cost to the district associated with this change.

The transfer center specialist position (P-04116) and the administrative support assistant I position (P-06166) will be reassigned to report to the manager, counseling services (P-05079). There is no increased cost associated with this change.

### Counseling Services

The two student service specialist positions (P-06215 and P-00373) reporting to the manager, counseling services will be reclassified to student support advisors and reassigned to report to

the operations supervisor (P-10418). Using Step 3 for the analysis, this proposed change will result in a net increase of approximately \$5,816 for the district, including any potential increase in statutory benefits.

### Admissions and Records/Registrar

The admissions and records specialist positions on the Oceanside Campus (P-00040, P-00043, P-07001) report to the director of admissions and records/registrar. These positions will be reclassified to student support advisors and reassigned to report to the operations supervisor (P-10418). The admissions and records specialist positions P-00042 and P-06173 report to the assistant registrar at the San Elijo Campus. These positions will be reclassified to student support advisors, but there will be no change in reporting relationship. Using Step 3 for the analysis, the proposed change to reclassify all five student services specialist positions will result in a net increase of approximately \$29,060 for the district, including any potential increase in statutory benefits.

The admissions and records specialist position P-00041 reports to the assistant registrar at the Community Learning Center. This position will be reassigned to report to the assistant registrar at the San Elijo Campus (P-06177) to support early college credit. There is no increased cost associated with this change.

To support several changes in the Admissions and Records Department, including the absorption of the International Office, Business Systems Analysts, and Assistant Business Systems Analyst positions, the senior admissions specialist position (P-06210) will be reclassified to an operations supervisor position. This operations supervisor position (P-06210) will report to the director, admissions and records and oversee the academic records evaluator positions (P-00009 and P-00011). In addition, the two academic records evaluator positions (P-00008 and P-00010) at the San Elijo Campus will be reassigned to report to the operations supervisor position (P-06210) in Admissions and Records.

Using Step 3 for the analysis, the proposed change to reclassify the senior admissions specialist to an operations supervisor will result in a net increase of approximately \$6,711 for the district, including any potential increase in statutory benefits. There is no increased cost associated with the proposed change in reporting structure for the academic records evaluators.

### Financial Aid

The three financial aid assistant positions (P-06188, P-08461, and P-06187) report to the director, financial aid and scholarships. These positions will be reclassified to student support advisors and reassigned to report to the operations supervisor (P-10418). Using Step 3 for the analysis, this proposed change will result in a net increase of approximately \$41,619 for the district, including any potential increase in statutory benefits.



## Financial Analysis

The proposed reorganization of the Transfer Center, Counseling, Financial Aid and Scholarships, and Admissions and Records Departments will better utilize current staff to support student services. There is no net change in headcount for the reclassifications under the proposed reorganization in Admissions and Student Support and Admissions and Records.

Using Step 3 for all newly reclassified positions, the proposed changes will result in a net increase of approximately \$83,206 for the district, including any potential increase in statutory benefits. The proposed changes with financial analysis is below:

Position Number	Student Services Specialist, Range 21, Step 3			Student Support Advisor, Range 22, Step 3			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-06215	\$74,314	\$51,302	\$125,616	\$76,464	\$52,060	\$128,524	\$2,908
P-00373	\$74,314	\$51,302	\$125,616	\$76,464	\$52,060	\$128,524	\$2,908
Totals			\$251,232			\$257,048	<b>\$5,816 Difference</b>

Position Number	Admissions & Records Specialist, Range 20, Step 3			Student Support Advisor, Range 22, Step 3			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-00040	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
P-00041	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
P-00042	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
P-00043	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
P-06173	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
P-07001	\$72,167	\$50,545	\$122,712	\$76,464	\$52,060	\$128,524	\$5,812
Totals			\$613,560			\$642,620	<b>\$29,060 Difference</b>

Position Number	Senior Admission Specialist, Range 25, Step 3			Operations Supervisor, Range 27, Step 3			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-06210	\$83,395	\$54,503	\$137,898	\$88,357	\$56,252	\$144,609	\$6,711
Totals			\$137,898			\$144,609	<b>\$6,711 Difference</b>

Position Number	Financial Aid Assistant, Range 17, Step 3			Student Support Advisor, Range 22, Step 3			Net Change
	Current Salary	Current Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-06187	\$66,207	\$48,444	\$114,651	\$76,464	\$52,060	\$128,524	\$13,873
P-06188	\$66,207	\$48,444	\$114,651	\$76,464	\$52,060	\$128,524	\$13,873
P-08461	\$66,207	\$48,444	\$114,651	\$76,464	\$52,060	\$128,524	\$13,873
Totals			\$343,953			\$385,572	<b>\$41,619 Difference</b>

As authorized by Title 5, Section 53021(c)(1):

- Reclassify Student Services Specialist, Amber Rivas, position P-06215, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify Student Services Specialist, Donney Cummins, position P-00373, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify Admissions and Records Specialist, Justino Hernandez, position P-00040, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify Admissions and Records Specialist, Erin Woolley, position P-00043, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify Admissions and Records Specialist, Lezlie Martinez, position P-07001, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify vacant position P-00041 from Admissions and Records Specialist, Range 21, to Student Support Advisor, range 22 effective October 1, 2023.
- Reclassify Admissions and Records Specialist, Josie Bollerud, position P-06173, to Student Support Advisor, range 22, Step 3, effective October 1, 2023.
- Reclassify Financial Aid Assistant, Sugeily Cervantes, position P-06187, to Student Support Advisor, range 22, Step 5, effective October 1, 2023.
- Reclassify Financial Aid Assistant, Jorge Ramirez Ibanez, position P-06188, to Student Support Advisor, range 22, Step 2, effective October 1, 2023.
- Reclassify Financial Aid Assistant, Ashley Sherrell, position P-08461, to Student Support Advisor, range 22, Step 4, effective October 1, 2023.
- Reclassify Senior Admissions Specialist, Stacy Ingham, position P-06210, to Operations Supervisor, range 27, Step 5, effective October 1, 2023.

## **RECOMMENDATION**

Approve the reorganization of Student Services, as stated above.

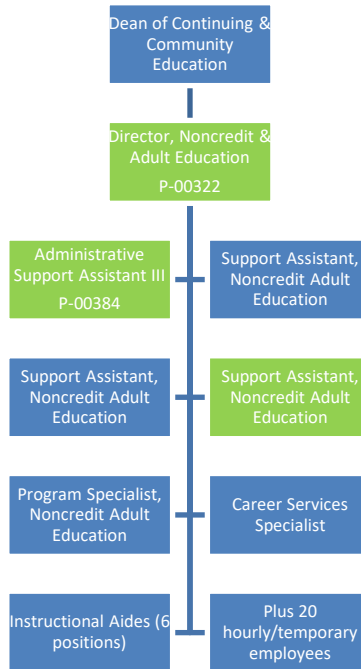
<b>Subject:</b>  <b>Approve Reorganization of Noncredit Instructional Services, Job Description, and Salary Placement</b>	<b>Attachment:</b>  <b>Job Description:</b> <a href="#">Executive Director, Continuing Education</a>				
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b>  <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>				
<b>Recommended:</b>   <hr style="width: 80%; margin: 0 auto;"/> <b>Kristina Denée Pescarmona</b> <b>Assistant Superintendent/Vice President,</b> <b>Instructional Services</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**

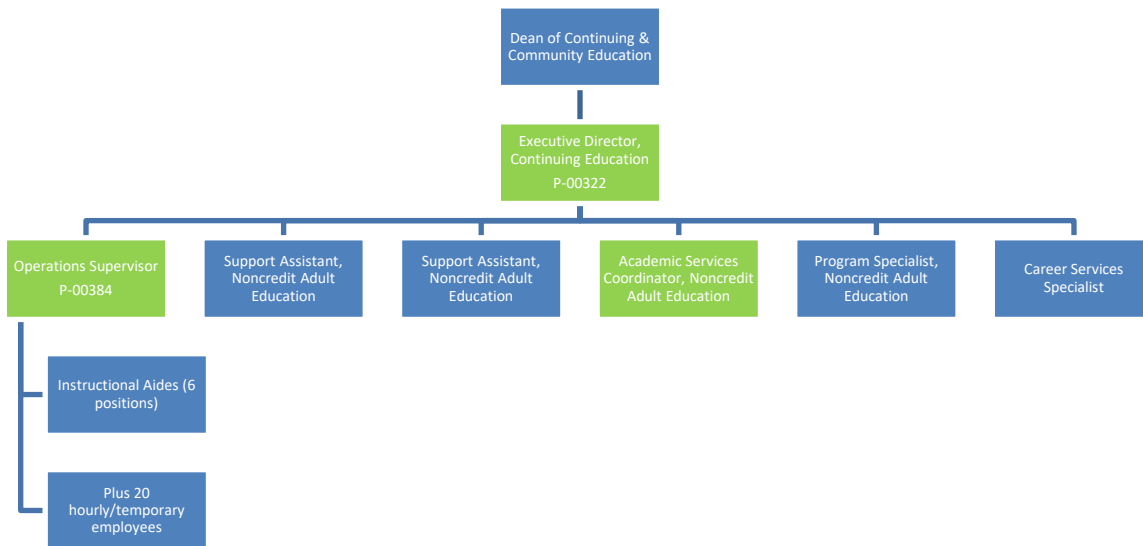
The Continuing Education program at the Community Learning Center plays a vital role in providing educational services for the community covering adult high school, college and career preparation courses/training, English as a Second Language, in addition to activities related to the California Adult Education Program (CAEP), the Workforce Innovation and Opportunity Act (WIOA), and other noncredit and adult education special programs and initiatives. As the program has expanded, so have the duties and responsibilities of the department. With the increased demands, there is a need to reorganize the department to better serve the community, student needs, and streamline processes.

This proposal includes reclassifying the director, noncredit and adult education programs to an executive director, continuing education to accurately reflect the core responsibilities of the position in addition to the expanded role with community partnerships and grant initiatives and change the reporting structure for some positions. With the increased oversight of the department, it is also necessary to reclassify an existing position to an operations supervisor to oversee the daily operations of staff in addition to an academic services coordinator to provide support for the noncredit adult education programs. An internal recruitment process will take place to reassign existing permanent employees to the academic services coordinator role. See current versus proposed organizational charts below:

**Current Organization Chart**



### Proposed Organization Chart



### STATUS

Upon identifying the needs throughout Continuing Education, it has been determined that the reclassification of the positions identified will allow the department to better serve community and student needs in addition to streamline department processes. There is no net change in headcount for the reclassifications. Assuming Step 3 for analysis purposes, the financial impact results in a \$70,003 per year overall increase, including the cost of statutory benefits. The funding to support the cost of the reorganization will not impact district funding, as the total cost of the proposed increase will be funded from existing California Adult Education Program and Workforce Innovation and Opportunity Act budgets.

Position Number	Director, Noncredit and Adult Education, Range 14, Step 3			Executive Director, Continuing Education, Range 17, Step 3			Net Change
	Salary	Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-00322	\$147,847	\$77,222	\$225,069	\$161,872	\$82,166	\$244,038	<b>\$18,969</b>
Totals			\$225,069			\$244,038	<b>Difference</b>

Position Number	Administrative Support Assistant III, Range 20, Step 3			Operations Supervisors, Range 27, Step 3			Net Change
	Salary	Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
P-06210	\$72,167	\$50,545	\$122,712	\$88,357	\$56,252	\$144,609	<b>\$21,897</b>
Totals			\$122,712			\$144,609	<b>Difference</b>


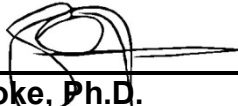
Position Number	Support Assistant II, Noncredit, Range 16, Step 3			Academic Services Coordinator, Range 26, Step 3			Net Change
	Salary	Benefits	Total Comp	Proposed Salary	Proposed Benefits	Total Comp	
N/A	\$64,289	\$47,768	\$112,057	\$85,832	\$55,362	\$141,194	<b>\$29,137</b>
Totals			\$112,057			\$141,194	<b>Difference</b>

**As authorized by Title 5, Section 53021(c)(1):**

- Reclassify Beatriz Aguilar to Executive Director, Continuing Education position P-00322, Range 17, Step 5, effective October 1, 2023
- Reclassify Maria Bucio to Operations Supervisor, Continuing Education, position P-00384, Range 27, Step 5, effective October 1, 2023.
- Convert one Support Assistant II, Noncredit to an Instructional Support Coordinator, Range 26, effective October 1, 2023.

**RECOMMENDATION**

Approve reorganization, Instructional Services, job description, and salary placement, as stated above.

<b>Subject:</b>  <b>Approve Reclassification of Existing Positions</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> <input checked="" type="checkbox"/> Goal 1      Goal 2      Goal 3 <input checked="" type="checkbox"/> 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

**BACKGROUND**

Board Policy 7130: Compensation provides that “It is the policy of the district to provide a prudent level of compensation within the fiscal capacity of the district that is adequate to recruit and retain the most highly qualified community college faculty, administrators, and staff.”

The district has recently had several failed recruitments for the business systems analyst classification. Accordingly, Human Resources engaged in a market study to determine if the salary level for the position aligned with the board’s compensation philosophy and determined that a salary increase was necessary.

**STATUS**

Human Resources recommends to the superintendent/president the following reclassifications, effective October 1, 2023:

- Business Systems Analyst: Range 30 (five positions)
- Technology Services Analysts: Range 30 (nine positions)
- Business Analyst: Range 32 (one position)
- Human Resources Systems Analyst: Range 32 (one position)

Assuming Step 3 for analysis purposes, the financial impact results in a \$92,795 per year overall increase for all 16 positions, including the cost of statutory benefits.

**RECOMMENDATION**

Approve reclassification of existing positions, as stated above.

<b>Subject:</b> <b>Approve San Diego Human Resources Consulting, Inc. for a Two-Year Contract</b>	<b>Attachment:</b> <b>SDHR Consulting, Inc. Consulting Service Agreement</b>
<b>Category:</b> <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Information</span> <span style="text-align: center;">✓ Consent</span> <span>Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Goal 1</span> <span>Goal 2</span> <span style="text-align: center;">✓ Goal 3</span> <span style="text-align: center;">✓ Goal 4</span> </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**

In early 2023, the Chancellor’s Office sent a Request for Applications for the Equal Employment Opportunity Innovative Best Practices Grants. This one-time grant funding aims to aid institutions in piloting or creating innovative DEIA (diversity, equity, inclusion, and accessibility)-minded practices related to EEO (equal employment opportunity) in the pre-hiring interventions, post-hiring interventions, or diversity promising interventions. District staff submitted a grant application and were awarded \$300,000 for a two-year (2023-2025) project encompassing onboarding, leadership development, and professional development.

**STATUS**

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 administrative knowledge required, the district entered into an agreement in May of 2023 with San Diego Human Resources Consulting, Inc. (SDHR) to create a new hire orientation/onboarding experience for all, create a department/job-specific onboard checklist for the pilot with subsequent creation for all departments, and provide improvements and analytics for continued process improvement. The contract amount for services is \$166,660 and will be initially paid from the EEO Innovative Best Practices grant.

**RECOMMENDATION**

Authorize the director of purchasing and material management to proceed with SDHR for the total contract value not to exceed \$166,660.



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# **Human Resources Consulting Service Agreement**

**MiraCosta College**

May 4, 2023



One of the most cost-effective ways to manage your human resources is with the help of thoughtful, knowledgeable human resources professionals. At San Diego Human Resources Consulting, Inc. ("SDHR Consulting"), we believe in bringing quality, affordable human resources solutions to you. Our goal is to meet your human resources needs, as well as help to implement processes and procedures which will help your company and people flourish and succeed.

The SDHR Consulting team is pleased to partner with and lead MiraCosta College's New Hire Orientation & Onboarding Experience HR project. Below are project details, project milestones, estimated timelines, estimated efforts of work, as well as estimated costs. SDHR Consulting is proposing a time and materials approach for this project, since there may be phases that require further involvement, new developments or enhancements, this creates a flexible model.

Phase	Overall Project Milestones	Estimated Completion*	Estimated Effort**
Phase 1	Develop First Day New Hire Orientation/Onboarding Experience for All***	December 2023	290 to 355 hours
Phase 2	Develop Department/Job Specific New Hire Onboarding Checklist for 2 Pilot Departments	June 2024	310 to 370 hours
Phase 3	Further Refine and Revise Department Specific New Hire Orientation/Onboarding Content for All Departments	December 2024	115 to 135 hours
Phase 4	Program Analysis / Continuous Process Improvement	May 2025	95 to 120 hours

\*This is a sample timeline that depends on many variables, including responsiveness of client and ability to provide requested company-specific data. Assumes project begins May 17, 2023.

\*\*Inclusive of project management time for each phase.

\*\*\*Will be designed with the intent of being presented to all employees or faculty regardless of position/job title/department.

Phase 3: Department/Job-Specific Onboarding Checklist for All Departments		
Project Task	Estimated Effort	Estimated Cost
<b>Feedback &amp; Revisions</b> <ul style="list-style-type: none"> <li>Develop feedback surveys, analyze data and make any necessary process improvements</li> </ul>	50 to 60 hours	<b>\$170/hour</b> \$8,500 to \$10,200
<b>Scaling</b> <ul style="list-style-type: none"> <li>Further developing and fine-tuning onboarding checklist template (Phase 2) and resources (Phase 1) so that it is applicable across departments and jobs</li> </ul>	65 to 75 hours	\$11,050 to \$12,750
<b>Estimated Total for Phase 3</b>	<b>115 to 135 hours</b>	<b>\$19,550 to \$22,950</b>

Phase 4: Ongoing Process Improvement		
Project Task	Estimated Effort	Estimated Cost
<b>Ongoing Process Improvement &amp; Analytics</b> <ul style="list-style-type: none"> <li>Gather and analyze new hire employee, hiring manager, and HR feedback</li> <li>Analyze web and communication analytics with assistance with IT dept</li> <li>Assess and analyze employee turnover, exit interview feedback, and retention rates of new hires</li> </ul>	60 to 70 hours	<b>\$170/hour</b> \$10,200 to \$11,900
	15 to 20 hours	\$2,550 to \$3,400
	20 to 30 hours	\$3,400 to \$5,100
<b>Estimated Total for Phase 4</b>	<b>95 to 120 hours</b>	<b>\$16,150 to \$20,400</b>

<b>Estimated Total Project Cost (Excluding Additional Training)</b>	<b>810 to 980 hours</b>	<b>\$137,700 to \$166,600</b>
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Training	
Project Task	Estimated Effort
<b>(Optional): Trainings for HR, Managers, and/or Employees including but not limited to:</b> Introduction to Workday for Employees, Introduction to Workday for Managers, Training for equitable employee management, policies and procedures, the highly effective manager of employees serving marginalized student populations	TBD based on training topic and number of sessions

Phase 2: Department/Job Specific Onboarding Checklist for Pilot		
Project Task	Estimated Effort	Estimated Cost
<b>Onboarding Checklist &amp; Employee Resource Center</b> <ul style="list-style-type: none"> <li>• Create an onboarding guide/checklist master template for new hires pertaining to and customizable for their unique department and position. This will encompass the time period of the first 90 days</li> <li>• Collect and organize content for web-based new employee resource center (centralized hub) <ul style="list-style-type: none"> <li>◦ Resource hub to include but not limited to: checklists, job aids, tutorials, and onboarding information for new hires</li> <li>◦ Help coordinate trainings: <ul style="list-style-type: none"> <li>■ System training for employees (such as Workday, PeopleSoft, Canvas, One-Drive, Teams, Google) and identify ongoing contacts and resources for employees</li> <li>■ Safety training for employees</li> <li>■ Policy and procedures</li> </ul> </li> </ul> </li> </ul>	90 to 110 hours  50 to 60 hours	<b>\$170/hour</b> \$15,300 to \$18,700  \$8,500 to \$10,200
<b>Onboarding Toolkit: For Hiring Managers and HR Staff</b> <ul style="list-style-type: none"> <li>• Develop New Hire Onboarding Toolkit for HR staff and department hiring managers <ul style="list-style-type: none"> <li>◦ To include; checklists, templates, best practices guidance</li> <li>◦ Automate delivery to hiring manager for their new hire</li> </ul> </li> <li>• Develop training/resources for HR Staff and department hiring managers <ul style="list-style-type: none"> <li>◦ Provide training to teach HR and hiring managers use of onboarding toolkit</li> <li>◦ Provide one-on-one guidance support, as needed</li> </ul> </li> </ul>	70 to 80 hours  55 to 65 hours	\$11,900 to \$13,600  \$9,350 to \$11,050
<b>Strategic Communications</b> <ul style="list-style-type: none"> <li>• Develop communication templates for defined check-in points</li> <li>• Add to other web content, talking points, college news and employee updates</li> </ul>	45 to 55 hours	\$7,650 to \$9,350
<b>Estimated Total for Phase 2</b>	<b>310 to 370 hours</b>	<b>\$52,700 to \$62,900</b>

Phase 1: New Hire Orientation/Onboarding Experience For All		
Project Task	Estimated Effort	Estimated Cost
<b>Project Kickoff</b> <ul style="list-style-type: none"> <li>Project team identified, project kickoff call, program branding, communications, timelines, and expectations discussed</li> </ul>	7 to 10 hours	<b>\$170/hour</b> \$1,190 to \$1,700
<b>Discovery Phase</b> <ul style="list-style-type: none"> <li>Review existing <del>MiraCosta</del> documentation and processes, including but not limited to: organizational chart, Workday processes, employee handbook, pre-hire communications, new hire welcome packet, onboarding forms, applicable collective bargaining agreements, review cycle information, benefits information guide, benefits enrollment process, onboarding survey(s), employee exit interviews</li> </ul>	40 to 50 hours	\$6,800 to \$8,500
<b>Clarification Phase</b> <ul style="list-style-type: none"> <li>Follow up with subject matter experts (SMEs) on outstanding questions regarding documents or processes</li> <li>Focus group meeting(s) with key department leaders to incorporate vision and expected outcome requests for onboarding program</li> </ul>	8 to 20 hours  25 to 30 hours	\$1,360 to \$3,400  \$4,250 to \$5,100
<b>New Hire Orientation/Onboarding Experience Development</b> <ul style="list-style-type: none"> <li>Develop programming for onboarding new hires <ul style="list-style-type: none"> <li>Create a process plan for welcoming and onboarding all new hires for Day 1</li> </ul> </li> <li>Develop New Hire Orientation training presentation <ul style="list-style-type: none"> <li>New Hire Orientation presentation to include but not limited to: organization's history, mission, vision, values, commitment statement, goals, and initiatives, governance &amp; organizational structures, DEIA and EEO initiatives, employee perks and programs, and tour of the location (4 sites)</li> <li>Benefits Overview for Employees</li> </ul> </li> <li>Develop training guides/material <ul style="list-style-type: none"> <li>Develop facilitator guide/materials for presenters of New Hire Orientation</li> <li>Create talking points for employee tour guides for each of the (4) sites</li> <li>Conduct training for the trainers/facilitators</li> </ul> </li> </ul>	50 to 55 hours  110 to 130 hours  50 to 60 hours	\$8,500 to \$9,350  \$18,700 to \$22,100  \$8,500 to \$10,200
<b>Estimated Total for Phase 1</b>	<b>290 to 355 hours</b>	<b>\$49,300 to \$60,350</b>

## Requirements

Okay, now for the other pesky legal stuff. Our SDHR Consulting team will act strictly as independent contractors/consultants and not as your agents or employees. Given the nature of our business, we may be engaged in other service agreements with companies similar to yours. However, this will not adversely affect our services to you.

We love our employees and don't want them to leave us; however, sometimes our clients fall in love too and want to hire them directly. If so, a buy-out agreement of 40% of the Consultant's negotiated yearly compensation based on a regular full-time salary (2080 hours) will be paid to SDHR Consulting prior to the hire date of the consultant. This fee represents the time, talent, and recuperate resources lost and the ability to recruit, train and retain future hires for SDHR Consulting.

While there are no warranties, express or implied, concerning our services, we will do all we can to make sure you are satisfied. The sole remedy to you, if you are unhappy with our services, is to ask us to re-perform the services or request a refund if we cannot cure the issue to your satisfaction. Please note any SDHR Consulting liability cannot exceed the number of fees actually paid.

As we are a California company, any issues that may arise concerning our services will be governed by, adjudicated, and interpreted under the laws of the State of California. If any of the details concerning this arrangement are found invalid or unenforceable, the remaining provisions shall remain in full effect, and the intent is to replace the invalid or unenforceable provisions with other terms to accomplish as nearly as possible our original business objectives and intentions.

## Summary

We are extremely excited to have the opportunity to work with your wonderful company, MiraCosta College. We have a unique, honest and straightforward approach to managing human resources. At SDHR Consulting, we truly believe the success of a business is tied to the success of its people. Thank you for considering us.

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Julie Wootton, CEO  
San Diego Human Resources Consulting, Inc.

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Date

### Service and Terms Accepted

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Charlie Ng, Assistant Superintendent/Vice  
President MiraCosta College

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Date

We intend to provide these human resources services to you in an effective and timely fashion. Of course, as with all business functions, from time to time, reasonably unforeseeable factors beyond our control may cause delays. However, we believe in an open communication channel to keep our team and yours moving forward to reach our mutually desired goals.

### The Details—Cost, Hours, Travel, and Billing

At SDHR Consulting, we strive to provide quality services at a reasonable cost. Our hourly rate is \$170.00 per hour and is applicable to all HR services except investigations and employment attorney-related tasks, which are billed at a rate of \$300.00 per hour. All hourly rates are subject to change with advanced notice. All project tasks will be billed and invoiced based on actual time and materials.

Standard Business Hours are Monday through Friday between the hours of 9 AM and 5 PM PST. Local and state overtime law and regulations are applicable if MiraCosta College requests work that falls within parameters of overtime for the designated consultant's schedule. If services are requested from MiraCosta College to be completed and/or delivered outside of standard business hours or if overtime is worked, the hourly rate will increase to a premium of \$255.00 per hour and authorization from MiraCosta College will be obtained first.

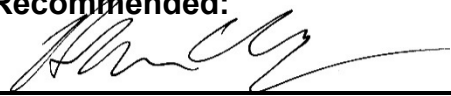

Travel time (which is expected to be minimal, as most work has been established to be remote) to and from any site requested by MiraCosta College for the nature of the work will be billed at the hourly rate referenced above and is not included in the estimate table. A two-hour minimum for onsite work will apply to all site visits.

We invoice on a semi-monthly basis. Please note all invoices are due upon receipt and will incur a 1% service charge each month if not paid in full, total not to exceed 12% per year. At the signing of the engagement letter, a retainer of \$1,500.00 will be invoiced and applied to future work. Of course, if you no longer require our services, we ask for a 7-day notice in writing, and we'll send you a final invoice for services provided.

### Confidentiality

We are in the business of managing human resources, and we understand the need to appropriately handle confidential information. Your confidential information may be disclosed to us during the course of performing services. Rest assured we will keep all information relating to MiraCosta College personnel and/or your business confidential, except as necessary to complete our services for you, both during and after completion of our services. We ask you to do the same with the work product you may receive from us that is not part of any customized services provided to you.

Occasionally we like to feature clients and their company logo on our website. This helps demonstrate that we service a vast array of industries. It will be assumed that we have your permission to add your company name and logo to SDHR Consulting's website unless requested otherwise. At any point of time, you may email [bdteam@sdhrconsulting.com](mailto:bdteam@sdhrconsulting.com) for your company name and logo to be excluded. Please note that this will not include the details or types of HR services being engaged in, but only your company name and logo.

<b>Subject:</b>  <b>Approve Request to Destroy Education Records Marked for Destruction – Financial Aid</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="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>  <hr/> Alketa Wojcik, Ed.D. Vice President, Student Services	<b>Approved for Consideration:</b>  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Education records generated through the Financial Aid Office (FAO) are stored in the office and the warehouse until approved for destruction. As required by regulation, the Director of Financial Aid has reviewed the documents recommended for destruction and has certified that they are not in conflict with Title 5 regulations on retention of records. Title 5, §§59027 and 59028, require that a list of records recommended for destruction must be approved for destruction by the board of trustees.

**STATUS**

The following records are ready for destruction. All of the records are designated as Class 2 disposable. Class 2 records may be destroyed after five years. The documents have been scanned.

The Financial Aid Office reviewed the files marked for destruction. Following our office procedures, we are proposing to destroy 12 boxes of student files. They represent the following categories:



- Loan applications
- California College Promise Grant (CCPG) applications
- Transcript Notification and Reviews
- Financial Aid forms
- Student and parent income tax information and W-2's
- High School Diplomas/ Transcripts – proof of graduation
- Proof of SSI/SSP, TANF, CalWorks, and other general assistance programs
- Email correspondence
- Financial Aid appeals

<b>Document Type</b>	<b>Date</b>	<b>Boxes</b>	<b>Scanned</b>
June – December 2017 Financial Aid Files	6/20/2017 – 12/31/17	536-540	Yes
January – June 2018 Financial Aid Files	1/01/2018 – 6/11/2018	541-545	Yes

## **RECOMMENDATION**

Approve request to destroy education records, as listed above.



<b>Subject:</b>  Approve Request to Destroy Education Records Marked for Destruction- Admissions and Records Office	<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>  Alketa Wojcik, Ed.D. Vice President, Student Services	<b>Approved for Consideration:</b>  Sunita V. Cooke, Ph.D. Superintendent/President

**BACKGROUND**

Education records generated through the Admissions and Records Office are stored in the office and the warehouse until approved for destruction. As required by regulation, the interim Registrar has reviewed the documents recommended for destruction and has certified that they are not in conflict with Title 5 regulations on retention of records. Title 5, §§59027 and 59028, require that a list of records recommended for destruction must be approved for destruction by the board of trustees.

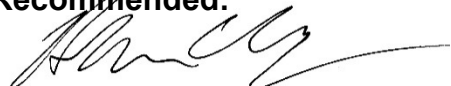

**STATUS**

The following records are ready for destruction. All of the records are designated as Class 3 disposable. Class 3 records may be destroyed after three years. The documents that were originally Class 1 and 2 permanent documents have been scanned.

Document Type	Date	Boxes	Class	Scanned	Expiration
Graduation Petitions	2019	7	3 was 1	Yes	7/1/2023
Noncredit Applications, Drop Rosters, Concurrent Permits, Add/Drop Cards	2018-2019	7	3	Yes	7/1/2023
Noncredit Graduation Packets	2017-2019	1	3	Yes	7/1/2023
Noncredit Permits, Picture ID Forms, Book Rental Agreement Receipts	2015-2019	2	3	Yes	7/1/2023
Noncredit Transcript Requests, Change of Information, Enrollment Verifications, Testing Referrals	2016-2019	2	3	Yes	7/1/2023

**RECOMMENDATION**

Approve request to destroy education records, as listed above.

<b>Subject:</b> <b>Approve Request to Destroy Education Records Marked for Destruction – Veterans Education Office</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="http://miracosta.edu/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>  <hr/> <b>Alketa Wojcik, Ed.D.</b> Vice President, Student Services	<b>Approved for Consideration:</b>  <hr/> <b>Sunita V. Cooke, Ph.D.</b> Superintendent/President

**BACKGROUND**

GI Bill benefit files generated through the Veterans Education Office are stored in the office and the warehouse until approved for destruction. In accordance with 38 CFR 21.4209, “paper records must be kept intact and in good condition at the educational institution for at least 3 years following the end of each enrollment period.” As required by regulation, the Program Manager of Veterans Services has reviewed the documents recommended for destruction and has certified that they are not in conflict with Title 5 or Department of Veterans Affairs regulations on retention of records. Title 5, §§59027 and 59028, require that a list of records recommended for destruction must be approved for destruction by the board of trustees.

**STATUS**

The following records are ready for destruction. All of the records are designated as Class 3 disposable. Class 3 records may be destroyed after three years. All documents have been scanned.

Pending Board Approval September 2023			
Document Type	Date	Boxes	Class
Veterans Files Spring 2018 (A - C)	01/2018 - 05/2018	1 of 10	3
Veterans Files Spring 2018 (D - K)	01/2018 - 05/2018	2 of 10	3
Veterans Files Spring 2018 (L - O)	01/2018 - 05/2018	3 of 10	3
Veterans Files Spring 2018 (P - S)	01/2018 - 05/2018	4 of 10	3
Veterans Files Spring 2018 (T - Z)	01/2018 - 05/2018	5 of 10	3
Veterans Files Summer 2018 (A - Z)	06/2018 - 08/2018	6 of 10	3
Veterans Files Fall 2018 (A - D)	08/2018 - 12/2018	7 of 10	3
Veterans Files Fall 2018 (E - L)	08/2018 - 12/2018	8 of 10	3
Veterans Files Fall 2018 (M - R)	08/2018 - 12/2018	9 of 10	3
Veterans Files Fall 2018 (S - Z)	08/2018 - 12/2018	10 of 10	3
<b>Total Boxes</b>		<b>10</b>	

**RECOMMENDATION**

Approve request to destroy GI Bill benefit files, as listed above.

<b>Subject:</b>  <b>Approve Purchase of Furniture, Fixtures &amp; Equipment for OCN Allied Health, Gym &amp; KHAN (Health &amp; Wellness Hub)</b>	<b>Attachment:</b>  <b>Spacesaver Intermountain LLC Proposal</b>
<b>Category:</b>  <b>Consent Items</b>	<b>Type of Board Consideration:</b> <div style="text-align: center;"> </div> <b>Information          Consent          Action</b>
<b>Institutional Goals:</b> <a href="http://mcc_mission_statement.pdf">mcc_mission_statement.pdf</a> (miracosta.edu)	<b>Institutional Goal Supported:</b> <div style="text-align: center;"> </div> <b>Goal 1          Goal 2          Goal 3          Goal 4</b>
<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**

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

**STATUS**

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Spacesaver Intermountain LLC Spacesaver Sourcewell Storage Contract #010920-SPC for the purchase of specific items at the lowest cost and best overall value for district purchases.

The total equipment purchases have been identified with a total cost not to exceed \$134,994.39, and are detailed below:

Project Name	Product/Freight/Tax	Installation	TOTAL	Supplier
OCN Allied Health	\$20,995.09	\$3,311	\$24,306.09	Spacesaver Intermountain LLC
OCN Gym	\$102,300.45	\$21,296	\$123,596.45	Spacesaver Intermountain LLC
OCH KHAN	\$11,698.85	\$2,464	\$14,162.85	Spacesaver Intermountain LLC
<b>TOTAL</b>	<b>\$134,994.39</b>			

Funds for equipment are budgeted within the Measure MM budget.

**RECOMMENDATION**

Authorize the assistant superintendent/vice president, administrative services to proceed with the procurement with Spacesaver Intermountain LLC specified equipment and installation purchases in an amount not to exceed \$134,994.39.

14 August 2023

## ORDER DOCUMENTATION TRANSMITTAL

To: Erin McGowan  
Project: MCCD H&W Hub – ALLIED HEALTH, GYM & KAHN  
From: Laura Romano | lromano@thinkdovetail.com  
Please forward PO to: Sunday Pearl | spearl@spacesaverim.com

---

Qty	Description
1	Spacesaver Product Proposal # 12924 - A
1	Spacesaver Installation Proposal # 12924 - B
1	W-9

**Note: Spacesaver Sourcewell Storage Contract # 010920-SPC  
MiraCosta Sourcewell Membership # 566 (Member Since 2007)**

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### Turn Key Delivery/Installation Description

Receipt at Vendor Warehouse, Redelivery to Site and Installation Required:

1. Spacesaver must accept full amount purchase orders in lieu of deposit
2. Spacesaver must execute a detailed site confirmation for all spaces where their product is slated for installation at least six (6) weeks prior to scheduled installation date and must communicate any site variations that affect product specifications to vendor in a timely manner to modify order as needed
3. Spacesaver must attend pre-installation meeting for on-site confirmation two (2) weeks prior to installation date
4. Spacesaver must coordinate all installation details through Laura Romano, Dovetail Decision Consultants, Inc., at least two (2) weeks prior to expected installation. Phone is 415.370.9984
5. Spacesaver to arrange receipt of product at site 48 hours before delivery
6. Spacesaver will inspect product upon receipt for damage and notify vendor
7. Spacesaver will work on all punch list items
8. Installation to be inspected by district prior to acceptance and authorization of payment
9. Anticipated Installation schedule is: 27 November 2023 through 1 December 2023
10. Delivery Location: MiraCosta Community College  
1 Barnard Dr.  
Oceanside, CA 92056

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Erin, this order is ready for requisition. Please be sure that Dovetail receives a copy of the executed PO for tracking purposes. Let us know if you have any questions.



237 CRESCENT ROAD, SUITE 4, SAN ANSELMO, CA 94960



Mira Costa Wellness Hub Project Summary – Spacesaver Intermountain

**Allied Health:**

Product:	\$15,550.24
Freight:	\$4,050.15
Installation:	\$3311.00
Sales Tax:	\$1,394.70
<b>Grand Total:</b>	<b>\$24,306.09</b>

**GYM:**

Product:	\$74,147.00
Freight:	\$18,695.00
Installation:	\$21,296.00
Anchorage Calcs:	\$2,400.00
Sales Tax:	\$7,058.45
<b>Grand Total:</b>	<b>\$123,596.45</b>

**KHAN:**

Product:	\$9,462.86
Freight:	\$1,353.80
Installation:	\$2,464.00
Sales Tax:	\$882.19
<b>Grand Total:</b>	<b>\$14,162.85</b>

<b>Total PO:</b>	<b>\$162,065.39</b>
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\*\*Project Notes: Pricing as per Sourcewell Contract #010920-SPC, installation provided using Prevailing Wages, current lead times are 12-13 weeks after receipt of order\*\*



## Proposal

**Spacesaver Intermountain, LLC**  
**8969 Kenamar Drive**  
**Suite 101**  
**San Diego, CA 92121**

Quote/Order No	[REDACTED]
Date	08/11/2023
Customer PO No	
Customer Account	MIRA COSTA COLLEGE
Sales Associate	LINDSEY BELCHAMBER
Project Number	
Page	1 of 3

T MIRA COSTA COLLEGE  
 O 1 BARNARD DRIVE  
 OCEANSIDE, CA 92056  
  
 ATTN: ACCOUNTS PAYABLE

S MIRA COSTA COLLEGE / ALLIED HEALTH  
 H 1 BARNARD DRIVE  
 I B1000 / PIO STUDIO  
 P OCEANSIDE, CA 92056  
 T  
 O ATTN: ACCOUNTS PAYABLE

Prepared for : LINDSEY BELCHAMBER

Group	Quantity	Description	Unit Price	Extended Amount
A. Spacesaver Product - Allied Health	1.0	Spacesaver shelving as per drawings dated 7/27/2022. Includes the following: Room 5102 - Donation Art Storage: Qty (2) wall mounted shelving with (3) shelves per unit. Room 5111 - MA Lab Storage: Qty (5) sections shelving with (5) openings per section. Room 5127 - Simulation Storage: Qty (9) sections shelving with (5) openings per section. Room 5149 - Custodial Qty (1) section wire shelving with 6 shelves on casters. Room 5103 - Nursing Skills Lab: Qty (1) section wire shelving with full enclosures and 4 shelves on casters. Room 5107 - CNA Skills Lab: Qty (1) section wire shelving with full enclosures and 4 shelves on casters. Room 5110 - MA Tech Classroom: Qty (2) sections wire shelving with full enclosures and 4 shelves on casters. Room 5153 - Nurshing Classroom: Qty (1) section wire shelving with full enclosures and 4 shelves on casters. Shelving has a lifetime limited warranty.	15,550.24	15,550.24
B. Freight - Allied Health	1.0		4,050.15	4,050.15
D. Spaceaver Product - KHAN	1.0	Spacesaver shelving as per drawings dated 7/27/2022. Includes the following: Room 5302 - Storage: Qty (10) sections shelving with (5) openings per section. Room 5309 - KHAN Storage: Qty (9) sections shelving with (5) openings per section. Room 5304 - Custodial Qty (1) section wire shelving wht (6 shelves)	9,462.86	9,462.86
E. Freight - KHAN	1.0		1,353.80	1,353.80





## Proposal

**Spacesaver Intermountain, LLC**  
**8969 Kenamar Drive**  
**Suite 101**  
**San Diego, CA 92121**

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Project Number	
Page	2 of 3

G. Spacesaver Product - GYM	1.0	Spacesaver storage solutions for the Gym project as per drawings dated 8/30/2022. Includes all product in the drawings with the exception of the high density mobile storage which is not in the scope. Includes (2) tables with custom graphic tops. Room 5002 - Equipment Storage: Qty (17) sections shelving with (5) openings per section. Room 5002 - Equipment Storage: Qty (2) basketball racks. Room 5002 - Equipment Storage: Qty (3) mobile storage cabinets. Room 5002 - Equipment Storage: Qty (2) volleyball net storage racks. Room 5002 - Equipment Storage: Qty (1) equipment cart. Room 5003 - Facilities Storage: Qty (5) sections shelving with (5) openings per section. Room 5030 - Treatment Room: Qty (1) basketball racks. Room 5033 - Trainer Storage: Qty (3) sections shelving with (5) openings per section. Room 5033 - Trainer Storage: Qty (3) locking narcotics cabinets. Room 5040 - Equipment Room: Qty (2) mobile folding tables	74,147.00	74,147.00
H. Frieght - GYM	1.0		18,695.00	18,695.00
J. Anchorage Calcs - GYM	1.0	Wet stamps by a CA structural engineer will be provided for use with the DSA package.	2,400.00	2,400.00
K. Additional Information	1.0	Pricing as per Sourcewell Contract #010920-SPC Current lead times are 12-13 weeks ARO	0.00	0.00

	<b>SUB TOTAL:</b>	<b>\$125,659.05</b>
	<b>SALES TAX:</b>	<b>7,684.90</b>
	<b>GRAND TOTAL:</b>	<b>133,343.95</b>

Please send remittance statement to:  
AR@HBWorkplaces.com

Buyer agrees to purchase the goods and services described on this and all preceding pages, in accordance with the TERMS AND CONDITIONS on the following page, including but not limited to the "Payment" and "Default, Interest and Fees" provisions. This proposal is only an offer to purchase and is not binding upon the SELLER until accepted by the SELLER in writing. This proposal is valid for 30 days unless noted otherwise. SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES.

SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_



**Proposal**  
**Spacesaver Intermountain, LLC**  
**8969 Kenamar Drive**  
**Suite 101**  
**San Diego, CA 92121**

Quote/Order No	[REDACTED]
Date	08/11/2023
Customer PO No	
Customer Account	MIRA COSTA COLLEGE
Sales Associate	LINDSEY BELCHAMBER
Project Number	
Page	3 of 3

**SPACESAVER INTERMOUNTAIN, LLC TERMS AND CONDITIONS**

**PAYMENT**

Merchandise will be invoiced upon delivery. If there is to be more than one delivery of merchandise, an invoice will be issued upon the first delivery. Buyer agrees to pay each invoice within ten days of the invoice date. No payment shall be withheld on any invoice because partial delivery of the entire order. In the event of a project delay, merchandise will be invoiced upon delivery of product into storage. Any security deposit is non-refundable. If payments are in default, Spacesaver Intermountain, LLC (SI) shall have the option of declaring the remaining unpaid purchase price due and payable and may elect to recover merchandise and take judgment for deficiency after public or private sale including interest, collection costs and attorney fees.

**SECURITY INTEREST**

Buyer hereby grants Spacesaver Intermountain, LLC a security interest in all merchandise sold under this order to secure full payment of the purchase price and all other obligations of Buyer under this agreement. A copy of this agreement may be filed as a financing statement. Buyer's signature hereon authorizes SI to execute such financing statements on Buyer's behalf as may be required by the State.

**INSTALLATION DATE**

(a) The installation date is agreed upon for the purpose of specifying delivery dates of merchandise ordered from manufacturers. Although SI will use its best efforts to expedite timely delivery, it cannot guarantee that merchandise will arrive from manufacturers as specified, and SI shall not be liable for ordered merchandise not arriving timely.  
 (b) Buyer shall provide or pay for all storage of ordered merchandise necessary after the Installation Date, and for all costs of moving such merchandise to and from storage after the Installation Date.

**INSTALLATION TERMS**

Delivery and Installation shall be made by SI personnel, or its subcontractor, during normal working hours or at other hours by special arrangement. Buyer shall pay additional labor costs resulting from off-hour or overtime work performed at Buyer's request or from required use of labor other than SI personnel or its authorized subcontractor. Buyer shall provide, at Buyer's cost, electricity, heat, hoisting and elevator service and adequate facilities for off-loading, staging, moving and handling of merchandise. The job site shall be clean and free of obstruction for installation. Finished floor coverings (ie. carpet, tile, etc.) must be removed and subfloor clear and free for grouted mobile rail installation. Buyer shall pay any special packaging or handling costs not contained in the specifications.

**INSURANCE AND RISK OF LOSS**

All risk of loss shall pass from SI to Buyer upon delivery of merchandise to Buyer or upon delivery of merchandise into storage for the account of Buyer after the installation date, whichever comes first. For the purposes of this paragraph five only, the term "merchandise" shall include any property owned by or under control of SI delivered to or for the benefit of Buyer, whether purchased by Buyer or delivered to Buyer on approval. Buyer shall carry fire and casualty insurance in an amount sufficient to insure the value of the merchandise at the delivery site or at the storage site.

**TAXES AND FREIGHT**

Prices do not include any applicable sales, use, excise, or other taxes which, if applicable, Buyer shall pay and which shall be added to the sales price at time of invoicing. Buyers exempt from taxes shall furnish certificates of exemption upon execution of this agreement. Freight charges are F.O.B. job site unless otherwise indicated.

**CANCELLATION AND CHANGES**

This agreement, once executed by SI and Buyer, cannot be cancelled or modified except by a writing signed by both parties. Changes made in the agreement which result in increased charges shall be for the account of the Buyer. Specialty storage products are built to order and in many cases are either non-cancellable or require significant cancellation charges after an order is placed. The minimum cancellation fee will be equal to 30% of product cost plus any additional costs associated with each manufacturer. No storage products or other specially ordered items can be cancelled or returned after the manufacturer begins production. Prices and quantities of storage products and other items measured from blueprints or otherwise estimated are subject to change upon field measurement at the expense of the Buyer.

**FLOORS**

BUYER is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Finished floor coverings are not included unless otherwise noted.

**SURVEYS, PERMITS, AND REGULATIONS**

BUYER shall procure and pay for all permits, inspections, and/or structural calculations required by any governmental authority for any part of the work performed by Spacesaver Intermountain, LLC, except if stated otherwise.

**WARRANTIES AND CLAIMS**

(a) SI warrants for a period of one year from delivery that the manufacturer is free from defects in workmanship and materials, and that it will repair or replace defective merchandise, at its cost, within a reasonable time, subject to availability of replacement merchandise. No other warranties, expressed or implied, are granted hereunder. No warranty in addition to the foregoing expressed warranties, whether expressed or implied, made by any employee or agent of SI shall be valid unless reduced to writing and signed by an officer of SI. TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, IS LIMITED TO THE PERIOD OF ONE YEAR FROM THE DATE OF DELIVERY.  
 (b) Buyer shall inspect the merchandise upon delivery. Acceptance of delivery constitutes acceptance of the merchandise as delivered. Any warranty claims for latent defects not discoverable upon reasonable inspection must be made in writing within the warranty period.

**DEFAULT, INTEREST AND FEES**

Buyer shall pay interest at the rate of 18% per annum on all payments in default, and shall pay all reasonable costs, expenses and attorneys' fees incurred by SI in enforcing the terms of this agreement.

**ENTIRE AGREEMENT; CONTROLLING LAW**

This agreement constitutes the entire agreement between the parties. Buyer is relying solely upon the terms of this agreement, and not upon any oral or written statements, whether of SI, its officers, employees or agents, of any manufacturer, or any other person whatsoever on entering into this agreement. This agreement shall be interpreted and enforced under the laws of the State of Utah.

I have read and understand these terms and conditions: \_\_\_\_\_



## Proposal

**Spacesaver Intermountain, LLC**  
**8969 Kenamar Drive**  
**Suite 101**  
**San Diego, CA 92121**

Quote/Order No	[REDACTED]
Date	08/11/2023
Customer PO No	
Customer Account	MIRA COSTA COLLEGE
Sales Associate	LINDSEY BELCHAMBER
Project Number	
Page	1 of 2

T MIRA COSTA COLLEGE  
 O 1 BARNARD DRIVE  
 OCEANSIDE, CA 92056  
  
 ATTN: ACCOUNTS PAYABLE

S MIRA COSTA COLLEGE / ALLIED HEALTH  
 H 1 BARNARD DRIVE  
 I B1000 / PIO STUDIO  
 P OCEANSIDE, CA 92056  
 T  
 O ATTN: ACCOUNTS PAYABLE

Prepared for : LINDSEY BELCHAMBER

Group	Quantity	Description	Unit Price	Extended Amount
C. Installation - Allied Health	1.0	Complete delivery and installation of shelving using prevailing wages. Assumes standard installation hours of M-F 7am -5pm. Includes removal of all packaging materials to be recycled off-site.	3,311.00	3,311.00
F. Installation - KHAN	1.0	Complete delivery and installation of shelving using prevailing wages. Assumes standard installation hours of M-F 7am -5pm. Includes removal of all packaging materials to be recycled off-site.	2,464.00	2,464.00
I. Installation - GYM	1.0	Complete delivery and installation of shelving using prevailing wages. Assumes standard installation hours of M-F 7am -5pm. Includes removal of all packaging materials to be recycled off-site.	21,296.00	21,296.00

	<b>SUB TOTAL:</b>	<b>\$27,071.00</b>
	<b>SALES TAX:</b>	<b>1,650.44</b>
	<b>GRAND TOTAL:</b>	<b>28,721.44</b>

Buyer agrees to purchase the goods and services described on this and all preceding pages, in accordance with the TERMS AND CONDITIONS on the following page, including but not limited to the "Payment" and "Default, Interest and Fees" provisions. This proposal is only an offer to purchase and is not binding upon the SELLER until accepted by the SELLER in writing. This proposal is valid for 30 days unless noted otherwise. SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



**Proposal**  
**Spacesaver Intermountain, LLC**  
**8969 Kenamar Drive**  
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Quote/Order No	[REDACTED]
Date	08/11/2023
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Page	2 of 2

**SPACESAVER INTERMOUNTAIN, LLC TERMS AND CONDITIONS**

**PAYMENT**

Merchandise will be invoiced upon delivery. If there is to be more than one delivery of merchandise, an invoice will be issued upon the first delivery. Buyer agrees to pay each invoice within ten days of the invoice date. No payment shall be withheld on any invoice because partial delivery of the entire order. In the event of a project delay, merchandise will be invoiced upon delivery of product into storage. Any security deposit is non-refundable. If payments are in default, Spacesaver Intermountain, LLC (SI) shall have the option of declaring the remaining unpaid purchase price due and payable and may elect to recover merchandise and take judgment for deficiency after public or private sale including interest, collection costs and attorney fees.

**SECURITY INTEREST**

Buyer hereby grants Spacesaver Intermountain, LLC a security interest in all merchandise sold under this order to secure full payment of the purchase price and all other obligations of Buyer under this agreement. A copy of this agreement may be filed as a financing statement. Buyer's signature hereon authorizes SI to execute such financing statements on Buyer's behalf as may be required by the State.

**INSTALLATION DATE**

(a) The installation date is agreed upon for the purpose of specifying delivery dates of merchandise ordered from manufacturers. Although SI will use its best efforts to expedite timely delivery, it cannot guarantee that merchandise will arrive from manufacturers as specified, and SI shall not be liable for ordered merchandise not arriving timely.  
 (b) Buyer shall provide or pay for all storage of ordered merchandise necessary after the Installation Date, and for all costs of moving such merchandise to and from storage after the Installation Date.

**INSTALLATION TERMS**

Delivery and Installation shall be made by SI personnel, or its subcontractor, during normal working hours or at other hours by special arrangement. Buyer shall pay additional labor costs resulting from off-hour or overtime work performed at Buyer's request or from required use of labor other than SI personnel or its authorized subcontractor. Buyer shall provide, at Buyer's cost, electricity, heat, hoisting and elevator service and adequate facilities for off-loading, staging, moving and handling of merchandise. The job site shall be clean and free of obstruction for installation. Finished floor coverings (ie. carpet, tile, etc.) must be removed and subfloor clear and free for grouted mobile rail installation. Buyer shall pay any special packaging or handling costs not contained in the specifications.

**INSURANCE AND RISK OF LOSS**

All risk of loss shall pass from SI to Buyer upon delivery of merchandise to Buyer or upon delivery of merchandise into storage for the account of Buyer after the installation date, whichever comes first. For the purposes of this paragraph five only, the term "merchandise" shall include any property owned by or under control of SI delivered to or for the benefit of Buyer, whether purchased by Buyer or delivered to Buyer on approval. Buyer shall carry fire and casualty insurance in an amount sufficient to insure the value of the merchandise at the delivery site or at the storage site.

**TAXES AND FREIGHT**

Prices do not include any applicable sales, use, excise, or other taxes which, if applicable, Buyer shall pay and which shall be added to the sales price at time of invoicing. Buyers exempt from taxes shall furnish certificates of exemption upon execution of this agreement. Freight charges are F.O.B. job site unless otherwise indicated.

**CANCELLATION AND CHANGES**

This agreement, once executed by SI and Buyer, cannot be cancelled or modified except by a writing signed by both parties. Changes made in the agreement which result in increased charges shall be for the account of the Buyer. Specialty storage products are built to order and in many cases are either non-cancellable or require significant cancellation charges after an order is placed. The minimum cancellation fee will be equal to 30% of product cost plus any additional costs associated with each manufacturer. No storage products or other specially ordered items can be cancelled or returned after the manufacturer begins production. Prices and quantities of storage products and other items measured from blueprints or otherwise estimated are subject to change upon field measurement at the expense of the Buyer.

**FLOORS**

BUYER is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Finished floor coverings are not included unless otherwise noted.

**SURVEYS, PERMITS, AND REGULATIONS**

BUYER shall procure and pay for all permits, inspections, and/or structural calculations required by any governmental authority for any part of the work performed by Spacesaver Intermountain, LLC, except if stated otherwise.

**WARRANTIES AND CLAIMS**

(a) SI warrants for a period of one year from delivery that the manufacturer is free from defects in workmanship and materials, and that it will repair or replace defective merchandise, at its cost, within a reasonable time, subject to availability of replacement merchandise. No other warranties, expressed or implied, are granted hereunder. No warranty in addition to the foregoing expressed warranties, whether expressed or implied, made by any employee or agent of SI shall be valid unless reduced to writing and signed by an officer of SI. TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, IS LIMITED TO THE PERIOD OF ONE YEAR FROM THE DATE OF DELIVERY.  
 (b) Buyer shall inspect the merchandise upon delivery. Acceptance of delivery constitutes acceptance of the merchandise as delivered. Any warranty claims for latent defects not discoverable upon reasonable inspection must be made in writing within the warranty period.



**DEFAULT, INTEREST AND FEES**

Buyer shall pay interest at the rate of 18% per annum on all payments in default, and shall pay all reasonable costs, expenses and attorneys' fees incurred by SI in enforcing the terms of this agreement.

**ENTIRE AGREEMENT; CONTROLLING LAW**

This agreement constitutes the entire agreement between the parties. Buyer is relying solely upon the terms of this agreement, and not upon any oral or written statements, whether of SI, its officers, employees or agents, of any manufacturer, or any other person whatsoever on entering into this agreement. This agreement shall be interpreted and enforced under the laws of the State of Utah.

I have read and understand these terms and conditions: \_\_\_\_\_

<b>Subject:</b>  <b>Approval of Purchase for Furniture, Fixtures &amp; Equipment for OCN Reno Building 1200 Library</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="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 <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**

As part of the Measure MM bond program, the purchasing of furniture, fixtures, and equipment (“FF&E”) is needed in association with new construction and renovation projects. This need for FF&E, specifically office storage and shelving, cabinets, seating and miscellaneous items, is related to the project needs identified for the Reno Building 1200 Library Project at the Oceanside Campus.

**STATUS**

California Public Contract Code section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district. The district has identified the use of the Spacesaver Intermountain LLC Spacesaver Sourcewell Storage Contract #010920-SPC, Corporate Spaces, Inc. DBA Parron Hall (PA), and Foundation for Community Colleges agreement CB-145-18 with Krueger International, Inc. (KI) and Foundation for Community Colleges agreement CB -180-002 with Agati, Inc. and Allsteel for the purchase of specific items at the lowest cost and best overall value for district purchases.



The equipment purchases have been identified, with a total cost not to exceed \$1,280,000, and are detailed below:

<b>Project Name</b>	<b>COST</b>	<b>Supplier</b>
Reno Building 1200 Library Project	\$100,000	Spacesaver Intermountain LLC
Reno Building 1200 Library Project	\$300,000	Agati, Inc.
Reno Building 1200 Library Project	\$400,000	Allsteel
Reno Building 1200 Library Project	\$480,000	KI c/o ParronHall
<b>TOTAL</b>	<b>1,280,000</b>	

Funds for equipment are budgeted within the district's PMO Budget.

## **RECOMMENDATION**

Authorize the assistant superintendent/vice president, administrative services to proceed with the procurement with Spacesaver Intermountain LLC Spacesaver Sourcewell, Corporate Spaces, Inc. DBA Parron Hall (PA), and Foundation for Community Colleges agreement with Krueger International, Inc. (KI) Agati, Inc. and Allsteel for equipment purchases in amount not to exceed \$1,280,000.

<b>Subject:</b>  Notice of Completion - Bid # CO1-23 Horticulture Greenhouse Installation	<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>  <input checked="" type="checkbox"/> 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**



On November 11, 2022, SAS Construction completed all the work associated with Bid # CO1-23 Horticulture Greenhouse Installation. The original construction contract amount for SAS Construction was \$149,250. This project had one associated change order in the amount of \$12,124, and a final construction cost of \$161,374.

**STATUS**

The project is currently 100 percent complete.

**RECOMMENDATION**

Approve and execute Notice of Completion for the Bid # CO1-23 Horticulture Greenhouse Installation.

<b>Subject:</b>  Approve Agreement with Transact Campus Payments, Inc.	<b>Attachment:</b>  <a href="#">Transact Sales Order Form</a> <a href="#">Transact Master Agreement</a> <a href="#">Transact Product Schedule</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 October 2013, the district entered into a five-year agreement with Transact Campus Payments, Inc., (formerly Higher One, Inc.) for a campus solution for tuition payment and distribution of financial aid through credit card and ACH transactions. Subsequently, the district entered into annual renewal orders for continued use of this solution, with an updated Master Agreement in June 2021, and a Campus Schedule in August 2022.

**STATUS**

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

Due to the specialized knowledge and technical requirements of tuition payment distribution and collection, as well as the need to provide consistent service and support, district staff have identified the need to enter into a five-year period from October 1, 2023, through September 30, 2028, for a total contract value not to exceed \$240,900.28.





Year	Cost
10/01/23 – 09/30/24	\$43,596.87
10/01/24 – 09/30/25	\$45,776.73
10/01/25 – 09/30/26	\$48,065.55
10/01/26 – 09/30/27	\$50,468.84
10/01/27 – 09/30/28	\$52,992.29
<b>Total Contract Value</b>	<b>\$240,900.28</b>

Funding for this is budgeted in the Information Technology Services (ITS) budget.



## **RECOMMENDATION**

Authorize the director of purchasing and material management to proceed with Transact Campus Payments, Inc. for the total contract value not to exceed \$240,900.28.

<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</a> (miracosta.edu)	<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), 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**

## July 22, 2023 - August 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
23003480	Diversified Business Solutions Inc	Window Coverings (Fac)	\$9,535.74
23003291	Pacific Rim Mechanical Contractors Inc	Compressor Replcmnt Kitchn Freezer (Fac)	\$7,036.00
23003424	Sports Facilities Group Inc	Bleacher & Bball Backboard Service (Fac)	\$6,625.00
23003239	Johnson Flooring Inc	Gym Floor Reseal (Fac)	\$6,500.00

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

### Emergency Repair Contracts Without Bid

PO #	Vendor	Description	Amount
	No Entries This Month		

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
23003333	Facilities Planning & Program Svs Inc.	Contract Services (Facilities)	\$97,266.00
23003158	Open Biopharma Training Institute, Inc.	Strada Project Dev & Intrnshp Pgm (Biotech)	\$91,250.00
23003388	Ascend Learning Holdings LLC	Software (Nurs)	\$86,600.00
23003328	Pride Industries	Services (Fac)	\$71,280.00
23003194	City of Carlsbad	Facility Rental (TCI)	\$68,000.00
23003226	Intesa Communications Group LLC	Contract Services (PIO)	\$60,000.00
23003425	Pedro Velazquez	Tree Maintenance Service (Fac)	\$59,580.00
23003157	Open Biopharma Training Institute, Inc.	CAI Pre-Apprncshp Project (Biotech)	\$54,850.00
23003426	Orkin Commercial Services	Pest Control Services (Fac)	\$46,381.32
23003105	TOOTRiS LLC	Contract Services (Workforce Dev)	\$43,499.92
23003159	Open Biopharma Training Institute, Inc.	CIRM Compass Internships (Biotech)	\$33,600.00
23003308	El Dorado Trading Group Inc	Instructional Supplies (Student Services)	\$33,081.31
23003205	Reach Local Inc	Rollover PO (Adult Ed)	\$31,663.13

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
23003257	Sutton Environmental Services	Tree Maintenance Service (Fac)	\$24,920.00
23003340	Watermark Insights, LLC	Software Maintenance (ITS)	\$22,996.92
23003366	Gig Talent, LLC.	Contract Services (HR)	\$20,700.00
23003234	CENGAGE Learning Inc / Gale	Contract Services (Workforce Dev)	\$20,000.00
23003509	Dell Marketing L P	Technology Equipment (CEWD)	\$19,116.93
23003394	Southland Technology	Contract Services (ITS)	\$16,500.00
23003126	CulinArt Group	Blanket PO (EOPS)	\$15,155.00
23003093	Anne Krueger	Contract Services (PIO)	\$15,000.00
23003097	Experis US, Inc.	Contract Services (ITS)	\$14,160.00

23003371	ODP Business Solutions (Punchout)	Supplies (GEAR UP)	\$13,028.14
23003238	EMD Millipore Corporation	Equipment and Maintenance (Fac)	\$12,823.18
23003189	Graduate Communications	Contract Services (Workforce Dev)	\$12,750.00
23003124	Intelligent Marking USA Inc.	Services (Fac)	\$12,000.00
23003547	The Nyhart Company	Contract Services (Bus Admin)	\$11,400.00
23003320	ExamSoft Worldwide Inc	Software Maintenance (Nurs)	\$10,336.88
23003508	Community College League of California	Membership (Pres)	\$10,085.00
23003421	Cart Mart Inc	Annual Cart Maintenance and Repairs (Fac)	\$10,058.03
23003398	Seagge Loy Abella	Contract Services (PIO)	\$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>
23003289	SD Street Banners & Decor LLC	Contract Services (Facilities)	\$9,689.75
23003262	Next Gen Web Solutions	Software Maintenance (Fin Aid)	\$8,895.00
23003346	Luna Grill	Food (Stud Supp)	\$8,881.91
23003123	Telsco Industries	Services (Fac)	\$8,073.00
23003437	Stefanie M Maio	Consulting (VBOC)	\$8,000.00
23003520	Lawnmowers Plus Inc	Blanket Purchase (Fac)	\$7,577.50
23003382	American Chemical Society	E-Resources (Lib)	\$7,121.00
23003432	iXplore Universities LLC	Marketing (Inernational Ed)	\$7,000.00
23003282	Bridgestone Americas, Inc	Services (Fac)	\$6,971.25
23003080	Minivan Productions LLC	Contract Services (Career Ed)	\$6,500.00
23003274	Modern Campus USA, Inc.	Subscription (PIO)	\$6,500.00
23003195	Creative Electron Inc.	Contract Services (Workforce Dev)	\$6,400.00
23003372	Intelligent Video Solutions LLC	Software Maintenance (Nurs)	\$6,140.00
23003556	Accu-Prints	Blanket PO (Nurs)	\$6,000.00
23003216	COPYMAX Inc	Blanket (Community Ed)	\$5,953.75
23003275	Royal Lines Charters LLC	Transportation (CEWD)	\$5,846.75
23003095	Medical Shipment LLC	Supplies (Nursing)	\$5,810.80
23003104	Seagge Loy Abella	Carlsbad Biotech Digital Media (Bio Tech)	\$5,500.00
23003154	CulinArt Group	Blanket PO (Comm Ed)	\$5,412.50
23003516	PREMIUM OUTLET PARTNERS	Rolled FY22-23 PO	\$5,412.50
23003229	San Diego County Office of Education	Blanket (PIO)	\$5,000.00
23003519	Cable, Pipe & Leak Detection Inc	Annual Maintenance (Fac)	\$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>
23002340	Follett Higher Education Group, LLC	Blanket (Student Equity)	\$12,990.00
23003059	MedCerts, LLC	Contract Services (Workforce Dev)	\$10,000.00
23002702	Architects Gallegos & Eckle, Inc.	Roll from FY 22-23 (Fac)	\$9,561.25

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		

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**Total Contract Expenditures: \$1,258,015.46**

**Ratify MCC purchase orders 23003077 through 23003557**

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

**MOUs / Grants / Instructional / Miscellaneous Agreements**

<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
23000095	Symons Emergency Specialties, Inc.	Allied Healthcare Curriculum Agreement	\$0.00
23000106	JSS Acdmy of Hghr Ed & Rsrch	JSS Acdmy Mysuru, India / MiraCosta Co-Op	\$0.00
23000107	UMass Global	UMass Global Sup Fieldwork Experience	\$0.00
23000110	San Dieguito Union High School District	CLC Adult Education / SDUHSD	\$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.

**Facilities Use Agreements**

<b>Contract #</b>	<b>Licensee</b>	<b>Description</b>	<b>Amount</b>
23000103	Oceanside Unified School District	Asst Principals Meeting 08.22.23	\$0.00
23000104	LITVAKdance	Annual Summer Dance Workshop	\$400.00
23000109	Oceanside Unified School District	OUSD Counselors Meeting	\$0.00
23000111	Oceanside Unified School District	LCAP Secondary Principals Meeting	\$0.00
23000112	Oceanside Unified School District	CEL Instructional Leadership Academy	\$0.00
23000113	Oceanside Unified School District	CORE Admin Day	\$0.00
23000114	Oceanside Unified School District	Assistant Principals Meeting 08.22.23	\$0.00
23000115	Vista Unified School District	Two-day prof dev event with lectures	\$612.07
23000116	Tushaus Group LLC	Tushaus Maximizing Social Security Wrkshp	\$626.24
23000117	Vitali Vasileuski	Tennis practices for V&V Tennis Academy	\$4,840.00

**Capital Improvement Program Contract and Purchase Order Ratification List  
July 22, 2023 - August 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>
23003135	DICA Enterprises, Inc.	04225 Campuswide Utility Inf. OCN	\$50,642.87
23003136	GS Williams Inc.	04207 Sound Masking for B1000 Bldg. OCN	\$37,446.76
23003248	DICA Enterprises, Inc.	04225 Reno Campus wide Utility Inf OCN	\$15,401.81

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>
23003165	David C. Johnson Theatrical Lighting, Inc.	Theater Equipment OCN	\$91,483.16
23003359	Dell Marketing L P	04201 Computer Equipment for HWH OCN	\$77,826.72

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>
23003134	CCD CDW Government Inc	04204 UPS Equip for New Gym OCN	\$21,772.02
23003081	Dudek	04118 Path of Travel Upgrade SAN	\$16,145.00
23003122	CDW Government Inc	04201 New Allied Health UPS Equip OCN	\$12,414.90
23003551	Southland Technology	04201 Bldg. 5100 New Allied Health OCN	\$12,240.00
23003327	Elite Relocation Services	04214 Moving Services Theater Dimmer OCN	\$12,081.76
23003121	CDW Government Inc	04204 New Gymnasium UPS Equip OCN	\$10,886.00

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.

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

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003162	ePlus Technology, Inc.	04201 Equip to Support Nursing SIMS OCN	\$9,529.25
23003120	Division of the State Architect	04207 Bldg. 1000 DSA Plan Rev Fees OCN	\$9,306.87
23003163	Parron Hall Office Interiors	04207 Mis. Office Lock Cores OCN	\$1,503.94

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**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

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**

<b>PO #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23003448	Balfour Beatty Construction LLC	04215 Change Order 14 OCN Arts Media	\$32,557.69

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.

<b>MM-17-002 – Geotechnical Engineering Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-002 – Geotechnical Engineering Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
MM28170030	SMS Geotechnical Solutions Inc	04202 Amendment No. 2 Chem Bio OCN	\$10,524.00

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

<b>MM-17-003 – Civil Engineering Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-003 – Civil Engineering Task Change Orders</b>			
<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.

<b>MM-17-012 – Commissioning Services Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-17-012 – Commissioning Services Task Change Orders</b>			
<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.

<b>MM-19-013 – Inspector of Record Task Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

<b>MM-19-013 – Inspector of Record Task Change Orders</b>			
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
MM08190132	Kent Schafer/CIS	04215 Change Order 1 OCN	\$42,898.90

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

<b>MM-19-014 – Special Inspection Task Orders</b>			
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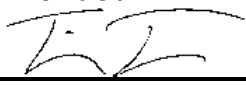
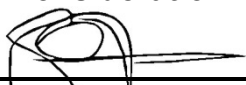
<b>Contract #</b>	<b>Other Party</b>	<b>Description</b>	<b>Amount</b>
	No Entries This Period		

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

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

<b>Total Contract Expenditures: \$464,661.65</b>			
<b>Ratify purchase orders — 23003081, 23003120-23003122, 23003162, 23003163, 23003165, 23003327, 23003359, 23003551</b>			
<b>Ratify purchase orders (Task Orders) — N/A</b>			
<b>Ratify purchase orders (Contracts) — 23003135 -23003136, 23003248</b>			



<b>Subject:</b>  <b>Public Hearing: 4:00 p.m. – Consider Approval of Energy Service Contract with Johnson Controls, Inc.</b>	<b>Attachment:</b>  None
<b>Category:</b>  Action Items	<b>Type of Board Consideration</b> ✓ Information                  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                  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**


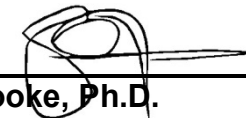
The board will consider approval of an energy service contract with Johnson Controls, Inc., for the installation of solar generating equipment to implement energy savings measures at the district’s Oceanside campus. The board will conduct a public hearing on and consider a resolution to adopt findings required by Government Code §4217.12 (“4217 Resolution”) describing the anticipated energy cost savings and other benefits that will accrue to the district if the board approves the energy service contracts with Johnson Controls, Inc. The 4217 Resolution, energy services contract and supporting documents will be included with the board’s public agenda for the September 14, 2023, meeting.

**STATUS**

Notification of dates and locations at which the proposed energy service contract may be inspected by the public and the date, time, and location of the public hearing has been published in accordance with the applicable Education Code sections. The public hearing on the proposed energy service contract will occur no earlier than 4:00 p.m. and as close to 4:00 p.m. as the business of the board permits.

**RECOMMENDATION**

For information only.

<p><b>Subject:</b></p> <p>Adopt Resolution No. 04-23/24: Authorizing Energy Conservation Services Agreement (Government Code §4217.12) and Approval of Energy Conservation Services Agreements with Johnson Controls, Inc.</p>	<p><b>Attachment:</b></p> <ul style="list-style-type: none"> <li>• Resolution No. 04-23/24 Authorizing Energy Services Agreement</li> <li>• <a href="#">Johnson Controls, Inc. Contract for Energy Conservation Services</a></li> <li>• <a href="#">Johnson Controls, Inc. Planned Services and On-Call Repair Services Agreement</a></li> </ul>
<p><b>Category:</b></p> <p>Action Items</p>	<p><b>Type of Board Consideration:</b></p> <p>Information                  Consent                  <input checked="" type="checkbox"/> Action</p>
<p><b>Institutional Goals:</b></p> <p><a href="#">mcc_mission_statement.pdf (miracosta.edu)</a></p>	<p><b>Institutional Goal Supported:</b></p> <p><input checked="" type="checkbox"/> Goal 1                  Goal 2                  Goal 3                  <input checked="" type="checkbox"/> Goal 4</p>
<p><b>Recommended:</b></p>  <hr/> <p>Tim Flood Assistant Superintendent/Vice President, Administrative Services</p>	<p><b>Approved for Consideration:</b></p>  <hr/> <p>Sunita V. Cooke, Ph.D. Superintendent/President</p>

**BACKGROUND**

Electrical service at the district’s Oceanside campus is presently served by SDG&E and Constellation Energy. District staff has engaged in a comprehensive review of measures that the district can implement at the Oceanside campus which: (i) reduce costs of power purchases from SDG&E and Constellation Energy; (ii) increase use of power generated by renewable resources; and (iii) are cost effective. District staff have concluded that installation of photovoltaic solar generating facilities (“Solar Project”) at the Oceanside campus will achieve these objectives.

District staff secured competing proposals from Johnson Controls, Inc. and Fore Front Energy for completing design, installation and service of the Solar Project. The proposal Johnson Controls, Inc. submitted provides the district with the best value combination of solar generating capacity, energy consumption cost reduction and installation costs. The contract attached to this report (“Solar Project Contract”) between the district and Johnson Controls, Inc. is derived from the proposal.

**STATUS**

The Solar Project Contract calls for installation of photovoltaic generating panels at the Oceanside campus in parking lots 4C and 5A. The Oceanside campus solar generating capacity is 2,748kW(DC)(2.75 MW). The generating capacity at the Oceanside campus will result in production of 82 percent of the electrical consumption at the site.

The Contract Price under the Solar Project Contract is a fixed price amount of \$15,372,606, which includes an allowance of \$200,000 for completion of trenching and other work relating to electrical upgrades necessary for interconnection of the Solar Project to the SDG&E grid. The Contract Price of the Solar Project Contract will be adjusted based on actual costs to complete the SDG&E required upgrades; if actual costs exceed \$200,000 the Contract Price will be increased by the actual costs exceeding \$200,000, and if actual costs are less than \$200,000, the Contract Price will be reduced by the difference between actual costs and \$200,000. In addition to the costs under the Solar Project Contact, the district will be responsible for costs of approximately \$298,000 for SDG&E transformer replacements/upgrade. Accordingly, the aggregate costs are \$15,670,606. The energy savings forecast by implementing the Solar Project is:

Site	Historical Annual Electrical Energy Use (kWh)	Forecast Energy Generation (kWh)	Post Installation Annual Electrical Energy Use (kWh)	Forecasted Annual Electrical Energy Savings (Percent kWh)	Historical Annual Electrical Energy Bill Expense (\$)	Forecasted Annual Energy Bill Savings (\$)	Post Installation Annual Electrical Energy Expense (\$)	Forecasted Electrical Bill Savings (Percent)
Oceanside Campus	5,051,402	4,156,755	894,647	82%	\$1,252,823	\$452,943	\$799,880	36%

The Agreement for Planned Services and On-Call Repair Services (“Maintenance Agreement”) attached to this report is for a term of five (5) years after completing construction of the Solar Project. The Maintenance Agreement incorporates services required to operate and maintain the Solar Project. The Maintenance Agreement includes a guarantee of Johnson Controls, Inc. that the electrical output generated by the Solar Project will be in accordance with the expected generated capacity at the Oceanside campus.

An energy conservation project and contract are authorized under Government Code §4217.10 when the cost of design, construction, and operation of the energy conservation facility, or both, as required by the contract, are projected to be available from revenues resulting from funding that otherwise would have been used for purchase of electrical energy from SDG&E and Constellation Energy. The Solar Project and the Solar Project Contract/Maintenance Agreement meet these criteria as described in Resolution No. 04-23/24. The district posted notice of the Board of Trustees meeting to consider proceeding with the Solar Project and award of the contracts for the Solar Project Contract/Maintenance Agreement to Johnson Controls, Inc.

The Solar Project and the contracts for the Solar Project support the district’s Institutional Goals:

**Goal One (provide equitable access, enhance student success, and close equity gaps)**

Sustainable implementation of resources promoting diversity, equity and inclusion is an objective of Goal 1. Resources to implement diversity, equity and inclusion objectives, ranging from student services to computer lab services all require electrical power. The Solar Project provides the district with the opportunity to meet electrical power needs by generating power through a sustainable resource.

**Goal Four (demonstrate responsible stewardship and sustainability of college and community resources).**

The Solar Project meets the sustainable recovery objective of Goal 4 by migrating the district’s electrical energy consumption away from fossil fuel generated energy to sustainable energy generation by the renewal resource of solar power.

The Solar Project facilitates and supports the development of campus/site awareness of the critical importance of sustainable practices and the value of implementing sustaining measures. The Solar Project demonstrates district leadership by example.

The Solar Project will meet legislative/regulatory mandates/recommendations for: (i) energy conservation; and (ii) utilization of energy generated by sustainable renewable resources.

The Solar Project meets long term sustainability plans with the effect of reducing reliance on fossil fuel generated power. The Solar Project meets long term objectives for district fiscal stability by reducing increasing costs of electrical service through utility service provides.

Resolution No. 04-23/24, attached and subject to board approval, will authorize the Solar Project and approval of the contracts for the Solar Project.

## **RECOMMENDATION**

The following actions are recommended:

- Approve Resolution No. 04-23/24: Authorizing Energy Conservation Services Agreement (Government Code §4217.12)
- Approve the Solar Project Contract and Maintenance Agreement with Johnson Controls, Inc.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**RESOLUTION No. 04-23/24**

**FINDINGS RE: ENERGY CONSERVATION PROJECT AND AUTHORIZATION TO ENTER INTO ENERGY SERVICES CONTRACT AND RELATED CONTRACTS WITH JOHNSON CONTROLS, INC. (GOVERNMENT CODE §§4217.10 ET SEQ.)**

**WHEREAS**, MiraCosta Community College District (“District”) is a public agency as that term is defined in Government Code §4217.11(j).

**WHEREAS**, the provisions of Government Code §§4217.10 et seq. authorize a public agency to enter into an energy service contract for an energy conservation facility upon terms in the best interest of the District, provided that certain findings are made by the District’s Board of Trustees in connection with such an energy service contract.

**WHEREAS**, the scope of an energy conservation facility under Government Code §§4217.11 includes alternate energy equipment for production or conversion of energy from alternate sources as its primary fuel source, including solar.

**WHEREAS**, District staff has evaluated implementation of energy conservation measures at the District’s Oceanside Campus (“Oceanside Campus”) to serve electrical power requirements at the Oceanside campus while at the same time meeting the following objectives:

- (i) Reduce on-going operational expenses for securing electrical power service for the Oceanside Campus from San Diego Gas & Electric and/or Constellation Energy;
- (ii) Increase the use of electrical power produced by renewable resources at the Oceanside Campus by 82 percent;
- (iii) Produce at least 82 percent of the electrical energy consumption at the Oceanside Campus.

**WHEREAS**, District staff have evaluated a variety of different alternative means of implementing energy conservation measures at the Oceanside Campus.

**WHEREAS**, District staff has concluded that the energy conservation facilities at Oceanside Campus described below (“the ESA Project”) provides the District with the most suitable energy conservation facility:

Oceanside Campus	Parking lot photovoltaic solar shade structures in parking lots 4C and 5A
------------------	---

**WHEREAS**, District staff has determined that the ESA Project scope consisting of photovoltaic solar generating equipment with a 2.75MW (DC) capacity at the Oceanside Campus will meet the energy conservation measures objectives described above and provides the District with the best value when electrical power generation and installation costs are considered.

**WHEREAS**, District staff evaluated potential vendors/contractors capable of completing the ESA Project, taking into account factors relating to design and installation services of photovoltaic solar generating equipment and systems who meet the criteria of: (i) prior public agency photovoltaic energy generating system design and installation; (ii) existing staff and operational resources sufficient to complete procurement and installation photovoltaic energy operating equipment; (iii) client satisfaction; (iv) sufficient financial capacity; and (v) willingness to commit resources to assist in developing specific scope of an energy conservation facility.

**WHEREAS**, District staff has identified Johnson Controls, Inc. as the vendor/contractor meeting the criteria set forth above.

**WHEREAS**, if the ESA Project is subject to compliance with the California Environmental Quality Act (CEQA), the District will comply prior to commencement of the ESA Project; if the ESA Project is not subject to CEQA compliance, the District will comply with legal and regulatory requirements to establish that the ESA Project is a categorical exemption to CEQA Compliance.

**WHEREAS**, Government Code §4217 et seq. authorizes the District to enter into an Energy Services Contract for the ESA Project on terms that the Governing Board determines is in the best interests of the District if the determination is made at a regularly scheduled public hearing, public notice of which was given at least two (2) weeks in advance of the scheduled public hearing; the District has posted public notice of the public hearing relating to the Energy Services Contract for the ESA Project.

**NOW THEREFORE, THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER THE FOLLOWING RESOLUTIONS ARE ADOPTED:**

**RESOLVED**, all of the foregoing Recitals are true and correct and all the foregoing Recital are incorporated herein by this reference.

**FURTHER RESOLVED**, that the Board of Trustees finds that the anticipated cost to the District to design, construct, operate, and maintain the ESA Project at the Oceanside Campus is less than the cost for the District to obtain other equivalent electrical service to serve the Oceanside Campus.

**FURTHER RESOLVED**, that the Board of Trustees has determined that the written agreements entitled "Contract" and "Planned Services and On-Call Repair Services Agreement" between the District and Johnson Controls, Inc., copies of which have been submitted to the Board of Trustees, incorporate terms and conditions that establish the requirements for the photovoltaic energy generating facilities at the Oceanside Campus which are in the best interests of the District.

**FURTHER RESOLVED**, the district's Superintendent/President, or such District employee as they may designate, is hereby authorized to execute the Contract and the Planned Services and On-Call Repair Services Agreement on behalf of MiraCosta County Community College District and to take all other measures necessary or appropriate to implement the Contract and the Planned Services and On-Call Repair Services Agreement.

ADOPTED, SIGNED AND APPROVED this 14th day of September 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


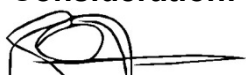
STATE OF CALIFORNIA )  
 )ss  
 SAN DIEGO COUNTY )

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. 04-23/24, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 14th day of September 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>  <b>Public Hearing: 4:00 p.m. – FY2023/24 Final Budget</b>	<b>Attachment:</b>  <b>None</b>
<b>Category:</b>  <b>Action Items</b>	<b>Type of Board Consideration:</b> <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Goal 2 <input checked="" type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4
<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**

In accordance with the provisions of Education Code §58301, the governing board of each district shall hold a public hearing on the proposed budget for the ensuing fiscal year. The hearing may be concluded on the proposed budget when there are no requests for further hearing on file. The budget shall not be finally adopted by the governing board until after the public hearing has been held.







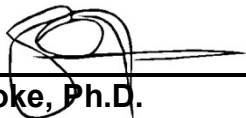
**STATUS**

Notification of dates and locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing has been published in accordance with the applicable Education Code sections. The public hearing on the FY2023/24 final budget will commence no earlier than 4:00 p.m. and as close to 4:00 p.m. as the business of the board permits.

**RECOMMENDATION**

For information only.



<b>Subject:</b> Adopt Fiscal Year 2023/24 Final Budget	<b>Attachment:</b> <a href="#">FY2023/24 Final Budget</a>
<b>Category:</b> Action Items	<b>Type of Board Consideration:</b> Information          Consent <b>Action</b> 
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b>  <b>Goal 1</b>  <b>Goal 2</b>  <b>Goal 3</b>  <b>Goal 4</b>
<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**

A final budget workshop was conducted for the Board of Trustees on September 7, 2023.

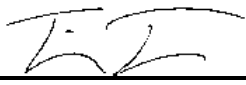
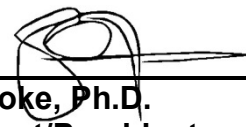
**STATUS**

On this date, a public hearing concerning the proposed final budget is included on the board agenda. After that hearing, the board will be asked to adopt the FY2023/24 final budget. Although the term “final budget” is used, during the course of the fiscal year, transfers are made among various accounts. Additional revenues and transfers between funds and between the major object categories require board approval; transfers within the same fund and within the same major object categories do not require board approval. Major object categories are academic salaries, classified salaries, employee benefits, supplies and other small tangibles, contracts and other intangibles, facilities and equipment, and transfers. The FY2023/24 final budget is available online at:

<https://hub.miracosta.edu/boarddocs/09142023/FY24FinalBudget.pdf>

**RECOMMENDATION**

Adopt the FY2023/24 final budget, as presented.

<p><b>Subject:</b></p> <p>Adopt Resolution No. 03-23/24: Authorize Execution and Delivery of Documents Relating to the Sale and Delivery of MCCD Certificates of Participation (2023 School Financing Project) and Authorize and Direct Certain Actions in Connection Therewith</p>	<p><b>Attachment:</b></p> <p>Resolution No. 03-23/24  <a href="#">Executive Summary</a>  <a href="#">Lease-Purchase Agreement</a>  <a href="#">Preliminary Official Statement</a>  <a href="#">Purchase Contract</a>  <a href="#">Site Lease</a>  <a href="#">Trust Agreement</a></p>
<p><b>Category:</b></p> <p>Action Items</p>	<p><b>Type of Board Consideration:</b></p> <p>Information                  Consent                  <input checked="" type="checkbox"/> Action</p>
<p><b>Institutional Goals:</b></p> <p><a href="#">mcc_mission_statement.pdf (miracosta.edu)</a></p>	<p><b>Institutional Goal Supported:</b></p> <p><input checked="" type="checkbox"/> Goal 1                  <input checked="" type="checkbox"/> Goal 2                  <input checked="" type="checkbox"/> Goal 3                  <input checked="" type="checkbox"/> Goal 4</p>
<p><b>Recommended:</b></p> <p></p> <hr/> <p>Tim Flood  Assistant Superintendent/Vice President,  Administrative Services</p>	<p><b>Approved for Consideration:</b></p> <p></p> <hr/> <p>Sunita V. Cooke, Ph.D.  Superintendent/President</p>

**BACKGROUND**

The MiraCosta Community College District is currently considering entering into a certificate of participation financing through the sale and delivery of its Certificates of Participation (2023 School Financing Project) (the “Certificates”), for the purpose of financing certain capital improvements to District sites and facilities. The resolution of the Board authorizes the execution and delivery of the Certificates and approves the forms of the legal documents described below.

**STATUS**

Resolution. The Resolution authorizes the execution and delivery of the Certificates, and approves the forms of certain legal documents described below. In particular, Section 2 of the Resolution establishes the maximum aggregate principal amount of the Certificates to be executed and delivered (\$52,000,000). Section 3 of the Resolution authorizes the Certificates to be sold at a negotiated sale to Piper Sandler & Co. (the “Underwriter”) and provides the maximum underwriting discount (0.35%) with respect to the Certificates.

Legal Documents. The Resolution approves the forms of the Lease/Purchase Agreement, Trust Agreement, Site Lease, Purchase Contract, and Preliminary Official Statement. Further, the Superintendent/President and Assistant Superintendent/Vice President, Administrative Services are authorized to take any and all actions necessary to consummate the sale, execution and delivery of the Certificates and the completion of the associated legal documents.

Funding Source. The obligation of the district to make lease payments in connection with the Certificates is an obligation payable from any legally available source of funds. The district will covenant to budget and appropriate in each fiscal year amounts sufficient to make lease payments due in each such year.

## **RECOMMENDATION**

Staff recommends approval of Resolution No. 03-23/24: Resolution of the Board of Trustees of the MiraCosta Community College District Authorizing the Execution and Delivery of Documents relating to the Sale and Delivery of MiraCosta Community College District Certificate of Participation (2023 School Financing Project) and Authorizing and Directing Certain Actions in Connection Therewith.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT**

**RESOLUTION No. 03-23/24**

**AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING TO THE SALE AND DELIVERY OF MIRACOSTA COMMUNITY COLLEGE DISTRICT CERTIFICATES OF PARTICIPATION (2023 SCHOOL FINANCING PROJECT), AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION THEREWITH**

**WHEREAS**, the MiraCosta Community College District (the “District”) is a community college district duly organized and existing under and pursuant to the Constitution and laws of the State of California (the “State”); and

**WHEREAS**, the District desires to finance certain capital improvements to District sites and facilities (the “Project”); and

**WHEREAS**, in order to finance the Project, the District will lease certain real property, designated as such in the Site Lease, and improvements thereto (the “Property”), to the Public Property Financing Corporation of California (the “Corporation”) pursuant to a Site Lease, dated as of October 1, 2023, between the Corporation and the District, and sublease the Property back from the Corporation pursuant to a Lease/Purchase Agreement; and

**WHEREAS**, the District has determined that it would be in the best interests of the District to provide the funds necessary to finance the Project through the sale of its Certificates of Participation (2023 School Financing Project) (the “Certificates”) under the Trust Agreement described below; and

**WHEREAS**, all rights to receive lease payments will be assigned without recourse by the Corporation to U.S. Bank Trust Company, National Association, as trustee (the “Trustee”), pursuant to an Assignment Agreement, dated as of October 1, 2023, by and between the Corporation and the Trustee (the “Assignment Agreement”); and

**WHEREAS**, in consideration of such assignment and the execution of a Trust Agreement, the Trustee will execute and deliver the Certificates, each evidencing a direct, fractional undivided interest in lease payments to be made under the Lease/Purchase Agreement; and

**WHEREAS**, this Board of Trustees of the District (the “Board”) desires to appoint certain professionals to provide services related to the execution and delivery of the Certificates; and

**WHEREAS**, all acts, conditions and things required by the Constitution and laws of the State to exist, to have happened and to have been performed precedent to and in connection with the consummation of the financing authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such financing for the purpose, in the manner and upon the terms herein provided;

**NOW, THEREFORE**, it is resolved by the Board of Trustees of the MiraCosta Community College District (the “Board”) as follows:

SECTION 1. Findings. The Board hereby specifically finds and declares that the actions authorized hereby constitute and are true and correct with respect to the public affairs of the District, and that the statements, findings and determinations of the District set forth in the preambles of the documents approved herein are true and correct, and the

Board hereby declares its intention to enter into the Lease/Purchase Agreement described in Section 3 hereof.

SECTION 2. Authorization of Certificates. The Board hereby authorizes the financing of the Project through the preparation, sale and delivery of Certificates in an amount not-to-exceed \$52,000,000. The Board hereby authorizes the execution and delivery of the Certificates in one or more than one series of federally taxable or tax-exempt certificates.

SECTION 3. Legal Documents. The forms of the following legal documents, substantially in the forms on file with the Secretary to the Board, are hereby approved: (i) a Lease/Purchase Agreement between the District and the Corporation, dated as of October 1, 2023 (the "Lease"), (ii) a Trust Agreement, dated as of October 1, 2023 (the "Trust Agreement"), among the District, the Corporation and U.S. Bank Trust Company, National Association, as trustee thereunder (the "Trustee"), (iii) a Purchase Contract (the "Purchase Contract") between the District and Piper Sandler & Co. (the "Underwriter"), and (iv) a Site Lease, dated as of October 1, 2023 (the "Site Lease"), between the Corporation and the District.

The President of the Board, the Superintendent/President of the District (the "Superintendent"), or the Assistant Superintendent/Vice President, Administrative Services (the "Assistant Superintendent/Vice President, Administrative Services") of the District, or such other officer or official as the Superintendent or the Assistant Superintendent/Vice President, Administrative Services may appoint (collectively, the "Authorized Representatives"), each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver each of the above-mentioned documents in substantially said form, with such changes therein as such officer or person or persons may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof. The execution and approval of the Purchase Contract is subject to the following limitations: (i) that the interest rates with respect to the Certificates shall not exceed that permitted by law; (ii) that the underwriting discount (excluding original issue discount) does not exceed 0.35%, and (iii) the aggregate principal amount of the Certificates does not exceed \$52,000,000.

SECTION 4. Preliminary Official Statement. The Preliminary Official Statement (the "Preliminary Official Statement") relating to the Certificates, substantially in the form on file with the Secretary to the Board is hereby approved and the Authorized Representatives, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deliver such Preliminary Official Statement to the Underwriter to be used in connection with the offering and sale of the Certificates. The Authorized Representatives, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement "final" pursuant to Rule 15c2-12 of the Securities Exchange Act of 1934, prior to its distribution and to execute and deliver to the Underwriter a final Official Statement (the "Official Statement"), substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as Authorized Representatives executing the same shall approve. The Underwriter is hereby authorized to distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Certificates and is directed to deliver copies of the final Official Statement to the purchasers of the Certificates.

SECTION 5. Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate (the "Continuing Disclosure Certificate"), relating to the Certificates, substantially in form included as Appendix D to the Preliminary Official Statement, is hereby approved.

The Authorized Representatives are hereby authorized and directed, each alone, for and in the name and on behalf of the District, to execute, acknowledge and deliver, the Continuing Disclosure Certificate, in such form, with such changes or modifications thereto as such officer or person or persons may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 6. Certificate Insurance and Surety Policy. The Authorized Representatives are hereby authorized to select a municipal bond insurer to insure payments of interest and principal with respect to the Certificates so long as such Authorized Representative determines that obtaining the municipal bond insurance policy provided thereby will result in a lower interest rate or yield to maturity with respect to the Certificates. The Authorized Representatives are further authorized to select a municipal bond insurer to provide a surety policy with respect to the Reserve Fund (as defined in the Trust Agreement) and to execute and deliver an agreement relating to such surety policy.

SECTION 7. Appointment of Professionals. The Board hereby appoints Stradling Yocca Carlson & Rauth, a Professional Corporation, as special counsel and disclosure counsel to the District, KNN Public Finance LLC as municipal advisor, and Piper Sandler & Co. as underwriter, each with respect to the sale of the Certificates. The Authorized Representatives are authorized to execute a contract for such services so long as any payment thereunder is contingent upon the successful sale of the Certificates.

SECTION 8. Attestations. The Secretary to the Board, the Authorized Representatives, or such persons as may have been designated by the Superintendent/President or the Assistant Superintendent/Vice President, Office of Administrative Services are hereby authorized and directed to attest to the signature of the Authorized Representatives or of such other person or persons as may have been designated by the Superintendent, and to affix and attest the seal of the District, as may be required or appropriate in connection with the execution and delivery of the Lease, the Trust Agreement, the Continuing Disclosure Certificate, the Purchase Contract, Site Lease and the Official Statement.

SECTION 9. Other Actions.

(a) The Authorized Representatives are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable (including the payment of a premium for a municipal bond insurance policy, a debt service surety bond, or other form of credit enhancement) in order to consummate the sale, execution and delivery of the Certificates and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution. Such actions as described in this Section 9 heretofore taken by such officers or designees are hereby ratified, confirmed and approved.

(b) Based on a good faith estimate from the municipal advisor, the District finds that (i) the True Interest Cost of the Certificates (as defined in Government Code Section 5852.1) is expected to be approximately 4.82%, (ii) the total Finance Charge of the Certificates (as defined in Government Code Section 5852.1) is expected to be \$469,225, (iii) the total proceeds expected to be received by the District from the sale of the Certificates, less the Finance Charge of the Certificates, and less any reserves or capitalized interest paid or funded with proceeds of the Certificates, is \$50,000,000, and (iv) the District expects that the Total Payment Amount (as defined in Government Code Section 5852.1), calculated to the final maturity of the Certificates, will be \$95,553,874. The information presented in this Section 9(b) is included in satisfaction of Government

Code Section 5852.1, and shall not abrogate or otherwise limit any provision of this Resolution.

(c) The District hereby approves the execution and delivery of all agreements, documents, certificates and instruments referred to herein with electronic signatures as may be permitted under the California Uniform Electronic Transactions Act and digital signatures as may be permitted under Government Code Section 16.5 using DocuSign.

[REMAINDER OF PAGE LEFT BLANK]

SECTION 10. Effect. This Resolution shall take effect immediately upon its passage.

**ADOPTED, SIGNED AND APPROVED this 14th day of September 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. 03-23/24, which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 14th day of September 2023, and that it was so adopted by the following vote:

AYES:

NOES:


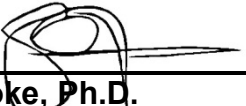
ABSENT:

ABSTENTIONS:

By \_\_\_\_\_

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



<b>Subject:</b>  <b>Ratify Memorandum of Understanding 23-06 with the Academic Associate Faculty</b>	<b>Attachment:</b>  <b>Memorandum of Understanding 23-06</b>				
<b>Category:</b>  <b>Action Items</b>	<b>Type of Board Consideration:</b>  <table style="width:100%; border:none;"> <tr> <td style="width:33%; text-align:center;">Information</td> <td style="width:33%; text-align:center;">Consent</td> <td style="width:33%; text-align:center;"> <input checked="" type="checkbox"/> <b>Action</b> </td> </tr> </table>	Information	Consent	<input checked="" type="checkbox"/> <b>Action</b>	
Information	Consent	<input checked="" type="checkbox"/> <b>Action</b>			
<b>Institutional Goals:</b>  <a href="#">mcc_mission_statement.pdf</a>	<b>Institutional Goal Supported:</b>  <table style="width:100%; border:none;"> <tr> <td style="width:25%; text-align:center;">Goal 1</td> <td style="width:25%; text-align:center;">Goal 2</td> <td style="width:25%; text-align:center;">Goal 3</td> <td style="width:25%; text-align:center;"> <input checked="" type="checkbox"/> <b>Goal 4</b> </td> </tr> </table>	Goal 1	Goal 2	Goal 3	<input checked="" type="checkbox"/> <b>Goal 4</b>
Goal 1	Goal 2	Goal 3	<input checked="" type="checkbox"/> <b>Goal 4</b>		
<b>Recommended:</b>   <hr style="border:0; border-top:1px solid black; margin-bottom:5px;"/> <b>Charlie Ng</b> <b>Assistant Superintendent/Vice President,</b> <b>Human Resources</b>	<b>Approved for Consideration:</b>   <hr style="border:0; border-top:1px solid black; margin-bottom:5px;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>				

**BACKGROUND**

Education Code section 87860 through 87868 establish the Part-Time Community College Faculty Health Insurance Program. The district provides health insurance benefits to associate faculty as outlined in the Academic Associate Faculty collective bargaining agreement. The 2022 Budget Act appropriated \$200 million for the program and included specific requirements for the district to be eligible for up to 100 person reimbursement for providing health benefits to associate faculty.

During the spring and summer of 2023, the district engaged in collegial negotiations with the Academic Associate Faculty to expand health insurance coverage under this program. The district and the Academic Associate Faculty have agreed to the attached memorandum of understanding, which will replace Article 13 in the 2021–2024 collective bargaining agreement. The agreement provides that the district will cover 100 percent of the cost for employee only health insurance benefits, associate faculty will contribute \$75 per month for employee plus one dependent coverage, and \$150 per month for employee plus family coverage effective January 1, 2024.

The agreement was ratified by the Academic Associate Faculty on September 1, 2023.

**STATUS**

The district and the Academic Associate Faculty have negotiated the terms and conditions, and agreed to a memorandum of understanding.

**RECOMMENDATION**

Ratify Memorandum of Understanding Associate Faculty 23-06, as stated.



MOU Between the  
MiraCosta Community College District and  
MiraCosta Community College Academic Associate Faculty  
23-06

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This agreement is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"),

This Memorandum of Understanding will replace in its entirety the language of Article 13 in the 2021-2024 Collective Bargaining Agreement upon ratification by the Parties and will be effective January 1, 2024.

### **ARTICLE 13. HEALTH BENEFITS**

Preamble: It is the intent of the Parties to comply with the provisions of the Part-Time Faculty Health Insurance Program (chaptered as Education Code Sections 87860–87868) which provides up to 100% reimbursement to the District for the cost of providing health insurance to eligible unit members and their dependents.

13.1 Per Education Code section 87861, "health insurance benefits" include medical benefits, but does not include vision or dental benefits.

13.2 Eligibility:

13.2.1 Unit members shall be eligible for health insurance benefits upon completion of two (2) semesters of at least forty (40) percent of a full-time load or more service within the preceding two (2) academic years, so long as they continue to have an active assignment with the District and authorize payroll deductions or make payments as required by Section 13.6 below. The calculation of load eligibility will be based on the actual load of those prior semesters.

13.2.2 Health Insurance benefit premiums for those described in 13.2.1 are not paid for by an employer other than a community college district per Education Code 87864. Unit members shall be ineligible for health insurance benefits with the District if they receive health insurance benefits as an employee, spouse, or dependent paid for by any other employer. Dependents of unit members shall not be eligible for coverage if they receive health insurance benefits from another source. Unit members will be required to certify to the District that neither they nor any eligible dependent is receiving health insurance benefits from another source simultaneously.

13.3 The District shall offer health insurance benefits to unit members through a vendor determined by the District. It is the intention of the parties that the health insurance benefits offered to unit members should be the same as a plan that is offered to full-time faculty of the District at the time of the effective date of the Agreement. Any plan changes will be negotiated prior to implementation. The District will pay 100 percent of the premiums of the selected plan for eligible unit members ("employee only"). Unit members shall contribute seventy-five dollars (\$75) per month to add one additional dependent ("employee plus one") or one-hundred and fifty dollars (\$150) per month for family coverage ("employee plus family"), deducted during standard payroll months.

Payment for employee plus one or family coverage will be deducted from the unit member's pay warrants in equal amounts over each semester. For example, if there are five months of coverage in fall semester, the total amount due for the five months will be spread evenly over the payroll in fall semester. If there are seven months of coverage in the spring semester, the total amount due for the seven months will be spread evenly over the payroll in the spring semester.

#### 13.4 Enrollment process for PTF

13.4.1 The District will notify unit members of their eligibility based their assignment load as of August 15 for the fall and January 15 for the spring semester.

13.4.2 The unit member will submit the enrollment documentation for their selected health insurance benefit plan to the District no later than August 31 for the fall coverage period and January 31 for the spring coverage period. Unit members who choose not to enroll in health insurance coverage with the District must wait until the next open enrollment period to enroll for benefits.

13.4.3 For initial eligibility for unit members described in 13.2.1, coverage will be effective as of September 1 for fall and February 1 for spring.

13.4.4 Qualifying Events: Unit members have thirty-one (31) days for enrollment changes after experiencing a qualifying life event, including but not limited to, marriage, declaration of domestic partnership, birth or adoption of a child, divorce, dependents over the age of 26, or loss of other health insurance benefits.

13.5 Continuity of Coverage: Unit members shall be ineligible for continued health insurance benefit coverage if they have an assignment with the District that drops below 40% of a full-time load in two (2) consecutive semesters.

13.6 Unit members whose earnings in any month are insufficient to cover any premium co-payment for dependents shall submit required premium payment(s) to the District no later than the tenth (10th) of the month following the month for which said premium was due. For example, if the unit member had a premium payment due in February and their pay warrant was insufficient to cover the premium amount, they would need to pay the premium amount owed to the District by March 10. Failure to adhere to the established deadline for payment by the unit member shall result in immediate termination of coverage. Unit members remain responsible for their portion of benefit premiums paid on their behalf through the coverage period.

13.7 Unit members are required to provide thirty (30) days' notice prior to voluntary termination of benefits. Voluntary termination of medical insurance coverage will occur as of the first of the month following notification. COBRA will not be offered in the event of voluntary termination. In the event that the unit member terminates coverage and has already paid for coverage that will not be used, the District will reimburse the unit member the amount overpaid during the next standard pay period of the District.

13.8 The District may make such modifications as it deems necessary for unit member health benefit coverage and eligibility to comply with the Affordable Care Act provided that no unit members eligibility or benefits shall be reduced below the levels provided in this Article.

13.9 Effective January 1, 2024, if the annual premium renewal rates for health insurance benefits represent an aggregate increase of more than 10 percent, or the District receives less than the 50 percent reimbursement rate from the State due to insufficient State funding, the District and the Association agree to immediately reopen negotiations on this Article.

This agreement will be effective upon approval from the Board of Trustees.

Sunita V. Cooke, Ph.D.

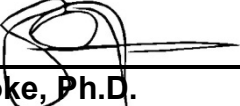
Krista Warren

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Signature	Date
Superintendent/President	
MiraCosta Community College District	

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Signature	Date
President	
MCC Academic Associate Faculty	

<b>Subject:</b>  Board Policy 4040 – Library and Other Instructional Support Services	<b>Attachment:</b>  Board Policy 4040 – Library and Other Instructional Support Services
<b>Category:</b>  Board Policies – First 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 4040 – Library and Other Instructional Support Services have been completed and approved by College Council. The policy is now presented for first read by the board of trustees.

Administrative Procedure 4040 is provided for your reference only.

**RECOMMENDATION**

For information only.

The district shall have library and instructional support services that are an integral part of the education program and will comply with the requirements of the Reader Privacy Act. Instructional support services include, but are not limited to, technology enhanced learning, a [math-science, technology, engineering, and math \(STEM\)](#) learning center, tutoring and academic support center, and a writing center.

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Adoption History:	1/19/10, 3/12/14, 8/17/16
Periodic Review:	10/15/20
Reference Update:	11/14, 1/15
References:	Education Code §78100 Civil Code §1798.90 ACCJC Accreditation Standard II
CCLC Update:	#20, 3/12; #25, 11/14
Steering:	AAC / AS

## Library

The primary aim of the library is to provide information literacy instruction (both in person and online) and a balanced collection of materials to support the curriculum.

### Library Collections

Library materials are acquired to serve these purposes:

- To be used by students in connection with courses
- To support instructors in preparing for teaching their courses
- To support college staff in professional duties
- To promote and support library users in general intellectual and cultural development, as well as to provide leisure reading, viewing, and listening

Librarians and discipline faculty share responsibility for selecting materials, in an appropriate format, for the library collection. As subject experts, discipline faculty should have significant input in the selection and examination of library materials within their subject areas. The librarians are responsible for maintaining a balance between various subject areas and between standard and current works.

The selection and evaluation of materials in a wide variety of formats will be based on curricular demands, recommendations of current professional review sources, and suggestions from members of the college community. Student requests are strongly encouraged, as they help to enrich and diversify the collection.

Gifts of library materials are welcome but are accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are given away. The library assumes no responsibility for appraisal or valuation of gift items.

### MiraCosta Community College District

**Page 1 of 2**

Effective Date:	1/19/10, 6/10/16, 10/13/16, 9/10/20, 8/31/23
Reference Update:	11/14, 1/15, 5/20
Steering:	Committee-AAC; Council-AS
References:	Education Code §78100 Accrediting Commission for Community and Junior Colleges Accreditation Standard II.B
CCLC Update:	#25, 11/14
Steering:	AAC / AS

## Library Exhibits and Displays

Library exhibits serve these purposes:

- To increase interest in library materials and their use
- To provide supplemental library opportunities for intellectual and aesthetic discovery
- To reflect the diversity of our curriculum and our community

The library is mainly responsible for curating its exhibits and displays- but will also consider requests to provide temporary/rotating space for academic departments, student groups recognized by the college, individual staff, faculty, administrators, and students, and community members or organizations that wish to sponsor an exhibit or display.

## Challenges to Library Materials or Exhibits

Materials and exhibits representing various viewpoints and supporting academic freedom are included in the library as a matter of routine. If the suitability of a particular material or exhibit is questioned, the specific objections should be submitted in writing to the dean, Instructional Services. The dean and Library department chair will review the submission and if the issue remains unresolved, the matter will be referred to the Academic Affairs Committee for review. The Academic Affairs Committee will forward their recommendation for action to the Academic Senate, who will in turn advise the superintendent/president on the disposition of the complaint. The Academic Senate will notify the complainant in writing of their decision.

## Equitable Access and Borrowing

The library will provide equitable access to library resources and services to all students, regardless of location, including online learners.

Faculty, staff, enrolled students, and those with emeritus/Gold Circle status may access and borrow materials with approved identification. Reciprocal borrowing privileges of physical library materials are available for the students of locally affiliated institutions with current identification from their home institutions. Area residents, including high school students, may borrow physical library materials with approved identification and the creation of a library account.

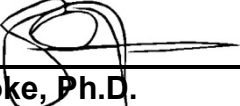
The MiraCosta College Library affirms the American Library Association Bill of Rights.

## **Academic Support and Tutoring Services**

The college offers multiple instructional support services to students enrolled in academic courses. These include computer labs, a Language Resource Center, a Science, Technology, Engineering, and Math (STEM) Learning Center, a Tutoring and Academic Support Center, and a Writing Center.

The MiraCosta College website contains information on their locations, services, and hours of operation.



<b>Subject:</b>  Board Policy 4220 – Standards of Scholarship	<b>Attachment:</b>  Board Policy 4220 – Standards of Scholarship
<b>Category:</b>  Board Policies – First 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 4220 – Standards of Scholarship have been completed and approved by College Council. The policy is now presented for first read by the board of trustees.

Administrative Procedure 4220 is provided for your reference only.

**RECOMMENDATION**

For information only.

The superintendent/president shall establish procedures that establish standards of scholarship consistent with the provisions of title 5 sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050, et seq., and board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress ~~notice~~, ~~probation~~, academic and progress ~~separation~~ ~~dismissal~~, academic renewal, course repetition, limits on remedial coursework, and grade changes.

The procedures shall be described in the ~~MiraCosta~~ College catalog.

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

Adoption History: 5/5/09, 8/17/16, 11/19/20

 Periodic Review: 5/19/22, ~~05/30/32~~

Reference Update: 4/16, 4/18

References: Education Code §70902(b)(3)

Title 5, §§51002, 55020 et seq., 55031 et seq., 55040 and 55050 et seq

CCLC Update: #28, 4/16; #32, 4/18

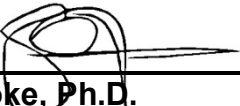
Steering: AAC/CPC / AS

Matters identified by Title 5 as standards of scholarship are grading practices, credit/noncredit options, credit for prior learning, standards for academic and progress notice and separation, remedial coursework, academic record symbols, grade changes, course repetition, academic renewal, probation and dismissal, and alternative methods of awarding credit. Authority and responsibility is delegated to the assistant superintendent/vice president, Instructional Services, and the Academic Senate as described in the policies and procedures on Collegial Governance and Participation in Local Decision Making (see Board Policy and Administrative Procedure 2510).

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

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Effective Date: 5/5/09, 10/1/20, 8/31/23  
Periodic Review: 5/12/15, 8/5/16, 4/21/22  
References: Education Code §70902 70902 subdivisions (b)(3) & (d);  
Title 5 Section 51002  
CCLC Update: –  
Steering: AAC/CPC / AS

<b>Subject:</b> Board Policy 4235 – Credit for Prior Learning	<b>Attachment:</b> Board Policy 4235 – Credit for Prior Learning
<b>Category:</b> Board Policies – First Read	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Information</span> <span style="text-align: center;">Consent</span> <span style="text-align: center;">Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Goal 1</span> <span style="text-align: center;">✓ Goal 2</span> <span style="text-align: center;">✓ Goal 3</span> <span style="text-align: center;">✓ Goal 4</span> </div>
	<b>Approved for Consideration:</b> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Sunita V. Cooke, Ph.D.                  Superintendent/President             </div>

**BACKGROUND**

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

**STATUS**

Edits to Board Policy 4235 – Credit for Prior Learning have been completed and approved by College Council. The policy is now presented for first read by the board of trustees.

Administrative Procedure 4235 is provided for your reference only.

**RECOMMENDATION**

For information only.

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

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

See Administrative Procedure 4235.

MiraCosta Community College District

Page 1 of 51

Effective Date: 5/19/09, ~~1/8/16~~12/17/20, 5/19/22,  
12/3/20

Periodic Review: 5/18/16

References: Title 5, §55050 et

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CCLC Update: #14, 2/08, #36,  
4/20, #39, 10/21

Steering: AAC / AS

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

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

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

#### Determination of Eligibility for Credit for Prior Learning

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

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

#### Approved Methods for Awarding Credit for Prior Learning

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

- Achievement of a satisfactory score on any of the following standardized examinations: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- Evaluation of Joint Services Transcripts (JST).
- Satisfactory completion of an institutional examination, known as credit by exam, administered by discipline faculty.]

- Evaluation of industry-recognized credential documentation.
- Evaluation of a student portfolio or other assessment approved or conducted by designees of the college.

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

#### A. Credit for Standardized Examinations

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

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

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

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

#### C. Credit by Exam

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

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

1. A departmental or program credit by exam policy is on file with Student Services.
2. An instructor designated by the department eligible to give credit by exam in the course and agrees that the credit examination is appropriate. The instructor is responsible for selecting an appropriate exam.
3. The student must be currently enrolled at the college and in good standing (see Administrative Procedure 4250: Academic and Progress Notice).
4. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
5. The deadline for returning a completed CPL Assessment petition to the Admissions and Records Office is the thirty (30) percent deadline of a regular semester or the third week of classes during summer intersession.
6. Students have until the seventy-five (75) percent deadline to withdraw their intent to take the exam in writing to the Admissions and Records office; after that, they must take the exam or they will automatically be issued a grade of "F."
7. Credit by exam will not be offered for a course the student is currently enrolled in or for a course that is a prerequisite to a more advanced course in the same subject for which the student has already received college credit.
8. A maximum of 15 units will be granted as credit by exam at MiraCosta College. Note: This does not include credit for standardized examinations
9. Credit by exam will reflect on the student's permanent record.
10. Credits acquired by examination are not applicable to meeting unit-load requirements for purposes of financial aid, Selective Service deferment, Veterans, Veterans benefits, or Social Security benefits.

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

The determination to offer CPL using industry-recognized credential documentation rests solely on the discretion of the discipline faculty. Students shall receive credit if the



discipline faculty who normally teach the course for which credit is to be granted determine the industry certification adequately measures mastery of the course outcomes as set forth in the course outline of record.

Students who wish to demonstrate proficiency in a course eligible for CPL using industry certification and receive college credit must file a CPL Assessment petition to the Admissions and Records Office by thirty (30) percent deadline of a regular semester or the third week of classes during summer intersession.

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

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


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

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

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

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

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

<b>Subject:</b> Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification	<b>Attachment:</b> Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification
<b>Category:</b> Board Policies – First Read	<b>Type of Board Consideration:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Information</span> <span style="text-align: center;">Consent</span> <span style="text-align: center;">Action</span> </div>
<b>Institutional Goals:</b> <a href="#">mcc_mission_statement.pdf (miracosta.edu)</a>	<b>Institutional Goal Supported:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="text-align: center;">✓ Goal 1</span> <span style="text-align: center;">✓ Goal 2</span> <span style="text-align: center;">✓ Goal 3</span> <span style="text-align: center;">✓ Goal 4</span> </div>
	<b>Approved for Consideration:</b> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Sunita V. Cooke, Ph.D.                  Superintendent/President             </div>

**BACKGROUND**

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

**STATUS**

Edits to Board Policy 4250 – Probation, Dismissal, Readmission, and Disqualification have been completed and approved by College Council. The policy is now presented for first read by the board of trustees.

Administrative Procedure 4250 is provided for your reference only.

**RECOMMENDATION**

For information only.

### Academic and Progress Probation Notice

Academic Notice - A student shall be placed on academic probation notice if they have attempted a minimum of 12 semester units resulting in an evaluative grade and has a grade-point average of less than a "C" (2.0).

A student on academic notice shall be removed from academic notice when the student's accumulated grade-point average is 2.0 or higher.

Progress Notice - A student shall be placed on progress probation notice if a) they have attempted a total of at least 12 semester units, and b) if fifty (50) percent or more of these attempted units resulted in grades of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit, or "NP"-no pass (NP). A student who is placed on progress probation notice may submit an appeal to the Committee on Exceptions in accordance with following procedures to be established by the superintendent/president.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation notice shall be removed from progress probation notice when the percentage of units in the categories of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit (NC), or "NP"-no pass (NP) drops below fifty (50) percent.

### Academic and Progress Dismissal Separation

Academic Separation - A student who is on academic probation notice shall be placed on academic subject to dismissal separation if the student's cumulative grade-point average in all units attempted remains below a 2.0 for a second consecutive semester.

Progress Separation - A student who is on progress probation notice shall be subject to placed on progress dismissal separation if the percentage of units attempted in which grades of "W"-withdrawal (W), "I"-incomplete (I), "NC"-no credit (NC), or "NP"-no pass (NP) remains at or above fifty (50) percent for a second consecutive semester.

A student who is subject to academic and/or dismissal separation may submit a written appeal petition to the Committee on Exceptions in compliance with administrative procedures. Dismissal Academic and/or progress separation separation may be postponed postponed, and the student continued on academic and/or progress probation notice if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

Adopted: 6/2/09, 6/25/14, 11/15/18  
References: Education Code §70902(b)(3)  
Title 5, §§55030 to 555034  
V.A. Chapter 34 Regulations 3474 and 3524  
CCLC Update: #26, 4/18  
Steering: AAC/AS

### **Readmission or Reinstatement**

A student who ~~has been placed on academic or progress separation~~ ~~dismissed~~ may be reinstated when the student:

- A. Does not attend for one semester.
- B. Consults with a counselor to determine whether the reasons that led to the academic and/or progress dismissal ~~separation~~ have been corrected sufficiently to enable improved performance.

~~Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.~~

The superintendent/president shall develop procedures for ~~the implementation of implementing this~~ ~~this policy~~ that complies with the Title 5 requirements.

### **~~Disqualification from~~ Loss of Veterans Administration Educational Benefits**

Veterans Administration regulations require that a student or other eligible persons lose their educational assistance benefits ~~to veterans and other eligible persons be discontinued~~ when the student ceases to make satisfactory progress toward ~~completion of~~ completing his or her training objective.

See Administrative Procedures 4250 and 4255, ~~Disqualification and Dismissal~~.

This administrative procedure applies to college-credit students only.

- A. Academic Notice – A student shall be placed on academic notice if they have attempted a minimum of twelve (12) semester units resulting in an evaluative grade and a grade-point average of less than a 2.0.
- B. Progress Notice – A student shall be placed on progress notice if they have attempted a total of at least twelve (12) semester units and fifty (50) percent or more of the units attempted resulted in grades of withdrawal (W), incomplete (I), or no pass (NP).
- C. Academic and Progress Notice is calculated for the spring and fall semesters based on the student's enrollment after the deadline to drop without a "W". Summer grades are included in overall calculations for the spring and fall semesters. Academic and Progress Notice is posted on the student's permanent record.
- D. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and/or progress notice in a timely manner. Upon notification of academic and/or progress notice, the student shall be directed to see a counselor before the next registration period to discuss ways in which the student can improve their academic standing. Information on support services and appeal procedures will be included in the notification.
- E. A student who is placed on academic or progress notice may submit an appeal to the Committee on Exceptions.

<b>Subject:</b> Student Services Division Board Report	<b>Attachment:</b> None
<b>Category:</b> College-Related Reports	<b>Type of Board Consideration:</b> <div style="text-align: center;"> <b>Information                  Consent                  Action</b> </div>
<b>Institutional Goals:</b> <a href="#">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 style="width: 100%;"/> <b>Alketa Wojcik, Ed.D.</b> <b>Assistant Superintendent/Vice President,</b> <b>Student Services</b>	<b>Approved for Consideration:</b>  <hr style="width: 100%;"/> <b>Sunita V. Cooke, Ph.D.</b> <b>Superintendent/President</b>

This year, the Student Services Division worked on and finalized the below division values.

*As a Student Services Division, we strive, through a lens of social justice, to provide the highest holistic support in order for our students to reach goals beyond their imagination. The spirits of UBUNTU (“I am because we are”) and In Lak’ech (“You are my other me”) provide a foundation for the following values we bring to our daily work.*

**Anti-Racist and equity-focused** through intentionally and deliberately interrogating, infiltrating, and disrupting power structures and racist systems to impact change that supports our students who have been historically marginalized. Where diverse voices and ideas are not only welcomed but necessary and actively sought out in an effort to be radically inclusive.

**Student-centered** where we collaborate, innovate, and transform to remove barriers for our students to empower self-advocacy in every step of their journey. Where we honor cultural wealth and engage meaningfully with the communities in which we serve and participate.

**Compassionate** as we practice empathy, kindness, forgiveness, and give grace to our students and one another.

**Outcome-focused** through inquiry, reflection and effective problem solving, we strive to do our best in collaboration and teamwork to achieve excellence in supporting our students as they aspire towards their academic and career goals.

**Academic Counseling** (Tim Alves and Don Love)

The number of students the Academic Counseling Department served at Welcome Fests increased for both the Oceanside and San Elijo events. At the Oceanside Welcome Fest,

counselors assisted 175 students, which was a 43.4 percent increase from last year. For the San Elijo Welcome Fest, counselors assisted 32 students, which was a 6.7 percent increase. In addition, prior to the events, the Counseling Department staff contacted students who RSVP'd and connected 440 students with an appointment.

**Admissions and Records** (Kathy Rodriguez)

For the spring semester, the Academic Records evaluators received a total of 2,352 graduation petitions for spring and a total of 738 graduation petitions for summer. See table below for detailed breakdown.

Spring and Summer graduation petitions submitted				
	BS	AA/AS	CA	Totals
Spring 2023	17	1308	1027	2,352
Summer 2023	0	424	314	738

The Admissions and Records specialists have been busy with registration and the start of the fall semester with assisting students in-person, through email, over the phone, and on Live Chat through Ocelot. The Admissions and Records specialists supported the Welcome Fest events at all three campuses and provided in-person services on Saturday, August 19 and August 26.

The Application Team processed a total of 8,381 credit and 745 noncredit applications for fall 2023. The Business Systems Analysts (BSAs), Application Team, and ITS have been testing the new AAWS Migration for the CCCApply Application using Superglue. The project is expected to be completed by the end of September.

The BSAs successfully set up a condensed, two-week registration period, a shift from the previous four-week period. With the success and data compiled from the Office of Research, Planning and Institutional Effectiveness (RPIE), the BSAs are preparing to condense the registration period to seven days for the spring 2024 registration period.

**Athletics Department** (Patrick Conahan)

In May 2023, MiraCosta Student-Athlete Makayla Hicks was voted the Pacific Coast Athletic Conference Scholar Athlete of the Year. Makayla earned all-conference honors in two sports (indoor volleyball and beach volleyball) while maintaining a perfect 4.0 GPA. She earned a scholarship to Southeastern Louisiana University to continue her studies and play beach volleyball.

In May 2023, Frank Zimmerman, head coach of the men's soccer team was voted the Male Sport Coach of the Year in the Pacific Coast Athletic Conference. Coach Zimmerman's team won the conference championship in fall 2022.

The Athletic Department hosted the Brotherhood BBQ in collaboration with the ASE Programs. The event is planned to intentionally welcome male students that represent disproportionately impacted groups, including Black/African American, Latino, and Pacific Islander students. Additionally, the aim is to help these students start their academic year feeling valued and supported, while also intentionally connecting them to staff, faculty, and administrators that can offer support and mentorship.

The fall sport athletic teams started practice on August 15 and began playing home games at the end of August. Men’s soccer, women’s soccer, and women’s volleyball will play a combined 31 home games between August and November.

MiraCosta College offers club sports teams including men’s and women’s rugby and men’s and women’s surf. Club sports will begin meeting in early September and will compete throughout the fall and spring semesters.

A full complement of intramural sports events has been scheduled for the fall semester. A total of 20 events, ranging from open play volleyball and basketball to pickleball are open to enrolled students and staff. The schedule can be found online.

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

The CARE Program held its annual CalFresh Resource Fair in April 2023 at the Community Learning Center (CLC). Close to 300 students and family members attended and of them 41 students received application assistance for public benefits.

The CARE Program purchased a van that has allowed for an increase of food rescue opportunities. Currently, food rescue occurs three days per week from retailers such as DashMart, Albertsons, and Gelson’s.

The program has streamlined requests for transportation assistance through a new request form, which has helped staff to get resources such as gas cards, bus passes, or Uber discounts deployed quicker to students.

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

Overall, the number of unduplicated students Extended Opportunity Programs and Services (EOPS) served continues to increase in all three programs but still has not reached pre-COVID numbers.

Academic Year	EOPS	CARE	CaWORKs
2022/23	563	30	96
2021/22	524	22	63

Counseling services in 2022-2023:	
CSEP’s completed	338
Midterm progress appointments	777
Education plan updates	1,519
All counseling appointments	3,204

EOPS and CaWORKs celebrated 99 students who received a certificate, associate, or transfer degree in May. Graduates and their loved ones were celebrated and honored during the EOPS recognition dinner. All graduates received a graduation cap, gown, medal, and stole to wear proudly during commencement. Raul Ragudo, EOPS student, was the student speaker during the 2023 commencement ceremony.

In the summer, counselors worked one-on-one with students whose semester GPA fell below 2.0 and with students who were on academic probation or dismissal at the end of spring 2023.



New EOPS student orientations began to take place in June and will continue until the end of September to welcome new students into the program. Continuing students have been contacted about their eligible services for fall 2023, which include book vouchers, school supplies, gas card/bus passes, parking permits, and a Spartan Pass (ID card).

**Financial Aid Office (FAO) (Mike Dear)**

The MiraCosta College Financial Aid Office (FAO) continues to support student success. Almost half of all credit students receive financial support and the FAO continually strives to create innovative and efficient ways of providing students with the money they need to complete their educational goals and move forward into a career or transfer.

The new Learning Aligned Employment Program (LAEP) is up and running thanks to collaboration between the FAO, the Career Center, Human Resources, and ITS teams. The program provides state funded work study opportunities to a new group of students at more competitive hourly rates, which is a great benefit to our students.

The fall 2023 scholarship applications are open, students should apply before the closing date of September 30, 2023. There are over 200 scholarships available representing approximately \$300,000 in free money for students.

The FAO completed the review of 2,483 files from March through August of 2023. The team continues to serve students in-person, by live chat, phone, email, and Target X inquiry forms.

Student Served (March – July)	
In-person	836
Live Chat	526
Phone	1,615
Email	1,469
Target X Inquiry Forms	1,226

**GEAR UP (Julie Johnson)**

This past July, GEAR UP fully funded 16 participants to attend the National GEAR UP Conference in San Francisco, California. Within the group, five individuals were the GEAR UP Cohort 1 finalists (incoming seniors from OHS or ECHS) to represent our student leadership at the National Youth Leadership Conference. Their parent/chaperone joined them and participated in the conference as well as attending the Parent Leadership Institute. After the conference, they also visited UC Berkeley, UC Santa Cruz, CSU San Jose State University and Stanford University before flying home.

Over 650 GEAR UP students attended a 2023 summer program for academic credit at either MiraCosta College or their high school. GEAR UP partnered with MiraCosta College’s Student Equity Program to assist 53 GEAR UP students with success in the GEAR UP 4 College Program. An additional 600 students enrolled in Credit Recovery Classes at either Oceanside High School (OHS) or El Camino High School (ECHS). GEAR UP provided academic support throughout the sessions as well as afterwards in the GEAR UP room.

This fall, 1,005 Cohort 1 students are entering their senior year and 1,147 Cohort 2 students are incoming juniors at either El Camino High School or Oceanside High School. These final years of the grant will enable GEAR UP staff to continue their focus to ensure wraparound support for the students and their families.

### **Health Services** (Kim Marquardt)

As of August 2023, Health Services is staying open during semester breaks for nursing, mental health counseling drop-in sessions, and clinical case management appointments on the Oceanside Campus and via telehealth.

The medical team completed 1,482 appointments in spring and summer 2023, a 40 percent increase from spring and summer 2022. The Mental Health Counseling Team completed 3,273 mental health counseling appointments in spring and summer 2023, a 39 percent increase from spring and summer 2022.

Health Services notes a growing number of our disproportionately impacted students seeking mental health counseling support, with Black/African American students at 9.9 percent, Latiné/Chicané students at 69.5 percent, LGBTQIA+ students who identified with a sexual orientation other than heterosexual at 27.2 percent, and LGBTQIA+ students who identified with a gender identity other than male or female at 6.3 percent of total mental health counseling appointments in spring and summer 2023.

Health Services is continuing monthly trainings as a Naloxone (Narcan) Distribution Project (NDP) provider for staff and students with over 50 individuals trained so far.

Mental health counseling gave presentations and trainings to approximately 500 students and staff; coordinated 17 groups, workshops, and special events in collaboration with SAS, UMOJA, UPRISE, Student Equity, and EOPS; provided same-day outreach for 133 CARE referrals; and connected 51 students to off-campus resources through the department's clinical case manager.

The full-time mental health counselors were certified as suicide prevention trainers in collaboration with San Diego County Mental Health and Community Health Improvement Partners and have trained 56 faculty and staff in our campus community.

### **Title V HSI** (Maria-Isabel Rocha)

The Title V Team launched Latinx Hour on the Lawn this summer to connect with students and build comunidad (community) across the campus. The event will continue on Wednesdays into the fall semester, and the last week of the month will include Tuesday to connect with students who are only on campus Tuesdays and Thursdays. The total number of students that have participated and engaged in the event is around 90.

The Title V Community Engagement lead hosted a two-day promotores/as (ambassadors) training presented by Dr. Arcela Nunez, Co-Founder of Universidad Popular, at the Oceanside Campus to 21 student ambassadors from the Outreach Team and five student promotores/as (ambassadors) from Title V. The Title V student promotoras/es (ambassadors) will continue to receive monthly training to provide the tools and resources needed to connect with the comunidad (community). Promotoras/es (Ambassadors) will deploy engagement activities in communities with a high percentage of Latinx residents but low percentages of active

MiraCosta students and develop culturally informed, validating, and enriching workshops and events to promote MiraCosta College's educational pathways.

In summer 2023, the Title V Pedagogy of Carino lead hosted a Healing and Trauma Informed Con Corazon training where 21 faculty participated. In addition, the Title V Team partnered with the Cultural Competency Curriculum that is now rebranding as Juntos Podemos that will launch this fall 2023. This training program is designed to meet the needs of the current Title V HSI grant objectives. Juntos Podemos will be led by facilitators. Each facilitator will be responsible for the design, instruction, facilitation, and project management of Juntos Podemos. The facilitators will provide direction and leadership to the Juntos Podemos participants throughout the academic year. The facilitators will put out a call for faculty interested in participating in Juntos Podemos before the start of each fall semester. The facilitators and the Title V project and activity director will select faculty participants from a broad range of disciplines and departments of the college. The total cohort of faculty participants shall not exceed 25 faculty members. Each faculty participant will commit to completing the training and project specified by Juntos Podemos by the end of the designated academic year. Each Juntos Podemos faculty participant must complete a final presentation for this project. Faculty participants may be requested to present their project to the campus community, including to their respective departments, governance groups, or the board of trustees.

The Career Relevancy lead launched the Carreras Sin Barreras Cohort program that is recruiting 20 Latinx students who want to find an internship that aligns with their career goals. These experiences are designed to inspire aspiration and academic mindset while removing barriers for low-income, Hispanic students to access experiences that prepare them for success in careers post-graduation.

As part of the grant efforts to increase visibility across campus about our HSI identity, the Title V Team, with the support of the PIO department and Student Life and Leadership, installed the new HSI Logo in the Student Center at the Oceanside Campus and the goal is to install something similar across all campuses.

### **International Office** (Kathy Rodriguez)

The International Office travelled to Washington, DC for the Annual NAFSA: Association of International Educators Conference. The team attended trainings on application processes and F-1 Visa advising. They also attended various workshops related to recruiting, hiring international professionals, and international student trends.

The International Student Welcome Day was held on August 14. The team welcomed 22 new students and the day was filled with community building, Human Bingo (ice breaker), lunch with the student leadership, education on F-1 Visa regulations, a scavenger hunt campus tour, a resource fair, and Kona Ice with faculty, staff, and administrators.

For the fall 2023 semester, 90 international students are enrolled in 12 or more units. On the first two days of the semester, over 60 new and returning international students visited the office for coffee, donuts, and help. It was a great opportunity for new and returning students to build community and seek guidance and assistance from one another.

The International Office has updated the study abroad webpage to provide information on the Barcelona, Spain Spring 2024 Program offered through the Southern California Foothill Consortium (SCFC) coordinated by Citrus College.

The team collaborated with the Financial Aid and Scholarships Office to create promotional fliers specific to study abroad which were used to promote over social media and while tabling at Welcome Fest Oceanside. A dedicated page for study abroad specific scholarships is also in the works.

Information on the summer 2024 programs hosted by MiraCosta is expected to be added within the next few weeks. Planning for information sessions on the two program options and financial aid and scholarships opportunities is underway.

### **Noncredit Student Success and Support Program (NCSSSP) (Mitra De Souza)**

This August, the Noncredit Student Success and Support Program (NCSSSP) hosted a Welcome Fest at the Community Learning Center (CLC). There were twenty departments represented at the event and there were over 150 attendees. Attendance was comprised of new students, returning students, and community members. At the event, orientations were offered hourly in English and in Spanish and as well as campus tours. Faculty and staff working at the event said they experienced a lot of interaction at their tables and high student interest in our programs. New students received application and registration assistance in both our Admissions and Records Office and in our Community Lab. Students were also able to do on the spot ESL placements in the Community Lab. There were several new applications and registrations on the day of the event. Because RSVPs and check-ins were managed via Target X, we now have a database of students that we can follow-up with to offer application, registration, and onboarding assistance.

### **Orientation and Student Support (Tina Helmstreit)**

Spartan Start Orientation went live in July 2022 and over 14,700 students have completed orientation to date. Additionally, the department's onboarding campaign assisted in reaching an orientation completion rate of 84 percent for the spring 2023 student cohort, the highest completion rate noted from SSSP spring cohort data collection since 2017. The new fall 2023 student cohort is already at a 77 percent completion rate for orientation and on track to follow spring's increasing trend.

The Orientation and Student Support Department co-led the ACP Explore events that were redesigned with Guided Pathways leadership and the Career Center Team. ACP Explore integrated instructional components for students to have in-class experiences along with career exploration and academic counseling presentations.

The department also led coordination efforts for Welcome Fest Events at the Oceanside and San Elijo Campuses. The Oceanside Campus served over 550 students, a 47 percent increase from last year's attendance with an increase in families and guests as well. The San Elijo Welcome Fest event also saw a 41 percent increase from last year's student attendance, supporting 106 students and their families.

### **School Relations/Diversity Outreach (Jonathan Gomez)**

The Outreach Office hosted the Latino Book and Family Festival at the Oceanside Campus in July. Various authors, artists, and community leaders participated. In July and August, the Outreach Office hired and trained a team of 20 student ambassadors representative of various ASE Programs, backgrounds, and experience. The ambassador team was also critical in supporting the Welcome Fest events that took place in August, by leading tours at all three

campuses and assisting students with the check-in and enrollment process. In addition, the department assisted with phone calls to hundreds of students to both remind students about payment deadlines and follow-up with students who were dropped from classes for non-payment.

### **Student Accessibility Services (SAS) (formerly DSPS) (Abrey Nydegger)**

The Student Accessibility Services (SAS) Department has submitted MIS data for the 2022/23 academic year serving 1,225 credit and continuing education students. This is the largest number of students served by SAS in the past 10 years.

Annual 2020/21 Student Count	Annual 2021/22 Student Count	Annual 2022/23 Student Count
947	1,046	1,225

This summer, SAS counselors and staff hosted a pilot summer bridge program for transitioning high school students including a daylong workshop to connect students with SAS, different programs/services on campus, and one another. It was a successful program and plans are underway for next summer.

In August, Aaron Holmes, SAS access specialist, hosted Region E Access Technology Collective (ATC) Teach-In. The ATC is a working group comprised of access technology professionals from across Region E. The group included 16 access technology professionals from seven different colleges in Region E (plus one from Fullerton College). The group aims to promote accessibility and usability of technologies utilized by the campus community through advocacy and collaboration.

The SAS specialist worked with ITS to procure a new districtwide tool that does automated document remediation. SensusAccess will allow the district to provide better access to documents, flyers, and attachments sent to students. This is currently available in the MiraCosta College portal that allows all employees to upload a document and have it converted to a variety of accessible file formats. In addition, PopeTech Dashboards launched this summer as an accessibility validation and remediation tool inside of Canvas and can look at the accessibility at the course level (and institution wide). Both tools are invaluable to ensuring accessibility and access for students, faculty, and staff.

### **Student Life and Leadership (Terrence Shaw)**

Commencement 2023 was a successful event with a strong focus on making the event culturally relevant for our graduates and their families. Some of the efforts included African drumming, Mariachi band, Spanish translation of the program, and much more. Another notable change was the switch from Commencement Poet to Commencement Artist, as we had a graduate choose to perform an original song about mental health. More than 500 graduates participated in the ceremony.

Bianca Rosales was elected as Associated Student Government (ASG) president for 2023/24, with Kenneth Pilco elected as the student trustee. The Associated Student Government held a two-day fall retreat, which included a community learning experience at Chicano Park. Retreat topics included ASG goals, vision, advocacy, responsibility, and shared governance at MiraCosta College.

Student Life and Leadership held the third Student Leadership Conference, which was attended by more than 44 student leaders. There are currently 40 active student organizations on campus, and Club Rush was held on August 31 at the Oceanside campus.

Week of Welcome events were held during the first week at the San Elijo and Oceanside campuses. We are seeing student engagement and collaboration among student clubs on campus grow significantly to pre-pandemic levels.

**Student Services, San Elijo** (Jared Rodrigues)

Student Services continues to see indicators of increased student engagement on the San Elijo Campus. We re-designed the San Elijo Welcome Fest and developed a supplemental targeted marketing strategy to drive attendance at the event. Holding the Welcome Fest event concurrent with the Cardiff Farmer’s Market was also a success; faculty reported seeing same-day enrollments from some who saw and attended the Welcome Fest only because they saw it while shopping at the farmer’s market.

**Transfer Center** (Lise Flocken)

The Transfer Center was informed that three of the UC schools will be accepting winter quarter applications: UCM, UCSC, and UCR. A majority of the 23 Cal State Universities will also accept spring semester transfers. Additionally, many schools have extended the application period past December, which means the application season is now from August – April.

Total Student Contacts 6/22 – 8/23	1685 (all modalities)
Total CSEPs completed 6/22 – 8/23	296
Total students serviced 6/22 – 8/23	947

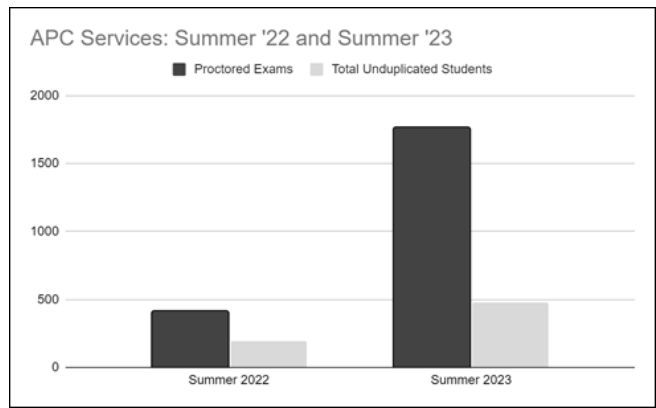
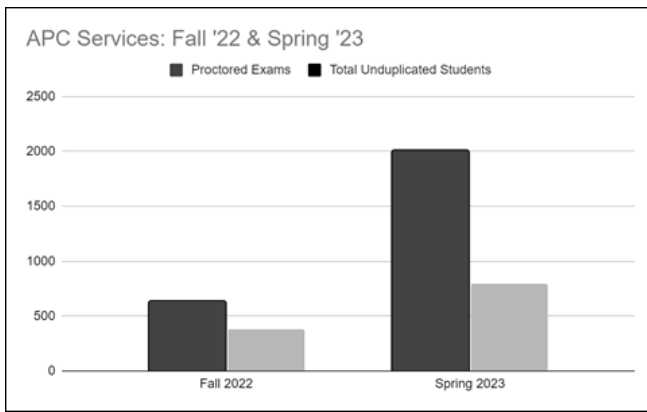
Below is a breakdown of students served:

- 25.7 percent are first generation
- 8.9 percent are Asian
- 3.2 percent are African American
- 42.8 percent are Hispanic/LatinX
- 33.5 percent are White

**Testing Services and Academic Proctoring Center** (Sinclair Tirona)

The Testing and Academic Proctoring Center (APC) has continued to serve and support students and faculty with in-person services. The APC continues to see significant increases in service usage among students and faculty, more than doubling the numbers from previous semesters.

- There was a 214 percent increase in proctored exam appointments and 109 percent increase in students served from fall 2022 to spring 2023.
- There was a 324 percent increase in proctored exams and a 143 percent increase in students served from summer 2022 to summer 2023.
- There was a 145 percent increase in SAS accommodated exams from fall 2022 to spring 2023.
- There was a 60 percent increase in MiraCosta distance students (outside of San Diego County) in summer 2023 compared to summer 2022. The APC works with distance students to help set-up and facilitate on-ground proctoring in their area.



For placement and assessment services and support, the staff continue to provide information and placements to students virtually and in-person through a variety of means, including multiple measures, high school transcript evaluation, and our guided self-placement tools in English, math, and ESL.

### **Veterans (Liz Draper)**

Veterans Services hosted the Military Ally Workshop during FLEX week. As a result, 30 new allies have been trained and are ready to better support the military-affiliated student population on campus. The department anticipates hosting another Military Ally Workshop in the spring semester.

The Veterans Services Welcome Back BBQ was held on August 30. There were 16 different resource tables from both on-and-off campus available for students to speak with and learn about the benefits available to them. More than