MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – AUGUST 19, 2021
ZOOM Conference

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of July 15, 2021
B. Regular Meeting of July 15, 2021

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

PLEASE NOTE: During this time of board meetings being conducted in an online format, public comments, as outlined below, must be emailed to jbollerud@miracosta.edu a minimum of 30 minutes prior to the start of the meeting. Your comment will be read aloud during the meeting. Your email should indicate if you wish the comment to be read at the beginning of the meeting or, if it is regarding an agenda item, if you would prefer the comment to be read at the time the agenda item comes up. All public comments must continue to adhere to the Decorum, also outlined below.

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. Update on Campus Climate Survey

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Employment Contract for Interim Academic Administrator
C. Approve Reclassification of Existing Position
D. Approve Associate Vice President and Vice President Salary Schedule
E. Ratify Memorandum of Understanding 21-03 with Academic Associate Faculty – COVID-19
F. Ratify Memorandum of Understanding 21-05 with Faculty Assembly – COVID-19
G. Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2021 Dual Enrollment Program
H. Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2021 Dual Enrollment Program
I. Approve the Fall 2021 Annual Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program
J. Approval to Utilize the Foundation for California Community Colleges Participation Agreement for CampusLogic
K. Approve Agreement with Dovetail for Fixtures, Furniture and Equipment Coordination Services for the OC Library Renovation
L. Ratify Budget Transfers/Revisions
M. Ratify and Approve Contracts and Purchase Orders—June 24 through July 28, 2021

VIII. ACTION ITEMS (Action Required)

A. Ratify Collective Bargaining Agreement Between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Three-Year Period Commencing July 1, 2021

IX. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 4300 – Field Trips and Excursions

X. INFORMATIONAL ITEMS

A. Fourth Quarter Fiscal Report

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
    1. Instructional Services
    2. Student Services
    3. Administrative Services

4. Human Resources

F. Office of the President

G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETINGS

4 p.m. – September 2, 2021
Board Workshop
Zoom Conference

4 p.m. – September 9, 2021
Regular Meeting
Zoom Conference

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

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

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.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **July 15, 2021**
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, July 15, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:46 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:46 p.m., the board announced the need to enter closed session 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, Vice President, Human Resources Charlie Ng
Employee organizations: All

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

At 3:52 p.m., the board returned to open session to report the following:

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

Direction given; no action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:52 p.m.

MINUTES APPROVAL:

Richard Cassar Board President	Sunita V. Cooke, Ph.D. Superintendent/President

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

MINUTES OF REGULAR MEETING **July 15, 2021**
(*DRAFT*)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, July 15, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:01 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:
Superintendent/President Sunny Cooke
Vice President Tim Flood
Vice President Charlie Ng
Vice President Alketa Wojcik
Vice President Diane Dieckmeyer

III. APPROVE MEETING MINUTES

A. Regular Meeting/Workshop of June 10, 2021
B. Special Meeting/Closed Session of June 17, 2021
C. Regular Meeting of June 17, 2021

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the regular meeting/workshop of June 10, 2021, the special meeting/closed session of June 17, 2021, and the regular meeting of June 17, 2021, were approved.

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

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Bi-Annual Career Education Program Review and Strong Workforce Update
Dean of Career Education Al Taccone and Associate Dean, School of Career Education Ben Gamboa provided updates to the Board of Trustees on the data used to conduct career education biannual program reviews using SWP metrics provided by the MiraCosta College Research, Planning and Institutional Effectiveness Office.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Stipend for Classified Administrators and Classified Confidential Administrators
C. Ratify Observance of Juneteenth as a MiraCosta Holiday
D. Authorize Execution of Academic Administrator Employment Contract
E. Approve 2021/22 Salary Schedule Increase for Non-Bargaining Unit Members
F. Approve Professional Expert Employment Contract
G. Approve Reclassification of Existing Position
H. Approve Classification of New Position
I. Approve JPA Insurance Renewal 7/1/21-7/1/22 and District Insurance Schedule
J. Ratify Student Accident Insurance Renewal
K. Approval to Utilize the Foundation for California Community Colleges Participation Agreement for Technology Purchases with Dell Marketing, L.P.
L. Ratify Additional Cloud Computing Services
M. Approve Renewal of Cloud Computing Services
N. Notice of Completion Bid #03-02 SAN 1000 Science Building Alterations
O. Approve Construction Services Contract for Bid MM-21-005 San Elijo Underground Utility Project
P. Approve Lease with Konica Minolta Business Solutions USA, Inc. for Copy Center Color Production Machine
Q. Authorization to Utilize the Foundation for California Community Colleges Administrative Services Agreement, Waxie Sanitary Supply for Janitorial Products
R. Ratify Increase to United States Postal Service Purchase Order
S. Ratify and Approve Contracts and Purchase Orders—May 28 through June 23, 2021
T. Approve Adult High School Graduates

Consent Items N, O, and S were pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Pedroza, consent items A through M, P through R, and T were approved.

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

By motion of Trustee McNeil, seconded by Trustee Merchat, consent item N was approved.

Vote:	6/0/1
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Simon
Abstentions:	Pedroza
Absent:	None

By motion of Trustee McNeil, seconded by Trustee Merchat, consent item O was approved.

Vote:	6/0/1
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Simon
Abstentions:	Pedroza
Absent:	None

By motion of Trustee McNeil, seconded by Trustee Merchat, consent item S was approved.

Vote:	5/0/2
Aye:	Cassar, Fischer, McNeil, Merchat, Simon
Abstentions:	Broad, Pedroza
Absent:	None

VIII. ACTION ITEMS

A. Approve Emeritus Status for Retired Academic Administrator

The board approved emeritus status for Dean of Letters and Communications Studies Dana Smith, who retired from the district on July 1, 2021.

By motion of Trustee Merchat, seconded by Trustee McNeil, the board approved emeritus status for Dean of Letters and Communications Studies Dana Smith.

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

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 3560 – Alcoholic Beverages

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the periodic review with no recommended changes and adopted Board Policy 3560 – Alcoholic Beverages..

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

B. Board Policy 4010 – Academic Calendar

By motion of Trustee McNeil seconded by Trustee Pedroza, the board approved the periodic review with no recommended changes and adopted Board Policy 4010 – Academic Calendar.

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

X. FIRST READING – BOARD POLICIES

A. Board Policy 4300 – Field Trips and Excursions

Proposed edits to Board Policies 4300 – Field Trips and Excursions were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

XI. COLLEGE-RELATED REPORTS

A. Trustee Activities

Trustee Broad attended the Futures Facilitators week-long meeting and, along with Trustee McNeil, attended the Oceanside Hero's event. Trustee Merchat attended the Futures Facilitators meeting and will provide a written report on the weeklong meeting. Trustee Simon attended a Zoom webinar titled *The Glass Half Broken*, and a webinar from the Chancellors Office focused on healthy aging.

B. Students

Student Trustee Alma Cuevas reported the Associated Student Government is currently holding interviews as they build their leadership team. She is excited for the start of the fall semester and has enrolled in six courses.

C. Classified Employees

Classified Senate President Carl Banks reported the Classified Senate held their retreat last week, where they focused on goals for the upcoming year. He is looking forward to welcoming classified employees back on campus this fall.

D. Faculty

Academic Senate President Luke Lara reported the first meeting for the Academic Senate will be held on the morning of August 13, with a retreat immediately following.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer reported that planning is underway for the Library and Learning Centers to prepare for in-person services this fall. She also reported on the Cultural Curriculum Collaborative that started several months ago, which includes a group of faculty focused on becoming more culturally responsive in their teaching; they will be sharing a showcase of their work during fall Flex Week. The new dean at the San Elijo Campus, Antonio Alarcon will be starting on July 26, and the hiring of a permanent Instructional Designer, who will provide great support to our faculty both online and on ground, is underway.

2. Student Services

Vice President Wojcik commented on how busy the summer months have been with the graduation for GEAR UP this past week, and Summer Bridge is still on going. The Student Services Division will begin offering in-person services beginning August 2, and will continue to offer online support as well. There have been many fraudulent enrollment applications submitted across the state and at MiraCosta College, and Student Services is working hard to identify them.

3. Administrative Services

Vice President Flood reported on the tremendous work of his department, especially in the Purchasing Department, where they are utilizing our purchasing power to emphasize small, historically under marginalized businesses. He thanked the board for approving the lease of the new copier for the Copy Center, which will enable many additional services with significant savings, and also help us maximize a higher level of service to our college community. Facilities staff members are working to reseal and stripe parking lots, and employees from the Administrative Services Building are settling in to their temporary space in the portable village near College Police. The governor signed the budget on Monday, and it included $3.5 billion in additional funds for community colleges.

4. Human Resources

Vice President Ng reported that Human Resources has been busy implementing the new vaccination policy as well as the Covid prevention program and the process for proof of vaccination. Other items include wrapping up agreements with the Associate faculty, launching the new training platform called MIST (MiraCosta Innovative Source for Training), and the search for key administrative positions.

F. Office of the President

Superintendent/President Cooke commented that there has been no down time during the summer months with a tremendous amount of work going on in all departments and she thanked all for their hard work. She especially recognized the Facilities Department and AIS, who have been working on site all through Covid, and she thanked the Kitchell team for their great work with the administrative move. She reported good news on legislation for the baccalaureate degree bill, which is still moving smoothly through the process. Dr. Cooke thanked Kristen Huyck, Linda Kurokawa, and John Makevich for working with Assembly member Tasha Boerner-Horvath's office to carve out funding around the TCI. She said there is a significant amount of money available in the state budget to help people return from COVID, and she is hoping this will come our way and help the TCI. Superintendent/President Martha Garcia of Imperial Valley was selected as the new superintendent/president at College of the Desert; and she welcomed Palomar's new president, Star Rivera Lacy. She added that she really appreciated working with colleague Jack Kahn, who led Palomar during the past year.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. ADJOURNMENT

The meeting adjourned at 5:26 p.m.

MINUTES APPROVAL:

Richard Cassar Board President	Sunita V. Cooke, Ph.D. Superintendent/President

Subject: **MiraCosta Community College District Campus Climate Survey Update**	**Attachment:** **PowerPoint Presentation**
Category: **Presentation**	**Type of Board Consideration:** ✓ **Information Consent Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta Community College District engaged the services of Rankin & Associates, a consulting firm, to conduct a campus climate survey for the college that encompassed input from both students and employees. This is part of the ongoing MiraCosta commitment to promote a welcoming, inclusive and racially just organizational climate.

STATUS

Vice President of Human Resources Charlie Ng will provide an update on the results of the survey and the next steps to be taken by the campus community.

RECOMMENDATION

For information only.

MiraCosta College Campus Climate Survey

Board Update: August 19, 2021

MiraCosta College Campus Climate Survey

Board Update: August 19, 2021

Assessing Climate Change

- Definition – Climate is defined by Rankin and Associates as the current attitudes and behaviors of students, faculty, staff, and administrators, as well as institutional policies and procedures, which influence the level of respect for individual needs, abilities, and potential.
- Measurement – Personal experiences, perceptions, and institutional efforts.

Background

- Phase I – Spring 2019
  - Initial Proposal Meetings
  - Focus Groups
  - Outreach Plan
- Phase II – Summer/Fall 2019
  - Survey Tool Development and Implementation
- Phase III – Spring 2020
  - Data Analysis
- Phase IV – Summer/Fall 2020
  - Final Report and Presentation
  - Develop Actions

Climate Survey Working Group (CSWG)

- Claudia Flores (Tri-Chair)
- Tori Fishinger (Tri-Chair)
- Charlie Ng (Tri-Chair)
- Adrean Askerneese
- Albert Nyman
- Bea Palmer
- Benny Perez
- Chris Tarman
- Cynthia Vasquez-Gonzales
- Diane Dieckmeyer
- Kimberly Coutts
- Kristen Huyck
- Maria Figueroa
- Wendy Stewart

Culture/Support/Sense of Belonging

Presentation

- Significant differences in comfort (climate, department, classroom) with:
  - Staff and faculty compared to student respondents
  - Queer spectrum compared to heterosexual respondents
  - People of Color and Multiracial compared to Hispanic/Latinx/Chicanx respondents
  - Women compared to men respondents
  - Those with at least one disability compared to those with no disabilities respondents
  - Non-US citizens compared to US citizens
  - Credit students compared to noncredit students
  - People of color compared to White/European respondents
  - Low-income compared to not low-income students
- Exclusionary conduct (staff, faculty, students) based on position, ethnicity, age, length of service at MCC, philosophical views, and racial identity
- Unwanted sexual experiences for students and staff

Culture/Support/Sense of Belonging

Forums

- Disabled students – Look into improvements that could continue to be made to support disabled employees and students.
- Sense of Belonging – More MCC events that have more self-belonging.
- 63% staff respondents felt like there was a hierarchy of faculty over staff.
- 86% of respondents felt very comfortable at MCC, however, queer spectrum and Latinx students were a significant difference.

Culture/Support/Sense of Belonging

Forums

- Need to develop a more inclusive department culture, who is invited, opportunities for input, etc.
- Work toward developing/constructing physical spaces such as LGBTQ Center, Dreamer Center, Chicanx/Latinx Center.
- Need to learn how to give feedback to one another
- Explore why some of our credit students don't feel as comfortable as non-credit.

Culture/Support/Sense of Belonging

Suggested Actions

- Assign disabled student concerns to Student Accessibility Services.
- Steer significant differences, sense of belonging, more inclusive department and exclusionary conduct, unwanted sexual experience concerns to administration, HR, Academic and Classified Senates, and department chairs.
- Steer inclusive queer spectrum, Latinx and credit vs. noncredit student concerns to Instruction, Student Services, Academic and Classified Senates.
- Steer hierarchy of faculty over staff to administration, Academic Senate and Classified Senate.
- Assign physical space concerns to administrative services.
- Steer feedback concerns to HR, administration, and department chairs.

Other Areas to address

- People Considered Leaving
- Student Academic Success
- Employment Advancement and Promotions
- Performance Management
- Leadership and Communication
- Training and Professional Development

Action Steps for Other Areas to Address

- Assign “a survey to understand the cause for the percentage of people who seriously considered leaving MiraCosta” to RPIE.
- Steer “academic success concerns” to administration, Instruction, Students Services, Academic and Classified Senate, and department chairs.
- Assign “assess, revise as necessary, and train departments on interim, hiring, and promotion practices and procedures” to HR.
- Steer “associate faculty concerns” to department chairs and administration.

Action Steps for Other Areas to Address

- Assign “assess, revise as necessary, and train departments on performance evaluations” to HR.
- Assign “leadership and communications concerns” to administration.
- Assign “supervisor training concerns” to HR.

Next Steps

- Review Summary and Action Steps with Climate Survey Working Group Early Fall 2021
- Make Recommendations for Steering, Assignments, and Timelines
- Monitor Progress and Provide Updates as Needed

Subject: **Ratify Recommendations of Superintendent/President in Approving Personnel Actions**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

STATUS

1. Retirement of Teresa Guinon, Instructor, English, P-00519, effective December 21, 2021.

2. Resignation of India Pierce, Student Services Specialist, position P-00379, effective August 2, 2021.

3. Employment of the following full-time, tenure-track faculty members:

   a) Eric Snortum, Instructor of Earth Science, Geology, and Oceanography, full-time, tenure-track, class 3, step 3, $92,281 per year (2021/22 academic salary schedule), effective August 13, 2021.

      BS – Earth Sciences – UC San Diego
      MS – Earth Sciences – UC San Diego

      Professor Snortum has served as an associate faculty member teaching Oceanography courses at MiraCosta since fall 2019. Eric has also taught Oceanography and Geology courses at Palomar and worked as a Teaching Assistant at UCSD.

   b) Suganya Sankaranarayanan, Business Administration Instructor – School of Career Education, position P-08137, full-time, tenure-track, salary class 2, step 4, $93,634 per year (2021/22 academic salary schedule), effective August 13, 2021.

      Her degrees are from the Eastern Institute for Integrated Learning in Management University:

      Bachelor's Degree – Accounting
      Bachelor's Degree – Business Administration
      Master's Degree – Business Management, specialization in Human Resource Management

Professor Sankaranarayanan has served as an associate faculty member at Miramar College and Southwestern College, teaching a variety of Business and Computer Information Systems (CIS) courses including Business Ethics, Business Communications, Introduction to Business, Marketing, Principles of Money Management, Introduction to Business Information Systems, and Search Engine Optimization Fundamentals, and is a trained peer online course reviewer and distance education mentor. She has also served as the Regional Entrepreneurship Center (REC) Innovation Lab, Faculty Lead, Video Marketing and Event Coordinator at Miramar College.

c) Khang Nguyen, Physics Instructor – School of Mathematics and Sciences, position P-00600, full-time, tenure-track, salary class 6 (doctorate), step 4, $105,188 per year (2021/22 academic salary schedule), effective August 13, 2021.

BA – Physics – UC Berkeley
MS – Physics – CSU Long Beach
PhD – Physics – University of Washington, Seattle

Professor Nguyen has taught physics courses at the University of Washington, Seattle, and CSU Long Beach. Through the University of Washington, he has been actively involved with two college-prep programs, teaching math, robotics, electronics, STEM college survival skills, and writing skills to high school students. While at UC Berkeley, he obtained a K-12 math and science teaching credential through the CalTeach Program. He also served as a Research Assistant and Software Developer at the Lawrence Berkeley National Laboratory, which conducts scientific research on behalf of the Department of Energy.

4. Employment of the following regular classified employees:

Lilian Alexa De Alba, Administrative Support Assistant I – Counseling, P-06163, salary Range 9, Step 2, $3,892.81 per month, full-time, 12 months per year, effective June 14, 2021. Lilian was selected through an open recruitment process.

Providencia Gonzalez, Administrative Support Assistant III - Veterans Services, salary range 20, step 1, $1,566.45 per month, 12 hours per week, 12 months per year, effective July 20, 2021. Providencia was selected through an open recruitment process.

Harrison Haynes, Locker Room Safety Assistant, position P-08300, salary range 9, step 1, $11,400.50 per year, 12 hours per week, 10 months spread over 12 months, effective July 20, 2021. Harrison was selected through an open recruitment process.

Hugo Teixeira, Instructional Associate - Photography, position P-08220, salary range 25, step 2, $2,863.27 per month, 18 hours per week, 10 months per year, effective August 2, 2021. Hugo was selected through an open recruitment process.

5. Permanent change of assignment for Rachel Garcia, Administrative Support Assistant III – Financial Aid, position P-06165. Rachel has accepted the position of Financial Aid Technician, P-08232, range 22, step 5, $6,749.00 per month, full-time, effective July 6, 2021. Rachel was selected though an open recruitment process.

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

Ralph Garcia, Police Sergeant, position P-00314, will continue to serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 1, $ 10,767.25 per month, full-time, effective July 1 - July 31, 2021.

Ubense Perez, Police Sergeant, position P-00315, will continue to serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 4, $12,464.50 per month, full-time, effective August 1 - August 31, 2021.

Carlos Carrizosa, Police Officer, position P-00308, will continue to serve as acting Police Sergeant, salary range 34, step 1, $7,823.33 per month, full-time, effective July 1 – July 31, 2021, and September 1 – September 30, 2021.

Timothy Mayr, Police Officer, position P-00309, will continue to serve as acting Police Sergeant, salary range 34, step 3, $8,681.50 per month, full-time, effective August 1 – August 31, 2021.

7. Temporary change of assignment for the following employees:
   Heidi Johnson, Instructional Assistant, position P-00227, will serve as interim Instructional Associate – Auto Technology, position P-08359, salary range 25, longevity year 7, $7,655.50 per month, full-time, effective August 30 – November 19, 2021.

   Anne Fleming, Learning Coach – Writing Center, position P-07374, will serve as interim Program Manager - Writing Center, position P-08338, salary range 31, longevity year 7, $9,103.17 per month, full-time, effective August 1, 2021 – June 30, 2022.

8. Temporary additional assignment for Hugo Teixeira, Instructional Associate - Art, position P-08220. Hugo will serve as an Instructional Assistant - Art, up to 18 hours per week, effective August 9, 2021 – June 30, 2022.

9. Employment of the following associate faculty members for the 2021 summer session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Daniel Diaz	Counselor
Cyndy Garcia	Counselor
Nathan Klein	Counselor
Lucio Lira	Counselor

10. Employment of the following associate faculty members for the 2021 fall session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

Karen Lacy	Anthropology
Atousa Doust	Biology
Darielle Blevins	Child Development
Grant Muagututia	Dance
Rachel Holdt	Dance
Yuki Minekawa	Japanese
Katie Martinez	Math
Emily Kay	Media Arts Technology
Tammah Watts	Mental Health Counselor
Rosalinda Gonzalez	Nursing
Samantha Sangsanoi	Nursing

Tammy Tade	Nursing
Natalie Gonzales	Nursing
Danielle Baldino	Nursing
Jonathan Cole	Physics
Juan Martin Leyva	Sociology
Jamie Leodones	Stagecraft

11. Employee 07222420, in accordance with Board Policy 7345. The employee is requesting a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as the employee will exhaust the personal necessity allowance for the fall 2021 semester. Pursuant to the Collective Bargaining Agreement for Academic Associate Faculty, credit associate faculty members are limited to the use of no more than 60 percent of the amount of sick leave earned for the semester.

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

Employee	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Renee Austin-Rivera	Accounting Technician	Substitute	Accounting	$31.02/hr	7/26/2021	6/30/2022
Ronette Tommy	Administrative Support Assistant II	Substitute	Admissions and Records, OCN	$26.84/hr	7/21/2021	6/30/2022
Kristen Gengenbacher	Assistant Coach	Short-term	Athletics and Intermurals	$26.84/hr	8/20/2021	6/30/2022
Ryan Frazer	Student Services Specialist	Short-term	Athletics and Intermurals	$31.02/hr	8/20/2021	6/30/2022
Jason Belcher	Instructional Assistant	Substitute	Automotive Technology	$26.84/hr	8/30/2021	11/19/2021
Jessica Stroberg	Campus Aide III	Short-term	Career Education Grants	$18/hr	8/20/2021	12/31/2021
Jessica Luna Isaiah Chavira Tiani Mora Abigail Vivas-Orozco	Campus Aide III	Short-term	Counseling	$18/hr	8/20/2021	6/30/2022
Chelsey Cruz Vicente Banuelos Giovanni Chavez Ana Sierra Elan Williams	Campus Aide III	Short-term	Counseling	$18/hr	8/20/2021	12/31/2021
Jorge Ramirez Ibanez	Financial Aid Assistant	Substitute	Financial Aid	$27.63/hr	7/19/2021	6/30/2022
Jorge Ramirez Ibanez	Campus Aide III	Short-term	Financial Aid	$18/hr	8/20/2021	6/30/2022
Charles Trevino Julisia Binion	GEAR UP Support Staff I	Short-term	GEAR UP	$14/hr	9/10/2021	6/30/2022
Christopher Cervantes-Hernandez Jordan Robert Fan Marienel Jesica V. Pili Victoria Renee Holley	GEAR UP Support Staff I	Short-term	GEAR UP	$14/hr	8/20/2021	6/30/2022
Daja Marks	GEAR UP Aide III	Substitute	GEAR UP	$18/hr	8/9/2021	6/30/2022
Jacob R Casey	GEAR UP Support Staff I	Substitute	GEAR UP	$14/hr	8/2/2021	6/30/2022

Maria Sophia Batty	GEAR UP Support Staff I	Substitute	GEAR UP	$14/hr	8/1/2021	6/30/2022
Tanya D'Angelo	Mental Health Counseling Intern	Short-term	Health Services	$2,500 stipend	8/23/2021	12/17/2021
Caroline Moxley Jaya Roy	Mental Health Counseling Intern	Short-term	Health Services	$4,500 stipend	8/23/2021	12/17/2021
Nancy Cochran	Accompanist II	Short-term	Music	$45/hr	7/1/2021	7/30/2021
Magdalena Romo	Administrative Support Assistant I	Short-term	Nursing and Allied Health	$21.92/hr	8/20/2021	6/30/2022
Maria Iljushko Kaitlin Oshima	Police Support Assistant I	Substitute	Police	$25.33/hr	7/1/2021	6/30/2022
Rebecca Romine	Administrative Support Assistant I	Short-term	Risk Management	$21.92/hr	8/20/2021	6/30/2022
Juliza Mendoza	Instructional Aide	Substitute	School of Continuing and Community Education	$22.58/hr	8/2/2021	6/30/2022
Israel Gutierrez Hernandez	Campus Aide I	Short-term	School Relations/ Diversity Recruitment	$14/hr	8/20/2021	6/30/2022
Amir Naranjo Kanoa York Chynna Cochran Diego Soriano Inayah Bint Sadiq Abdulmulmateen Austin Quandt Evelyn Sanchez Garzon Geraldine Bandiuan Miguel Herrera Merilyn Navarro Madison Casanova Arely Siordia	Campus Aide III	Short-term	School Relations/ Diversity Recruitment	$18/hr	8/20/2021	12/31/2021
Alondra Herrera Natalia Cruz Dannia Saldivar Natalie Salgado Ezra Gonzalez Joy Vivar Quiemari Mikes Alexandria Ramseier Qiyuan Wang Ava Elmer Giselle Perez Juan Aragon Hayat Sherif Roel Godinez Victoria Finn	Campus Aide III	Short-term	School Relations/ Diversity Recruitment	$18/hr	8/20/2021	12/31/2021
Christopher Burroughs Tiani Mora	Campus Aide III	Short-term	School Relations/ Diversity Recruitment	$18/hr	8/20/2021	6/30/2022
Joy Vivar	Campus Aide III	Substitute	School Relations/ Diversity Recruitment	$18/hr	6/1/2021	6/30/2021
Catherin Back Athitaya Wongsalong Sabrina Barry	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/6/2021	6/30/2022
Elizabeth Allen	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/29/2021	6/30/2022
Francheska Anne Solon Bautista	Campus Aide III	Substitute	Student Equity	$18/hr	8/20/2021	6/30/2022

Jordan Sanchez	Student Services Specialist	Substitute	Student Equity	$30.11/hr	8/2/2021	6/30/2022
Dianne Preciado Genesis Ozuna Cruz Judith Romero	Campus Aide III	Short-term	Student Services, CLC	$18/hr	8/20/2021	6/30/2022
Rachel Fetko Makayla Silva Helena Hundhausen	Apprentice III	Substitute	Supplemental Instruction	$16/hr	8/6/2021	6/30/2022
Caroline Andrew	Campus Aide III	Short-term	Theatre and Film	$18/hr	8/20/2021	10/29/2021
Deanna Trethewey	Campus Aide II	Short-term	Theatre and Film	$16/hr	8/20/2021	10/29/2021

RECOMMENDATION

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

Subject:	Attachment:
Approve Employment Contract for Interim Academic Administrator	Employment Contract for Interim Academic Administrator
Category:	Type of Board Consideration:
Consent Items	Information Consent Action
Recommended:	Approved for Consideration:
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Scott Conrad, Ed. D., was hired by MiraCosta College as the Interim Dean, Academic Information Services, on October 1, 2019. The Dean, Academic Information Services position was vacated on August 3, 2019. The district would like to renew the appointment of Scott Conrad as full-time Interim Dean, Academic Information Services, while the district seeks a permanent incumbent.

STATUS

Scott Conrad will continue to serve as the Interim Dean, Academic Information Services, full time, doctorate salary column, step 5 of the 2021/22 academic administrator salary schedule. Compensation for the contract period will be $203,624, prorated for the number of days worked, effective October 1, 2021 – December 31, 2021.

RECOMMENDATION

Approve employment contract for interim academic administrator, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
INTERIM EMPLOYMENT AGREEMENT FOR
INTERIM ACADEMIC ADMINISTRATOR SERVICES

This Interim Employment Agreement for Interim Academic Administrator Services ("Agreement") is made by and between the MiraCosta Community College District ("District") acting through its Board of Trustees ("Board") and Scott Conrad ("Interim Administrator"), as of October 1, 2021.

Recitals

A. The District is in need of the interim services of someone who is qualified to act in the capacity of Dean, Academic Information Services while the District conducts a search for a permanent incumbent.

B. Interim Administrator is qualified and willing to act in that capacity on an interim basis.

C. This Agreement is subject to all the applicable laws of the State of California, the rules and regulations of the State Board of Governors, the Academic Administrators' Association Working Conditions Manual (hereinafter "Academic Administrator's Manual") as from time to time amended by the District, and the rules and regulations of the District's Governing Board including, but not limited to, Government Code sections 53260 and 53261.

D. This Agreement is entered into in accordance with Education Code sections 72411 and 72411.5.

Terms and Conditions

1. Position and Term.

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

1.2 Term. The term of this Agreement is from October 1, 2021 to December 31, 2021, or until such time as the Board, by a majority vote, either (i) terminates Interim Administrator's interim appointment or (ii) appoints a different person to the position on an interim or permanent basis. Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other party.

2. Salary and Benefits.

2.1 Salary. Interim Administrator's annual salary shall be as set forth on the Academic Administrator's Salary Schedule that is agreed to between the District and the Academic Administrator's Association and included in the Academic Administrator's Manual. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings). The Interim Administrator's salary for the period from October 1, 2021 to December 31, 2021 shall be approximately

$203,684 per year, prorated for the number of days worked, on the 2021-2022 Academic Administrators Salary Schedule.

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

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

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

5. Settlement on Termination of Contract Without Cause. Regardless of the term of this contract, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement Interim Administrator may receive shall be equal to the monthly salary of Interim Administrator multiplied by the number of months left on the unexpired term of the contract, or three (3) months, whichever is less, and shall not include non-cash items. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes. District agrees to pay any lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS, within thirty (30) days of the effective date of termination. In exchange for any lump sum cash payment provided Interim Administrator, Interim Administrator shall execute a release and waiver, in a form acceptable to the legal counsel for District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

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

7. Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

7.4.2. A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

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

9. Representations and Warranties.

Interim Administrator represents and warrants that Interim Administrator:

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

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District	Interim Administrator
By:_____	_____
Sunita V. Cooke, Ph.D. Superintendent/President	Scott Conrad, Ed.D.

Subject:	Attachment:
Approve Reclassification of Existing Position	Vice President, Institutional Advancement
Category:	Type of Board Consideration:
Consent Items	Information ✓ Consent Action
Recommended:	Approved for Consideration:
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Human Resources reviewed the job description and classification of the Associate Vice President, Institutional Advancement resulting in the following recommendation.

STATUS

Human Resources recommended to the superintendent/president the reclassification of position number P-00069, Associate Vice President, Institutional Advancement to Vice President, Institutional Advancement effective August 20, 2021. This is a title change only, and there is no cost to the district.

RECOMMENDATION

Approve reclassification of existing position as stated above.

Subject:	Attachment:
Approve Associate Vice President and Vice President Salary Schedule	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In an effort to streamline salary schedules for associate vice presidents and vice presidents, the district recommends combining the associate vice president and vice president salary schedules for 2021/22. This is an organizational change only, and there is no cost to the district.

STATUS

It is recommended the board approve the associate vice president and vice president salary schedule effective July 1, 2021.

VICE PRESIDENT AND ASSOCIATE VICE PRESIDENT SALARY SCHEDULE
2021/22 (3 percent COLA)
Effective July 1, 2021

		STEPS						
ASSOCIATE VICE PRESIDENT		1	2	3	4	5	6	7
		$187,917	$193,555	$199,362	$205,342	$211,502	$217,847	$224,382
VICE PRESIDENT	Range 1	$187,917	$193,555	$199,362	$205,342	$211,502	$217,847	$224,382
	Range 2	$220,153	$226,759	$233,561	$240,568	$247,785	$255,219	$262,875

Place the Vice President, Institutional Advancement at Range 1.

Place the Vice Presidents of Instruction, Student Services, Administrative Services, and Human Resources at Range 2.

RECOMMENDATION

Approve associate vice president and vice president salary schedule effective July 1, 2021, as stated above.

Subject:	Attachment:
Ratify Memorandum of Understanding 21-03 with Academic Associate Faculty	Memorandum of Understanding 21-03
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In response to the COVID-19 global pandemic, the district has put in place many measures to ensure the health and safety of its students, staff, and faculty. The district and Academic Associate Faculty reached an agreement that memorializes the parties' commitment to mitigate the impacts of the COVID-19 pandemic on faculty wages, hours, and working conditions while still supporting the district's educational mission. The attached Memorandum of Understanding (MOU) is not intended to change the terms of the current collective bargaining agreement, but is instead a one-time, non-precedent setting agreement between the parties for the fall 2021 semester.

STATUS

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

RECOMMENDATION

Ratify Memorandum of Understanding 21-03 between the MiraCosta Community College District and Academic Associate Faculty, as stated.

MOU Between the
MiraCosta Community College District and
MiraCosta Community College Academic Associate Faculty
21-03

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Academic Associate Faculty (hereinafter referred to as "MCCAAF") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on unit members' wages, hours, and working conditions.

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

COVID-19 Vaccination

1. The Board of Trustees has mandated that all unit members who work on site must be fully vaccinated, unless an exception is granted for a medical or religious reason. Unit members who have a medical or religious reason must notify the District to provide documentation supporting their status.

2. Beginning July 12, 2021, the District will notify all unit members bi-weekly of this requirement via email and copy MCAAF President. Additionally, unit members who are scheduled to work on site in Fall 2021 will also be notified via read receipt email, U.S. mail, and a phone call to their last known contact. The District will provide the MCCAAF President or designee with a list of scheduled unit members and their contact status on a biweekly basis upon agreement of the MOU until the start of Fall 2021 semester.

3. In the event the District is unable to confirm contact with a scheduled unit member and that unit member is not vaccinated or they do not have a medical or religious exempt status, said unit member will be paid for the first week of their assignment, but their assignment will be given to another faculty member.

4. Unit members must provide proof of vaccination. This information will not be kept in the regular personnel file.

Safety Protocols

5. The District will provide N-95 masks to unit members upon request. Face coverings will be provided to unit members and students upon request.

6. The District will make hand sanitizer and cleansing wipes available in all classrooms and offices.

7. To the extent practicable, the District will provide work spaces that have MERV-13 or higher ventilation systems. In areas where it is not practicable to have a MERV-13 or higher ventilation system, the District will provide Portable Air Cleaners ("HEPA Air Filters") in the impacted area.

Contact Tracing

8. No information gathered from any contact tracing on site will be used in a negative employment action against any unit member.

On-Site Assignment Compensation for Fall 2021

9. SB 95 COVID-19 Sick Leave will be extended through December 31, 2021.

Training

10. The District shall provide up to five (5) hours of paid training to unit members for the purpose of advancing online knowledge, skills, abilities, and pedagogy. All compensation will be paid in accordance with article 17.3 of the Associate Faculty CBA.

    a. The unit member shall be required to sign, on a prescribed form which will be sent via email to all unit members by September 15, 2021, a statement that:

        i. They participated in a training activity related to online or remote educational delivery methods;
        ii. The unit member has not claimed the training activity as Flex during the Fall 2021 semester; and
        iii. The unit member has not taken the training to satisfy the requirements of the District's Online Educational Certification Requirements.

    b. The form must be submitted to payroll@miracosta.edu on or before November 1, 2021.

    c. Unit members who meet the eligibility criteria above will receive payment for these hours no later than January 1, 2021.

Distance Education, Student Services, and Assignments

11. The regular business of the District, such as Academic Senate and governance committee meetings, will be planned, to the extent possible using District supported remote formats. Access to the meetings will be broadly disseminated via email to those who wish to attend remotely.

12. The District shall loan unit members equipment necessary for remote work, such as computers, headsets, webcams, etc. Unit members must submit an equipment request form to request any such equipment. To the extent that equipment is unavailable for loan to unit members, due to budget constraints or equipment shortages, the District shall provide unit members with a safe place to work on campus.

13. Unit members maintain Academic Freedom in decision-making related to the content of courses they teach, including the determination of course content provided synchronously and asynchronously. Faculty members understand that they must

adhere to the scheduled delivery method as identified in the schedule of classes (i.e., online, hybrid, or scheduled online).

14. The District will follow all state and local protocols to maintain a safe working environment for unit members who return to campus for in-person instruction.

Compensation

15. The District shall provide a $250 stipend for the expense of materials, equipment, and internet service required during the Fall 2021 semester.

    a. A unit member shall be eligible to request the stipend, subject to the following criteria:

        i. Classroom unit members are eligible for the stipend if they have an online or hybrid class at the census for that class.
        ii. Non-classroom unit members are eligible for the stipend if they are scheduled for an online or hybrid assignment during the semester.
        iii. This stipend shall not apply to unit members who have taught fully online since the fall 2019 semester.
        iv. Eligible unit members must submit a reimbursement request via an electronic form that will be distributed to all unit members by the district on or before September 15, 2021.
        v. All reimbursement requests must be submitted to payroll@miracosta.edu on or before November 1, 2021.

    b. Unit members who meet the eligibility criteria above will receive this one-time stipend no later than December 31, 2021.

16. If a unit member is assigned to teach a course, and the course is cancelled due to low enrollment or to complete the load of a fulltime faculty member during the fall 2021 semester, the unit member may be paid for up to the total number of Flex hours for the cancelled course. The unit member shall be required to sign, on a prescribed form, a statement that:

    a. They participated in a professional development activity prior to the notification of the cancelled assignment to satisfy their Flex obligation for the course;
    b. An acknowledgement that the unit member may not claim the same professional development activity toward their Flex obligation during the 2021-2022 academic year if they have / are offered another assignment with the District; and
    c. The form must be submitted to the appropriate dean via email on or before November 1, 2021.

Miscellaneous Provisions

17. The District will provide unit members and the MCCAAF with all notices, rights, and benefits in accordance with applicable local, state, and federal requirements.

18. All other terms and conditions of work shall be conducted in accordance with the current CBA.

19. Entire Agreement: This MOU constitutes the entire agreement and understanding between the Parties.

There are no other oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this MOU. All prior understandings, terms, or conditions are deemed merged into this MOU.

20. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the CBA.

21. Modification: This MOU cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both Parties.

22. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on December 31, 2021.

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

Sunita V. Cooke, Ph.D.	Krista Warren
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCAAF

Subject:	Attachment:
Ratify Memorandum of Understanding 21-05 with the Faculty Assembly	Memorandum of Understanding 21-05 with the Faculty Assembly
Category:	Type of Board Consideration:
Consent Items	Information Consent Action
Recommended:	Approved for Consideration:
Charlie Ng Vice President, Human Resources	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In response to the COVID-19 global pandemic, the district has put in place many measures to ensure the health and safety of its students, staff, and faculty. The district and Faculty Assembly reached an agreement that memorializes the parties' commitment to mitigate the impacts of the COVID-19 pandemic on faculty wages, hours, and working conditions while still supporting the district's educational mission. The attached Memorandum of Understanding (MOU) is not intended to change the terms of the current collective bargaining agreement, but is instead a one-time, non-precedent setting agreement between the parties for the fall 2021 semester.

STATUS

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

RECOMMENDATION

Ratify Memorandum of Understanding 21-05 between the MiraCosta Community College District and Faculty Assembly, as stated.

MOU Between the
MiraCosta Community College District and
MiraCosta Community College District – Faculty Assembly
21-05

This Memorandum of Understanding ("MOU") is entered into by and between the MiraCosta Community College District (hereinafter referred to as "District") and the MiraCosta College Faculty Assembly (hereinafter referred to as "Assembly") (hereinafter collectively referred to as the "Parties"), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement ("CBA"). The purpose of this Memorandum of Understanding is to address the effects of the COVID-19 pandemic on fulltime faculty wages, hours, and working conditions.

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

COVID-19 Vaccination

1. The Board of Trustees has mandated that all faculty members who work on site must be fully vaccinated against COVID-19, unless an exception is granted for a medical or religious reason. Faculty members who have a medical or religious reason must notify the District to provide documentation supporting their status.

2. Beginning July 12, 2021, the District will notify all faculty members bi-weekly of this requirement via email. Additionally, faculty members who are scheduled to work on site in Fall 2021 will also be notified via read receipt email and U.S. mail.

3. Faculty members must provide proof of vaccination. This information will not be kept in the regular personnel file.

Safety Protocols

4. The District will provide N-95 masks to faculty members upon request. Face coverings will be provided to faculty members and students upon request.

5. The District will make hand sanitizer and cleansing wipes available in all classrooms and offices.

6. To the extent practicable, the District will provide work spaces that have MERV-13 or higher ventilation systems. In areas where it is not practicable to have a MERV-13 or higher ventilation system, the District will provide Portable Air Cleaners ("HEPA Air Filters") in the impacted area.

Contact Tracing

7. No information gathered from any contact tracing on site will be used in a negative employment action against any faculty member.

On-Site Assignment Compensation for Fall 2021

8. SB 95 COVID-19 Sick Leave will be extended through December 31, 2021.

Distance Education, Student Services, and Assignments

9. During the Fall 2021 semester, the Parties agree to temporarily suspend the requirement in section C.13.3 Online Instructional Assignments of the CBA to require classroom faculty to teach at least one sixteen (16) week class section, or two consecutive eight (8) week class sections, per semester on-ground.

10. The Parties agree and understand:
    c. Classroom faculty must adhere to the course outline of record;
    d. Non-classroom assignments for faculty members may be conducted online/remotely that may not correspond to the same scheduling requirements as face-to-face responsibilities;

11. The regular business of the District, such as Academic Senate and governance committee meetings, will be planned, to the extent possible using District supported remote formats. Access to the meetings will be broadly disseminated via email to those who wish to attend remotely.

12. In the event that a faculty member's contractual assignment is reduced due to low enrollment during the Fall 2021 semester, and the faculty member cannot be reassigned to another course or assignment, the District may establish an alternative work assignment for the faculty member. The alternative work assignment shall be determined by the appropriate dean in consultation with faculty member, and must be related to the work of a faculty member for the District.

13. The District shall loan faculty members equipment necessary for remote work, such as computers, headsets, webcams, etc. Faculty members must submit an equipment request form to request any such equipment. To the extent that equipment is unavailable for loan to faculty, due to budget constraints or equipment shortages, the District shall provide faculty members with a safe place to work on campus.

14. Faculty members maintain Academic Freedom in decision-making related to the content of courses they teach, including the determination of course content provided synchronously and asynchronously. Faculty members understand that they must adhere to the scheduled delivery method as identified in the schedule of classes (i.e., online, hybrid, or scheduled online).

15. The District will follow all state and local protocols to maintain a safe working environment for faculty members who return to campus for in-person instruction.

Training

16. The District shall provide distance education support to faculty during the fall 2021 semester.

a. A workgroup consisting of the Director of Online Education, Teaching and Learning Center Coordinator, and PDP chair will be established by this agreement ("Workgroup").

b. The Workgroup shall be responsible for identifying appropriate faculty peer mentors for fall 2021, as specified below.

c. Fall 2021 Peer Mentors: During the fall 2021 semester, the District shall provide up to 216 hours in compensation for up to twelve (12) faculty peer mentors to support faculty with distance education courses. The selection of peer mentors must be from a wide range of disciplines. Consideration should be given to faculty with online expertise and experience working collegially with their peers. The Workgroup, in consultation with the Vice President of Instruction, shall select the peer mentors. Peer mentors shall not be required to perform their duties until the start of Flex week for fall 2021 semester.

Compensation

17. The District shall provide a $250 stipend for the expense of materials, equipment, and internet service required to support and maintain the transition to remote learning modalities during the Fall 2021 semester. Faculty members on a leave of absence for the entire Fall 2021 semester shall not be eligible for this stipend. Faculty members shall receive the stipend no later than December 31, 2021.

18. In the event that a full-time faculty member has documented expenses that exceed the $250 stipend, the faculty member may submit a request to Human Resources for reimbursement for the additional expenses. The district may require information from the faculty member to determine eligibility for reimbursement. Eligibility requires providing proof that eligible expenses exceeded the fall stipend of $250. Faculty may be required to provide information on the specific type of expense, use of equipment or materials for business purposes, etc. Expenses incurred prior to the pandemic or expenses that are shared for personal use that were not incrementally increased as a result of the pandemic are ineligible expenses.

Miscellaneous Provisions

19. All other terms and conditions of work shall be conducted in accordance with the current CBA.

20. Entire Agreement: This MOU constitutes the entire agreement and understanding between the Parties. There are no other oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this MOU. All prior understandings, terms, or conditions are deemed merged into this MOU.

21. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the CBA.

22. Modification: This MOU cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both Parties.

23. Unless subsequent modifications to this MOU are negotiated, this MOU will sunset on December 31, 2021.

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

Sunita V. Cooke, PhD	Brad Byrom, PhD
_____	_____
Signature Date	Signature Date
Superintendent/President	President
MiraCosta Community College District	MCCCD Faculty Assembly

Subject: **Approve Updated Course Agreement with Carlsbad Unified School District for the Fall 2021 Dual Enrollment Program**	**Attachment:** **Exhibit A Course Agreement**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

During the 2018/19 year, the Carlsbad Unified School District (CUSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled CUSD students to enroll in MiraCosta College classes at Carlsbad and Sage Creek High Schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. The Instructional Services Division worked with leaders from CUSD to identify courses to be offered during the fall 2021 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to CUSD students only.

STATUS

A memorandum of understanding (MOU) was approved in December 2018 and remains in place until either district wants to rescind or change the MOU. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the new Exhibit A Course Agreement with Carlsbad Unified School District to offer dual enrollment classes through MiraCosta College during fall 2021.

EXHIBIT A
COURSE AGREEMENT
Between
MIRACOSTA COMMUNITY COLLEGE DISTRICT
and CARLSBAD UNIFIED SCHOOL DISTRICT
FALL 2021

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

Effective Date of Course Agreement: August 23, 2021
Period of Course Agreement: August 2021 – December 2021
College Courses: MCCD shall offer the following approved educational courses:

CARLSBAD HIGH SCHOOL							
COURSE LOCATION: *Online*							
TERM	**COURSE**	**MAX # OF STUDENTS**	**# OF SECTIONS**	**COURSE LHE**	**TOTAL LHE (Course LHE x # of Sections)**	**REQUIRED CONTACT HOURS Per SECTION**	**SCHEDULE**
Fall 2021	COUN 100	35	1	3	3	48-54	Online – *CHS students only*
Fall 2021	DESN 110	22	1	3	3	80-90	Arranged

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

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

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

MiraCosta Community College District
Dr. Diane Dieckmeyer
Vice President of Instructional Services
1 Barnard Drive
Oceanside, CA 92056

CARLSBAD UNIFIED SCHOOL DISTRICT
APPROVAL

CUSD REPRESENTATIVE NAME: _____

APPROVAL
SIGNATURE: _____ DATE: _____/_____/2021

MIRACOSTA COMMUNITY COLLEGE DISTRICT
APPROVAL

MIRACOSTA REPRESENTATIVE NAME: __Sunita V. Cooke_____

APPROVAL
SIGNATURE: _____ DATE: _____/_____/2021

Subject: **Approve Updated Course Agreement with San Dieguito Union High School District for the Fall 2021 Dual Enrollment Program**	**Attachment:** **Exhibit A Course Agreement Fall 2021**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

During the 2014/15 academic year, the San Dieguito Union High School District (SDUHSD) and MiraCosta Community College District entered into a dual enrollment agreement, which enabled SDUHSD students to enroll in MiraCosta College classes at Canyon Crest Academy, La Costa Canyon, San Dieguito Academy and Torrey Pines High Schools during the regular school day to earn both high school and college credit. The program was a success, and additional agreements have continued. Instructional Services Division worked with leaders from SDUHSD to identify courses to be offered during the fall 2021 term, and that agreement is reflected in the courses proposed on the attached Exhibit A Course Agreement. As with previous agreements, the seats in dual enrollment courses will be limited to SDUHSD students only.

STATUS

A revised memorandum of understanding (MOU) focusing on responsibilities, and other general items, was approved in September 2020. It remains in effect until either district wishes to rescind or change it. The individual courses agreed to each term are defined separately in the Exhibit A Course Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the new Exhibit A Course Agreement with San Dieguito Union High School District to offer dual enrollment classes through MiraCosta College during fall 2021.

EXHIBIT A
COURSE AGREEMENT
Between
MIRACOSTA COMMUNITY COLLEGE DISTRICT
and
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
FALL 2021

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

Effective Date of Course Agreement: August 23, 2021
Period of Course Agreement: August 2021 – December 2021
College Courses: MCCD shall offer the following approved educational courses:

SAN DIEGUITO ACADEMY							
COURSE LOCATION: *San Dieguito Academy*							
TERM	**COURSE**	**MAX # OF STUDENTS**	**# OF SECTIONS**	**COURSE LHE**	**TOTAL LHE (Course LHE x # of Sections)**	**REQUIRED CONTACT HOURS Per SECTION**	**SCHEDULE**
Fall 2021	MATH 260 LEC/LAB	35	1	5	5	80-90	Arranged
Fall 2021	MATH 270 LEC/LAB	35	1	4	4	64-72	Arranged

LA COSTA CANYON							
COURSE LOCATION: *La Costa Canyon HS*							
TERM	**COURSE**	**MAX # OF STUDENTS**	**# OF SECTIONS**	**COURSE LHE**	**TOTAL LHE (Course LHE x # of Sections)**	**REQUIRED CONTACT HOURS Per SECTION**	**SCHEDULE**
Fall 2021	MATH 112	35	1	3	3	48-54	Arranged
Fall 2021	MATH 260 LEC/LAB	35	4	4	4	64-72	Arranged

TORREY PINES							
COURSE LOCATION: *Torrey Pines HS*							
TERM	**COURSE**	**MAX # OF STUDENTS**	**# OF SECTIONS**	**COURSE LHE**	**TOTAL LHE (Course LHE x # of Sections)**	**REQUIRED CONTACT HOURS Per SECTION**	**SCHEDULE**
Fall 2021	MATH 155	35	1	4	4	64-72	Arranged
Fall 2021	MATH 260 LAC/LAB	35	1	5	5	80-90	Arranged

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

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

San Dieguito Union High School District	MiraCosta Community College District
Bryan Marcus	Dr. Diane Dieckmeyer
Associate Superintendent of Education Svcs.	Vice President of Instructional Svcs.
710 Encinitas Blvd.	1 Barnard Drive
Encinitas, CA 92024	Oceanside, CA 92056

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

APPROVED BY: _____ Date: _____/_____/2021

MIRACOSTA COMMUNITY COLLEGE DISTRICT

APPROVED BY: _____ Date: _____/_____/2021

Subject: **Approve the Fall 2021 Annual Program Components for Oceanside Unified School District CCAP Dual Enrollment Program**	**Attachment:** **Appendix Oceanside Unified School District CCAP Annual Program Components 2021-2022**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In 2017, MiraCosta College established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment with Oceanside Unified School District (OUSD). The initial CCAP agreement with OUSD included courses in Counseling, Communications, and Mathematics. Those CCAP courses proved successful, and OUSD and MiraCosta College continued the CCAP partnership. The attached Fall 2021 Annual Program Components for OUSD CCAP represents the currently agreed upon course offerings for the fall 2021 academic term.

STATUS

A memorandum of understanding (MOU) was approved in August 2017 and remains in place until either district wants to rescind or change the MOU. The individual courses agreed to each term are defined separately in the Annual Program Components Agreement, so that the courses may be updated separately from the MOU.

RECOMMENDATION

Approve the fall 2021 Annual Program Components for the OUSD CCAP Dual Enrollment Program to offer dual enrollment classes through MiraCosta College during fall 2021.

APPENDIX
OCEANSIDE UNIFIED SCHOOL DISTRICT CCAP
ANNUAL PROGRAM COMPONENTS
2021/22

Courses of Instruction: Due to the COVID-19 pandemic, certain dual enrollment courses will be offered online in fall 2021. Students from El Camino High School, Oceanside High School, and Surfside Education Academy will be eligible to enroll in the course offerings listed below.

Estimated Number of Students to be Served: 350 **Total Sections:** 10

Fall 2021 Course Offerings								
Location	**Course Name**	**Catalog #**	**Units**	**Days**	**Time**	**Faculty**	**Employer of Record**	**Student Contact Hours (Range)**
All (Online)	MUS	116	3.0	Zoom (MW)	3:30-5:05	Staff	MCCD	48-54
All (Online)	CHLD	106	3.0	ONL	TBD	Staff	MCCD	48-54
Surfside	HOSP	100	3.0	TTH	12:55-2:35	Staff	MCCD	48-54
Surfside	CRLP	101	1.0	WF	12:55-1:45	Staff	MCCD	16-18
El Camino	CSIT	180	4.0	TTH + ONL	3:45-5:35	Staff	MCCD	80-90
El Camino	COUN	100	3.0	Zoom (MW)	8:45-10:15	Staff	MCCD	48-54
El Camino	MATH	112	3.0	TTH	8:45-10:15	Staff	MCCD	48-54
Oceanside	MATH	102	4.0	TTH + ONL	8:45-10:15	Staff	MCCD	80-90
Oceanside	COUN	100	3.0	MW	8:45-10:15	Staff	MCCD	48-54
Oceanside	MATH	112	3.0	TTH	8:45-10:15	Staff	MCCD	48-54

Criteria used to select courses in a dual enrollment program:
- Applicability of course towards post-secondary educational goals (major and general education)
- Transferability to the University of California and California State University systems
- Applicability of skills in the high school environment as well as in post-secondary education

See list of books and instructional materials on the next page.

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

Books and Instructional Materials	
Course	**Textbook**
CHILD 106	*No Textbook, Open Ed Resource*
COUN 100	*<u>El Camino High School Section:</u>* On Course 7th Edition by Skip Downing *<u>Oceanside High School Section:</u>* College and Career Success, 8th Edition By Marsha Fralick
CRLP 101	*No Textbook, Open Ed Resource*
CSIT 180	*No Textbook, Open Ed Resource*
HOSP 100	*No Textbook*
MATH 102	Math 102 Course Text (*MiraCosta College Self-Published*)
MATH 112	Mathematics with Applications in Management, Natural, and Social Sciences 2015, 11th Edition by Lial, Hungerford, Holcomb, and Mullins
MUS 116	World Music: A Global Journey 4th Edition by Terry E. Miller and Andrew Shahriari ISBN 978113891131-4

Subject: **Approval to Utilize the Foundation for California Community Colleges Participation Agreement for CampusLogic**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Alketa Wojcik, Ed.D.** **Vice President, Student Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The Financial Aid Office (FAO) has significantly increased efficiency through the use of Student Forms and Campus Communicator, which are CampusLogic products. Student file review wait times have decreased from one to four weeks down to one to four days. The method students use to provide financial aid verification information to the FAO via Student Forms is much more student-friendly than previously used methods such as pdf files, ILINX, and PeopleSoft. Additionally, communications to students are clearer and more user-friendly in an infographic-style, rather than plain text.

STATUS

California Public Contract Code section 20652 allows a community college district to acquire equipment, materials, and/or supplies, by utilizing an existing contract from another public entity without further competitive bidding. The Foundation of California Community Colleges (FCCC) of Sacramento is a public agency as defined in Government Code section 20057 (b). Utilization of FCCC agreements under the same price and the same terms and conditions will prove beneficial to the district for the purpose of achieving added price savings through volume discounting.

District staff has determined that purchases made from utilizing the FCCC Agreement #CB-235-18 with CampusLogic for the purchase of software provides the lowest cost and best overall value to the district for technology purchases. The Financial Aid Office requests the board approve a three-year Agreement with CampusLogic for a total amount of $284,393.00.

Funds will be coming from 190021 the Student Financial Aid Administration (SFAA) Technology Funds account.

RECOMMENDATION

Authorize the Director of Purchasing and Material Management to proceed to use the above identified Foundation for FCCC Participation Agreement, #CB-235-18, to utilize the above contract to purchases made within the term of the agreement. All purchases will be procured with district issued purchase orders and will be brought forward for board ratification.

Subject:	Attachment:
Approve Agreement with Dovetail for Fixtures, Furniture and Equipment Coordination Services for the OC Library Renovation	**Dovetail Project Proposal**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The district's bond team is in need of professional services from Dovetail for fixtures, furniture and equipment (FF&E) coordination of the Oceanside Campus (OC) Library Renovation project. Services will include project development and FF&E design coordination, product evaluation, approval of final specifications, implementation and project close out.

STATUS

Government Code Section 53060 "Special Services and Advice" states: "The legislative body of any public or municipal corporation or District may contract with and employ any persons for the furnishings 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".

Dovetail's fees are as follows:

Phase I – Planning Fee	$99,300
Phase II – Implementation Fee	$90,650

The expected cost for this project will not exceed $189,950. Funds are budgeted within the district facilities fund 41.

RECOMMENDATION

Authorize the vice president, administrative services to enter into a Professional Services Agreement for a not to exceed amount of $189,950 with Dovetail for the OC Library Renovation project.

16 July 2021

Mr. Tim Flood
Vice President Administrative Services
MiraCosta Community College District
1 Barnard Drive, Oceanside, CA. 92056

RE: MiraCosta College Library Renovation

Dear Mr. Flood,

We are pleased to submit to you our proposal to provide comprehensive FF&E Coordination Services for the Library Renovation project. Our proposal is based on information provided by you and is detailed in the Scope of Work section of this document.

This proposal represents a Fixed Fee for our services, and invoicing will occur monthly, on an Equal Monthly basis per Phase.

Should this proposal meet with the District's approval, please attach a copy of this document to your contract for the project and return to our attention. Do not hesitate to contact me immediately should you have any questions regarding this proposal. We look forward to continuing our work with your team.

Sincerely,

Stephanie O'Brien
President/CEO

Encl.

DOVETAIL
Thinking That Moves Business Forward

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

PROJECT PROPOSAL

Client: **MiraCosta Community College District**
Project: **Library Renovation**
Fixtures, Furniture & Equipment Coordination Consulting Services
Date: **July 16, 2021**

SCOPE OF WORK

The scope of work below is based on the following assumptions:

- There will be no more than three (3) user groups, represented by two (2) college administrators
- One (1) Library building consisting of two (2) floors, and one (1) plaza area
- Our project schedule will begin September, 2021. Occupancy of the project will be in three (3) phases, from September, 2022 to October 2023
- Space Types for the project include: Study Rooms, Computer Labs, Classrooms, Administrative Offices, Break Rooms, Storage Rooms, and Outdoor Seating Areas
- Dovetail will support architect's efforts to identify appropriate "casework" vendors to provide products as OF/CI, as required
- District FF&E Standards information will be provided to Dovetail prior to project commencement. For non-standard and specialty items, FF&E product vendors to be engaged will be centered around CollegeBuys contract holders whenever possible.
- Computer/IT and AV/Media equipment selection and procurement to be handled by college IT/AV department and/or the building contractor
- It is anticipated some existing equipment will be required within project scope
- This will be a three-phase installation of new FF&E, with installation to occur over no more than a two (2) week timeframe per implementation
- Move Management Scope Planning is included in this scope of work. No move management oversight services are included but can contracted separately if required
- Swing Space Planning is excluded from this proposal but can be contracted separately if required

Consulting Services performed by Dovetail Decision Consultants, Inc. (Dovetail) includes:

PHASE I: PLANNING SERVICES

Stage I: Programming

- Conduct assessment of overall space and program requirements
- Conduct physical assessment of existing FF&E in current locations
- Prepare high-level FF&E budget document, inclusive of preliminary version and two (2) revisions (a revision is defined as a change or request that necessitates the document to be updated beyond minor modifications) during the planning phase
- Develop comprehensive FF&E Space Plan, inclusive of preliminary version and two (2) revisions (a revision is defined as a change or request that necessitates the document to be updated beyond minor modifications) during the planning phase
- Prepare MEPD/ADA Report for design team, reflecting suggested revisions to building to effectively accommodate initial and future FF&E requirements

Stage II: Product Evaluation

- Guide selection of Fixtures, Furniture & Equipment from District Standards where applicable
- Provide facilitation of product evaluation and selection for non-standard furniture and all specialty FF&E (other than AV and IT) utilizing District defined Performance Specifications. Includes product Data Sheets with technical specifications, preparation and submission of equipment information-gathering spreadsheets for user review & approval, and specification details for new and reused equipment required to support the program. Data Sheets are inclusive of a preliminary version and one (1) revision (a revision is defined as a change or request that necessitates the document be updated beyond minor modifications)
- Create Relocation Matrix document for tracking all building occupants in current, swing, and final locations

Stage III: Final Specifications

- Confirm and finalize FF&E Space Plan, including all MEPD details with architect regarding building infrastructure, prior to DSA (schedule permitting)
- Provide additional follow up support for FF&E related DSA Back Check comments to architect
- Coordinate and confirm all standard and non-standard vendor specifications and finish details

PHASE II: IMPLEMENTATION SERVICES

Stage IV: Implementation

- Prepare disposition documentation for existing FF&E not being reused in project, and those items to be moved to the new location
- Coordinate all vendor's updated FF&E quotes, plans and ordering information for each phase of the installation (Phase 1-A, Phase 2-A and Phase 3)
- Prepare Order Documentation packages for District procurement for each phase of installation
- Develop and maintain Vendor Tracking Reports reflecting all pertinent data for each phase of installation
- Confirm vendors' successful completion of site verification prior to installation, including order modifications as required
- Provide coordination and oversight of vendor's installation for new FF&E items. Note building must be free and clear of all construction trades, clean and ready for all vendors to complete their installation process with every entry point easily accessible. Installation process to occur a minimum of four (4) weeks before anticipated occupancy date.
- Facilitate and manage vendor Punch List to completion
- Provide vendor invoice review and approval for District payment

Stage V: Close-out:

- Assemble all close-out documentation noted on Deliverables List (attached)

Project Deliverables

The attached Project Deliverables Checklist outlines the deliverables that are included as part of this proposal. All deliverables shall be provided to the client electronically, in digital format only.

Project Changes in Scope

Client and Dovetail will communicate periodically regarding consulting services noted above. When Dovetail and Client determine that the scope of work has changed sufficiently to warrant a Change of Scope document, Dovetail will submit a written Change Order to the client, defining scope and fee proposed. Written confirmation must be issued to Dovetail by an authorized representative of the Client prior to further work being undertaken by Dovetail.

Project Fee Proposal and Fee Agreement

In consideration for the completion of the above-outlined Scope of Work, Client agrees to pay Dovetail $189,950, exclusive of all project-related expenses. The breakdown of billing for services would be Phase I: Planning fee - $99,300, and Phase II: Implementation fee - $90,650.

Client agrees to pay Dovetail fees for services performed as outlined, including project-related expenses, which will be billed separately. Invoices will be generated on a monthly basis, reflecting equal monthly progress payments, per phase, as agreed in Billing Schedule for the project scope defined. Client agrees that all fees are payable Net Thirty (30) days.

Failure of Client to honor billing statements in a timely fashion prior to the completion of services may constitute grounds for Dovetail to cease services and/or withhold the product(s) from Client but does not relieve Client from its obligation to pay for services rendered by Dovetail.

PRESENTED BY:

Stephanie O'Brien
President/CEO
Dovetail Decision Consultants Inc.

MiraCosta College Library Renovation
Project Deliverables Checklist

PHASE I: PLANNING

Stage I: Project Development:

- ☐ Initial FF&E Budget Document
- ☐ Approved FF&E Layout Drawings

Stage II: Product Evaluation:

Standards Application

- ☐ Completed Individual Selection Forms (as needed)

Non-Standard and Specialty Applications

- ☐ Approved Data Sheets (as needed)

Stage III: Final Specifications:

- ☐ Approved Vendor Final Quotations
- ☐ Approved Finish Selections for FF&E
- ☐ Approved Drawing from Vendor (as needed)
- ☐ Final MEPD Report Documentation

PHASE II: IMPLEMENTATION

Stage IV: Project Implementation:

- ☐ Order Documentation Transmittal w/Vendor Quotes
- ☐ Vendor Site Verification Documentation
- ☐ Vendor Installation Drawings (as needed)
- ☐ Completed Vendor Punch Lists
- ☐ Move Management Scope Documents
- ☐ Vendor Invoice Payment Approval Documentation

Project Close Out:

- ☐ Vendor Warranty Documents
- ☐ Manufacturers Safety Data Sheets
- ☐ Training Documents (as needed)

PRELIMINARY MIRACOSTA LIBRARY RENOVATION FF&E PLANNING SCHEDULE

At Risk	Task Name	Plan Start Date	Plan End Date	Schedule Variance	Assigned To	Status	% Complete	Duration	Actual Work (d)	Comments
	MIRACOSTA LIBRARY RENOVATION	09/01/21	05/31/22		Christy Honeycutt-Reyes	Not Started	0%	194.25d	187d	
	PHASE I: PLANNING	09/01/21	05/31/22		Christy Honeycutt-Reyes	Not Started	0%	194.25d		
	PROJECT DEVELOPMENT	09/01/21	11/30/21		Christy Honeycutt-Reyes	Not Started	0%	64.25d		MEPD to DBE NLT Nov 30th
	PRODUCT EVALUATION	12/01/21	02/28/22		Christy Honeycutt-Reyes	Not Started	0%	63.25d		
	SPECIFICATION DEVELOPMENT	03/01/22	05/31/22		Christy Honeycutt-Reyes	Not Started	0%	65.25d		
	DSA Review					Not Started	0%			
	Cross-check DSA Back-checked CDs, prepare recommendations for revisions (as needed)				Christy Honeycutt-Reyes	Not Started	0%	5d		
	Construction					Not Started	0%			
	PHASE II: IMPLEMENTATION				Colleen Ross	Not Started	0%			Three Phase Install

PRELIMINARY

Exported on July 16, 2021 9:03:02 AM PDT

August 19, 2021

Subject: **Ratify Budget Transfers/Revisions**	**Attachment:** **Budget Transfers/Revisions Summary**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Total amounts budgeted in the final budget as the proposed expenditure for each major account classification shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the Board of Trustees. Title 5 requires board approval by a majority of members of the board for transfers between major account classifications as defined by the *California Community Colleges Budget and Accounting Manual*:

1000	Academic Salaries
2000	Classified Salaries
3000	Employee Benefits
4000	Supplies (small tangible items)
5000	Contract Services (intangibles)
6000	Capital Outlay
7000	Transfer Out, Student Financial Aid, Contingencies

Title 5 also requires that two-thirds of the members of the board approve transfers from the reserve for contingencies.

STATUS

The attached information reflects the fourth quarter budget transfers, after budget adoption, between major account classifications within all funds for the quarter period ending June 30, 2021. These budget transfers are necessary to meet district needs and will not affect the ability for the district to meet its priorities. The budget transfers in/out during the fourth quarter totaled $5.6 million with a net $0 impact.

The budget revision/amendments after budget adoption during the fourth quarter was $26.8 million:

- Fund 11 – General Fund Unrestricted was $2.7 million
- Fund 12 – General Fund Restricted was $11.2 million, primarily from the CARES ACT additional allocation

- Fund 74 Financial Aid was $12.0 million from the CARES ACT – Financial Aid
- Fund 41 Capital Outlay was $900,000 for Strong Workforce and DSPS projects.

RECOMMENDATION

Ratify the fourth quarter budget transfers and budget revisions, as shown.

BUDGET TRANSFERS FOR THE QUARTER ENDING
June 30, 2021

The schedule listed below summarizes the net impact of budget transfers between major account classifications for all funds.

Notable:
CARES ACT Institution budget was transferred back to Fund 12 from Fund 74, $4.1 million. The institution allocation may be used for Student Financial Aid (Fund 74). The budget will be transferred to Fund 74, when Fin Aid disbursement is issued.

TRANSFER SUMMARY – ALL FUNDS (4Q):

FUND	ACCOUNT	ACCOUNT DESCRIPTION	TOTAL
11_FD Unrestricted General Fund	1	Academic Salaries	$55,470
11_FD Unrestricted General Fund	2	Classified Salaries	($159,549)
11_FD Unrestricted General Fund	3	Employee Benefits	$103,061
11_FD Unrestricted General Fund	4	Supplies	($45,745)
11_FD Unrestricted General Fund	5	Contract Services	$193,192
11_FD Unrestricted General Fund	6	Capital Outlay	($126,430)
11_FD Unrestricted General Fund	7	Transfers and Fin Aid	($20,000)
11_FD Unrestricted General Fund Total			($0)
12_FD Restricted General Fund	1	Academic Salaries	($67,500)
12_FD Restricted General Fund	2	Classified Salaries	$183,553
12_FD Restricted General Fund	3	Employee Benefits	($21,000)
12_FD Restricted General Fund	4	Supplies	$12,419
12_FD Restricted General Fund	5	Contract Services	($63,354)
12_FD Restricted General Fund	6	Capital Outlay	$1,462
12_FD Restricted General Fund	7	Transfers and Fin Aid	$4,153,419
12_FD Restricted General Fund Total			$4,199,000
74_FD Student Financial Aid Fund	7	Transfers and Fin Aid	($4,199,000)
74_FD Student Financial Aid Fund Total			($4,199,000)
41_FD Capital Outlay Projects Fund	5	Contract Services	$5,000
41_FD Capital Outlay Projects Fund	6	Capital Outlay	$394,575
41_FD Capital Outlay Projects Fund	7	Transfers and Fin Aid	($399,575)
41_FD Capital Outlay Projects Fund Total			$0
Grand Total			**$0**

BUDGET REVISIONS FOR THE QUARTER ENDING
June 30, 2021

The schedule listed below summarizes the net impact of budget revisions by major account classifications for all funds. Most revisions are from Grants and Categorical funding revisions from new memos or updates from the Chancellor's Office Appropriation schedule

Notables:
Fund 11 General Fund Unrestricted:

- $0.7 million, transfer to Fund 41 for final ERP/Workday funding
- $1.5 million, transfer to Fund 41 for one-time transfer for Guided Pathway Technology to be spent over the next five years.
- $0.3 million, increased for Community Education contract from Navy for credit courses

Fund 12 General Fund Restricted:
$11.1 million budget added for the CARES ACT (HEERF II and III) for the Institution

Fund 74 Financial Aid:
$11.1 million budget added for the CARES ACT (HEERF II and III) for Financial Aid

Fund 41 Capital Fund:
Strong Workforce and DSPS renovation project budget.

REVISION SUMMARY – ALL FUNDS (4Q):

FUND	ACCOUNT	ACCOUNT DESCRIPTION	TOTAL
11_FD Unrestricted General Fund	1	Academic Salaries	$218,000
11_FD Unrestricted General Fund	2	Classified Salaries	$165,223
11_FD Unrestricted General Fund	3	Employee Benefits	$38,055
11_FD Unrestricted General Fund	4	Supplies	$20,000
11_FD Unrestricted General Fund	5	Contract Services	$135,709
11_FD Unrestricted General Fund	7	Transfers and Fin Aid	$2,167,568
11_FD Unrestricted General Fund Total			$2,744,555
12_FD Restricted General Fund	1	Academic Salaries	($94,897)
12_FD Restricted General Fund	2	Classified Salaries	$72,441
12_FD Restricted General Fund	3	Employee Benefits	$32,557
12_FD Restricted General Fund	4	Supplies	($128,510)
12_FD Restricted General Fund	5	Contract Services	$159,030
12_FD Restricted General Fund	6	Capital Outlay	$10,898,059
12_FD Restricted General Fund	7	Transfers and Fin Aid	$244,104
12_FD Restricted General Fund Total			$11,182,785
74_FD Student Financial Aid Fund	7	Transfers and Fin Aid	$12,002,921
74_FD Student Financial Aid Fund Total			$12,002,921
41_FD Capital Outlay Projects Fund	6	Capital Outlay	$910,000
41_FD Capital Outlay Projects Fund Total			$910,000
Grand Total			**$26,840,261**

TRANSFERS DETAILS (4Q):

Budget amounts were transferred between object codes (accounts) to redistribute the budget to appropriate spending accounts, after receipt of updated memo and/or for program needs. Net impact to expenses were $0.

TRANSFER DETAIL 4Q FY2020-21

				ACCOUNTS							
Fund	**Designation**	**Cost Center**	**Amendment Description**	**1 Aca Sal**	**2 Cl Sal**	**3 Benefits**	**4 Supplies**	**5 Services**	**6 Equip**	**7 Contingent/ Transfers/ Fin Aid**	**Grand Total**
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	101_CC VP Office, Instructional Services	Replace Computers in Math Lab				($6,000)	($5,000)	$31,000	($20,000)	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	108_CC Dean, AIS Academic Information Services & Library	need to transfer from 64 equipment to 56 contract services					$100,000	($100,000)		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	116_CC Dean, Math & Sciences	Transfer to equip. line for purchase				($250)		$250		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	117_CC Letters	Funds to cover community of practice workshops	$20,000			($20,000)				$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	118_CC STEM & Math Learning Centers	transfers for department needs in the service accounts	$0	$0	$0	($1,133)	$1,133	$0	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	119_CC Biological Sciences	transfers for department needs in the supplies and equiment lines	$0	$0	$0	$4,418	($6,038)	$1,620	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	120_CC Biotechnology	budget balancing		($8,550)		$8,000	($8,750)	$9,300		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	122_CC Physical Sciences	budget needed in academic non-instr hrly for hiring committee participation	$3,370		$632	($805)	($1,500)	($1,697)		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	129_CC Social Sciences	Transfer for purchase	$0	$0	$0	($6,726)	($169)	$6,895	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	132_CC Dean, Arts & International Languages	transfers to cover wages and benefits	$3,000	$2,601	$1,529	$0	($6,030)	($1,100)	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	134_CC Communication Studies	Funds needed to cover needed tech purchase				($2,400)		$2,400		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	135_CC Music	To cover non-instructional hourly wages for Ashley Kidwell	$3,500	($3,500)						$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	136_CC Theatre & Film	Transfer needed to cover costs	$0	$0	$0	($1,550)	$550	$1,000	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	137_CC Dance	Funding needed for Contract Services instead of Classified Hourly		($1,350)			$1,350			$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	150_CC Community Education & Workforce Development	Adjustment to cover account expenses		($40,000)			$40,000			$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	156_CC Athletics & Intramurals	Transfer to cover POs	$0	($3,000)	($4,100)	($13,815)	$24,763	($3,848)	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	161_CC School Relations/ Diversity Recruitment	Additional funding needed for supplies				$3,000	($3,000)			$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	166_CC Dean, Counseling & Student Development	Adding funds for payments				($1,100)	$1,100			$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	167_CC Dean, Student Affairs	Transfers for Equip purchase	$0	$0	$0	($2,212)	($2,101)	$4,313	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	173_CC Student Life & Leadership	Transferring funds for supplies purchase.				$970	($970)			$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	174_CC Student Services SEC	transfers to cover where it's needed	$0	($750)	$0	($1,142)	($146)	$2,038	$0	$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	182_CC Academic Senate Office	Transfer funds from general supplies and printing to academic non-instructional hourly. As well, transfer funds from equipment to academic non-instructional hourly.	$5,600			($5,000)		($600)		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	184_CC VP Office, Administrative Services	Transfer to cover food services contract					$15,000	($15,000)		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	185_CC Risk Management	Cover Cyber Insurance Premium					$63,000	($63,000)		$0
11_FD Unrestricted General Fund	General Fund Unrestricted (GFU)	189_CC HR Human Resources District Programs	Budget Transfer to cover the Project Stipend Payment MOU 6-20 and correct the negative on the fringes and benefits	$20,000	($105,000)	$105,000		($20,000)			$0
11_FD Unrestricted General Fund Total	**General Fund Unrestricted (GFU)**			**$55,470**	**($159,549)**	**$103,061**	**($45,745)**	**$193,192**	**($126,430)**	**($20,000)**	**$0**

TRANSFER DETAIL 4Q FY2020-21				ACCOUNTS							
Fund	Grant	Cost Center	Amendment Description	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equip	7 Contingent/ Transfers/ Fin Aid	Grand Total
12_FD Restricted General Fund	190010_GR FED DOL America's Promise Job	150_CC Community Education & Workforce Development	Realignment of funding for grant end 6/30/21		$80,553	($21,000)	($20,000)	($39,553)			$0
12_FD Restricted General Fund	190028_GR STA EOPS	159_CC EOPS	Transfer funds to cover art kits for workshop.				$500			($500)	$0
12_FD Restricted General Fund	190088_GR STA Student Equity and Achievement (Basic Skills) FY20	116_CC Dean, Math & Sciences	Requisition: 21000839_PR					$0			$0
12_FD Restricted General Fund	190088_GR STA Student Equity and Achievement (Basic Skills) FY20	116_CC Dean, Math & Sciences	Insufficient funds 21000839_PR					$2,760		($2,760)	$0
12_FD Restricted General Fund	190088_GR STA Student Equity and Achievement (Basic Skills) FY20	116_CC Dean, Math & Sciences	21000920_PR					$1,320		($1,320)	$0
12_FD Restricted General Fund	190115_GR FED CARES Act Stimulus USDE G5 Institution Use	184_CC VP Office, Administrative Services	CARES ACT Institution Fund. Hold Fin Aid potential allocation in Fund 12							$4,199,000	$4,199,000
12_FD Restricted General Fund	190123_GR San Diego County Child Care Provider Grant	148_CC Child Development Center	Need to add equipment line for purchasing equipment				($1,900)		$1,900		$0
12_FD Restricted General Fund	190013_GR FED VBOC	139_CC Dean, Career Education	Moving funds from Travel to Supplies				$2,500	($2,500)			$0
12_FD Restricted General Fund	190053_GR STA Mental Health Support	171_CC Health Services	Budget Transfer - Health Services SWAG					$0			$0
12_FD Restricted General Fund	190060_GR STA Hunger Free Campus	201_CC CARE Program	Increase budget line				($700)	$700			$0
12_FD Restricted General Fund	190060_GR STA Hunger Free Campus	201_CC CARE Program	Transfer Funds				($10,261)	$1,199	($438)	$9,499	$0
12_FD Restricted General Fund	190130_GR STA SWP Regional Health Sector Strategies Exp 12/31/2021	147_CC Associate Dean, Career Education	Textbook costs were slightly more than expected ($133 each instead of $120 estimate), so moving funds from 5000s line into 4000s line to add budget to initiate purchase.				$280	($280)			$0
12_FD Restricted General Fund	190017_GR FED Intgrtd Eng Lit & Civ Ed	149_CC Dean, Continuing & Community Education	Transfer from 23 to 45		($15,000)		$15,000				$0
12_FD Restricted General Fund	190110_GR STA Student Equity and Achievement (Basic Skills) FY21	116_CC Dean, Math & Sciences	budget lines needed for next years spending	($67,500)	$118,000					($50,500)	$0
12_FD Restricted General Fund	190038_GR STA Equal Employment Opportunity	189_CC HR Human Resources District Programs	Cover Cost of "So You Want to Talk About Race?" and "How to be an Anti-Racist"				$27,000	($27,000)			$0
12_FD Restricted General Fund Total				**($67,500)**	**$183,553**	**($21,000)**	**$12,419**	**($63,354)**	**$1,462**	**$4,153,419**	**$4,199,000**

TRANSFER DETAIL 4Q FY2020-21				ACCOUNTS							
Fund	Designation/Grant	Cost Center	Amendment Description	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equip	7 Contingent/ Transfers/ Fin Aid	Grand Total
41_FD Capital Outlay Projects Fund	Capital Outlay	196_CC Facilities	Transfer to cover negative for 196_CC, 1354_DG, 41_FD for Tom's budget per Katie's email request on 6/15/21					$5,000	$295,000	($300,000)	$0
41_FD Capital Outlay Projects Fund	Capital Outlay	196_CC Facilities	OCN Paving Project						$99,575	($99,575)	$0
41_FD Capital Outlay Projects Fund Total								**$5,000**	**$394,575**	**($399,575)**	**$0**
74_FD Student Financial Aid Fund	190115_GR FED CARES Act Stimulus USDE G5 Institution Use	160_CC Financial Aid	CARES ACT Institution Fund. Hold Fin Aid potential allocation in Fund 12							($4,199,000)	($4,199,000)
74_FD Student Financial Aid Fund Total										**($4,199,000)**	**($4,199,000)**
Grand Total				**($12,030)**	**$24,004**	**$82,061**	**($33,326)**	**$134,839**	**$269,608**	**($465,156)**	**$0**

REVISION DETAILS:

REVISION DETAIL 4Q FY2020-21				ACCOUNTS							
Fund	Designation/Grante	Cost Center	Amendment Description	1 Aca Sal	2 Cl Sal	3 Benefits	4 Supplies	5 Services	6 Equip	7 Contingent/ Transfers/ Fin Aid	Grand Total
11_FD Unrestricted General Fund	**General Funds Unrestricted (GFU)**	100_CC Districtwide Rev/Exp	Adjusted Part Time Faculty Compensation from grant 190033_GR to General Funds, where it belongs	$218,000		$38,055					$256,055
11_FD Unrestricted General Fund	**General Funds Unrestricted (GFU)**	150_CC Community Education & Workforce Development	New Naval contract		$165,223		$20,000	$135,709			$320,932
11_FD Unrestricted General Fund	**General Funds Unrestricted (GFU)**	184_CC VP Office, Administrative Services	Transfer from FD11 to FD 41 for Final ERP Workday Funding for June 2021 for $667,568							$667,568	$667,568
11_FD Unrestricted General Fund	**General Funds Unrestricted (GFU)**	205_CC Dean, Instructional Services	Transfer to Fund 41 Guided Pathway Tech Funding for 5 years							$1,500,000	$1,500,000
11_FD Unrestricted General Fund Total				**$218,000**	**$165,223**	**$38,055**	**$20,000**	**$135,709**		**$2,167,568**	**$2,744,555**
12_FD Restricted General Fund	**190015_GR FED Adult Ed and Family Lit**	149_CC Dean, Continuing & Community Education	Adjustment to Grant Award	$31,000	($100)	$13,954	$16,548	($44,581)	$9,000	($4,659)	$21,162
12_FD Restricted General Fund	**190015_GR FED Adult Ed and Family Lit**	149_CC Dean, Continuing & Community Education	Adjustment	$4,805	$1,383	$1,448	($149)	($1,801)	($1,703)		$3,984
12_FD Restricted General Fund	**190016_GR FED Adult Secondary Education**	149_CC Dean, Continuing & Community Education	Adjustment to Grant Award	$12,800	$6,900	$6,470	($166,270)	($28,700)	$8,200		($160,600)
12_FD Restricted General Fund	**190017_GR FED Intgrtd Eng Lit & Civ Ed**	149_CC Dean, Continuing & Community Education	Adjustment to Grant Award	$3,000	($2,200)	($2,434)	$24,711	($9,407)	$1,500		$15,170
12_FD Restricted General Fund	**190033_GR STA Part Time Faculty Compensation**	101_CC VP Office, Instructional Services	Adjusted Part Time Faculty Compensation from grant 190033_GR to General Funds, where it belongs	($209,922)		($8,747)					($218,669)
12_FD Restricted General Fund	**190093_GR STA SWP Work Based Learning Coord**	147_CC Associate Dean, Career Education	This amendment adds our Year 3 budget to the grant. Year 3 is for $68,550 spanning 5/1/21 through 12/31/21. Signed Participation Agreement and budget setup form attached.	$39,100	$13,112	$14,638	$200	$1,500			$68,550
12_FD Restricted General Fund	**190094_GR STA SWP Pathways Navigation**	147_CC Associate Dean, Career Education	This amendment adds our Year 3 budget to the grant. Year 3 is for $75,000 spanning 2/2/21 through 12/31/21. Signed Participation Agreement and budget setup form attached. I added budget and also moved funds to align with our new workplan (and clear budget errors).	$20,000	$25,698	$3,283	($7,000)	$41,019	($8,000)		$75,000
12_FD Restricted General Fund	**190115_GR FED CARES Act Stimulus USDE G5 Institution Use**	184_CC VP Office, Administrative Services	CARES ACT Allocatiion for HEERF II and III	$0	$0	$0	$0	$170,000	$10,726,500	$248,763	$11,145,263
12_FD Restricted General Fund	**190132_GR STA CalFresh Outreach**	201_CC CARE Program	New grant set up		$27,648	$3,470	$3,112	$2,500			$36,730
12_FD Restricted General Fund	**190136_GR STA SWP Regional Life Sciences & Biotechnology Sector Strategies Exp 06/30/2022**	147_CC Associate Dean, Career Education	New budget setup for RSWP Biotech Sector Strategy Grant, total grant of $196,195. Signed PA and budget forms attached.	$4,320		$475	$338	$28,500	$162,562		$196,195
12_FD Restricted General Fund Total				**($94,897)**	**$72,441**	**$32,557**	**($128,510)**	**$159,030**	**$10,898,059**	**$244,104**	**$11,182,785**
74_FD Student Financial Aid Fund	**190128_GR FED HEERF II CRRSAA Fin Aid COVID Response Relief**	160_CC Financial Aid	CARES ACT Allocatiion for HEERF II and III	$0	$0	$0	$0	$0	$0	$11,100,581	$11,100,581
74_FD Student Financial Aid Fund	**190133_GR STA Early Action Emergency Financial Aid (SB 85)**	160_CC Financial Aid	New Revenue and Expense Budget for 190133_GR Early Action Emergency Financial Aid SB85							$902,340	$902,340
74_FD Student Financial Aid Fund Total										**$12,002,921**	**$12,002,921**
41_FD Capital Outlay Projects Fund	**(blank)**	196_CC Facilities	DSPS Reno and B3000 Reno-FFE						$60,000		$60,000
41_FD Capital Outlay Projects Fund	**(blank)**	197_CC Facilities PM External	Strong Workforce and B400 FMP projects augmentation						$850,000		$850,000
41_FD Capital Outlay Projects Fund Total									**$910,000**		**$910,000**
Grand Total				**$123,103**	**$237,664**	**$70,612**	**($108,510)**	**$294,739**	**$11,808,059**	**$14,414,593**	**$26,840,261**

Subject:	Attachment:
Ratify and Approve Contracts and Purchase Orders—June 24, 2021 through July 28, 2021	Contract and Purchase Order Ratification List
Category: Consent Items	**Type of Board Consideration:** Information ✓ Consent Action
Recommended: Tim Flood Vice President, Administrative Services	**Approved for Consideration:** Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. ($96,700), will be presented to the board of trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

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

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

STATUS

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

RECOMMENDATION

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

Contract and Purchase Order Ratification List
June 24, 2021 through July 28, 2021

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**
21001405	Kirk Paving, Inc.	Oceanside Parking Lots (Fac)	$185,600.00
21001876	Botsford Construction Inc	SAN B200 Miscellaneous Work	$56,905.00

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

POs from $25,000 – $96,700			
PO #	**Vendor**	**Description**	**Amount**
21001202	salesforce.com, Inc.	Software Maintenance (AIS)	$32,700.00
21001310	ImageSource	Software and Equipment Maintenance (AIS)	$25,507.47
21001316	EBSCO Industries	Blanket Purchase Order (Lib)	$37,825.00
21001348	Cranium Cafe, LLC	Software Maintenance (AIS)	$53,855.00
21001349	Follett	Blanket Purchase Order (Career Ed)	$27,713.63
21001357	MJK Architecture	Contract Services (Fac)	$31,200.00
21001386	Trace3	Software Maintenance (AIS)	$55,921.54
21001399	Pitney Bowes Inc	Blanket Purchase Order (Pur)	$43,354.67
21001410	ACCJC	Membership (RPIE)	$34,622.00
21001411	Kaiser Foundation Health Plan Inc	Blanket Purchase Order (HR)	$46,173.19
21001412	San Diego County FBC	Blanket Purchase Order (HR)	$32,609.58
21001428	FCCC	Software Maintenance (AIS)	$55,738.00
21001429	PeopleAdmin Inc	Software Maintenance (AIS)	$46,562.46
21001430	Community College League of California	Software Maintenance (AIS)	$31,886.20
21001435	Greyheller LLC	Software Maintenance (AIS)	$37,944.00
21001436	Wilcon Operations LLC	Telephone (AIS)	$64,188.00
21001440	McGriff Insurance Services Inc	Insurance (Risk)	$45,533.25
21001489	Bob McCloskey Insurance	Insurance (Risk)	$57,500.00
21001492	Waxie Sanitary Supply	Blanket Purchase Order (Fac)	$92,012.50
21001496	Graduate Communications	Contract Services (CLC)	$68,450.00
21001525	SoCo Group Inc	Blanket Purchase Order (Fac)	$48,000.00
21001564	Career America, LLC	Software Maintenance (Admin Serv)	$43,750.00
21001572	United States Postal Service	Blanket Purchase Order (Pur)	$90,000.00
21001573	United States Postal Service	Blanket Purchase Order (Pur)	$32,475.00
21001581	Computerland of Silicon Valley	Software Maintenance (AIS)	$58,179.00
21001582	Luminex Corporation	Software (Biotech)	$28,415.63
21001590	Strata Information Group	Contract Serv (Admin Serv)	$25,760.00
21001634	CollegeNET Inc	Software Maintenance (AIS)	$31,186.44
21001640	Laerdal Medical Corporation	Software and Equipment (Nurs)	$48,516.70
21001646	Voltera Corporation	Consulting (Career Ed)	$30,000.00
21001655	Jeffery Anderson	Advertising (PIO)	$32,000.00
21001679	Acumen Enterprises Inc	Consulting (Fin Aid)	$35,000.00
21001751	Vernier Software & Technology	Supplies (Chem)	$71,355.70
21001769	CENGAGE Learning Inc / Gale	Blanket Purchase Order (TCI)	$28,000.00
21001778	GST Inc	Supplies and Equipment (AIS)	$60,609.69
21001787	Climatec LLC	Service / Repairs (Facil)	$85,124.00
21001808	Vertiv	Maintenance Agreement (Facil)	$36,278.50
21001815	Deaf Community Services of San Diego Inc	Blanket Purchase Order (DSPS)	$50,000.00
21001826	Sutton Environmental Services	Maintenance Agreement (Facil)	$49,266.00

21001840	The L's Have It Inc	Blanket Purchase Order (TCI)	$38,240.00
21001852	Health Services Academy Inc	Contract Services (TCI)	$53,500.00
21001854	Reach Local Inc	Advertising (PIO)	$85,000.00
21001869	James Hayes	Contract Services (Cont Ed)	$30,000.00
21001895	Blackhawk Network Inc.	Student Fin Aid Non Cash (EOPS)	$25,000.00
21001898	George Brown College	Blanket Purchase Order (TCI)	$29,000.00
21001899	CDW Government Inc	Software and Equipment (AIS)	$61,008.35
21001918	Eppendorf North America Inc	Instructional Equipment (Biotech)	$75,558.53
21001920	Modern Campus	Contract Services (TCI)	$47,076.00

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
21001258	IBM Corporation	Software Agreement (AIS)	$20,639.03
21001283	Consolidated Electrical Distributors Inc	Blanket Purchase Order (Fac)	$10,825.00
21001284	Allied Refrigeration Inc	Blanket Purchase Order (Fac)	$10,825.00
21001293	OCLC Inc	Contract Services (Lib)	$14,960.22
21001294	Gale Cengage	Blanket Purchase Order (Lib)	$10,000.00
21001298	EBSCO Industries	Blanket Purchase Order(Lib)	$10,000.00
21001302	Costco Wholesale	Blanket Purchase Order (CDC)	$10,825.00
21001336	Parron Hall Office Interiors	Furniture (Fac)	$20,773.47
21001340	Webb Foodservice Design Consultants, Inc.	Contract Services (Bus Serv)	$13,000.00
21001351	iTutor.com Inc	Consulting (Stud Serv)	$13,200.00
21001354	Science Interactive Group	Instructional Supplies (Chem)	$20,027.59
21001358	Fisher Scientific Company	Instructional Equipment (Bio)	$10,045.60
21001367	Home Depot	Blanket Purchase Order (Fac-Bldg)	$15,696.25
21001415	San Diego K9 Security & Protective Svcs	Contract Services (Police)	$12,000.00
21001418	Hudson Printing	Blanket Purchase Order (Pur)	$14,900.00
21001419	Verizon Wireless	Contract Services (Lib)	$10,389.78
21001423	Phoenix Group Information Systems	Contract Service (Police)	$13,780.00
21001427	Midwest Library Service	Blanket Purchase Order (Lib)	$16,237.50
21001439	VWR International LLC	Blanket Purchase Order (Bio)	$23,815.00
21001452	Home Depot	Blanket Purchase Order (Fac-Grds)	$10,825.00
21001462	Simplot Partners	Blanket Purchase Order (Fac)	$10,825.00
21001479	Cart Mart Inc	Blanket Purchase Order (Fac)	$10,825.00
21001494	Advanced Web Offset	Printing (TCI)	$16,760.25
21001516	JoVE	E-resources (Libr)	$15,000.00
21001520	Workday Inc	Software Maintenance (Bus Serv)	$20,465.00
21001527	American Battery Supply	Blanket Purchase Order (Fac)	$16,237.50
21001537	Home Depot	Blanket Purchase Order (Art)	$11,636.88
21001547	Laerdal Medical Corporation	Software Maintenance (Nurse)	$13,867.60
21001555	MGI Advocacy Inc.	Consulting (Bus Serv)	$12,000.00
21001568	PlanetBids Inc	Software Maintenance (Bus Serv)	$23,642.50
21001574	United States Postal Service	Blanket Purchase Order (Pur)	$10,825.00
21001615	Community College League of California	Membership (Pres)	$21,854.00
21001617	Advantage Mailing Inc	Blanket Purchase Order (Comm Ed)	$17,320.00
21001629	Workday Inc	Software (HR)	$13,639.50
21001633	Intesa Communications Group LLC	Consulting (Career Ed)	$10,000.00
21001644	Get Inclusive Inc	Contract Services (HR)	$13,500.00
21001648	HACU	Membership (Pres)	$10,170.00
21001652	OverDrive	E-Resource (Libr)	$10,000.00
21001658	Higher Edge Consulting LLC	Consulting (Fin Aid)	$15,000.00
21001680	RevLocal LLC	Advertising (PIO)	$18,000.00

21001709	Cox Communications Inc	Telephone (AIS)	$24,000.00
21001712	NSWC Mechanical Service LLC	Maintenance Agreement (Fac)	$22,680.00
21001713	Chem Pro Laboratory Inc	Maintenance Agreement (Fac)	$19,340.00
21001718	Intelligent Video Solutions LLC	Equipment & Software (Nurs)	$14,194.24
21001752	Hardy Diagnostics	Blanket Purchase Order (Bio)	$15,155.00
21001753	VWR International LLC	Blanket Purchase Order (Biotech)	$15,155.00
21001754	VWR International LLC	Supplies (Chem)	$12,627.77
21001761	McKesson Medical-Surgical Government	Blanket Purchase Order (Nurs)	$12,990.00
21001786	Global Power Group Inc	Maintenance Agreement (Fac)	$20,700.00
21001819	County of San Diego Auditor & Controller	Blanket Purchase Order (Police)	$12,000.00
21001820	State of California	Blanket Purchase Order (HR)	$10,000.00
21001821	Valsoft Corp	Software Maintenance (Stud Serv)	$19,375.00
21001824	One Source Virtual	Contract Services (Payroll)	$15,000.00
21001827	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	$24,735.00
21001829	Carolina Biological Supply Co	Supplies (Bio)	$11,385.20
21001844	Evoqua Water Technologies LLC	Service / Repairs (Fac)	$14,164.32
21001848	3Play Media Inc	Blanket Purchase Order (Std Svs)	$20,000.00
21001867	Whitaker Brothers Business Machines Inc	Equipment (Pur)	$19,587.14
21001891	City of Oceanside	Blanket Purchase Order (TCI)	$10,000.00
21001893	Anthony Blacksheer	Presenter (Stud Equty)	$10,000.00
21001894	QLess	Software Maintenance (Admin Serv)	$18,750.00
21001900	SpeakWorks Inc	Software Maintenance (Art)	$10,300.00
21001910	25th hour communications, inc	Advertising (PIO)	$21,650.00
21001912	EMD Millipore Corporation	Maintenance Agreement (Fac)	$15,018.48
21001914	VWR International LLC	Equipment (Bio)	$14,328.97
21001915	Sigma-Aldrich Inc	Equipment (Career Ed)	$14,879.40

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

POs from $5,000 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
21001270	Parron Hall Office Interiors	Furniture (Fac)	$9,228.32
21001282	Ferguson US Holdings, Inc.	Blanket Purchase Order (Fac)	$9,417.75
21001286	Quality Lock & Safe	Maintenance Agreement (Fac)	$7,247.50
21001288	Siemens Building Technologies Inc	Blanket Purchase Order (Fac)	$6,162.50
21001289	Stanley Access Tech LLC	Blanket Purchase Order (Fac)	$5,747.50
21001290	COPYMAX Inc	Blanket Purchase Order (Std Svs)	$5,412.50
21001297	Midwest Tape	Blanket Purchase Order (Lib)	$7,500.00
21001314	Singlewire Software	Software Maintenance (AIS)	$5,850.00
21001339	County of San Diego RCS	Contract Services (Police)	$9,918.00
21001342	Advantage Mailing Inc	Printing (PIO)	$8,502.91
21001360	Anixter Inc	Blanket Purchase Order (Fac)	$5,412.50
21001366	Boot World	Blanket Purchase Order (Fac)	$7,577.50
21001384	eCaptions	Blanket Purchase Order (DSPS)	$5,000.00
21001392	Valsoft Corp	Software Maintenance (STEM)	$6,750.00
21001398	Grainger (Punchout)	Supplies (AS)	$8,521.71
21001406	PayScale Inc	Contract Services (HR)	$8,000.00
21001421	GradLeaders Inc	Software Maintenance (Career Stud)	$8,000.00
21001424	KNN Public Finance LLC	Contract Services (Bus Serv)	$5,000.00
21001426	San Diego County Office of Education	Membership (HR)	$7,640.06
21001445	Aramark	Blanket Purchase Order (Fac)	$5,412.50
21001449	Grangetto's Farm & Garden Supply	Blanket Purchase Order (Fac)	$5,412.50
21001455	Agri-Service	Blanket Purchase Order (Fac)	$8,660.00
21001469	Ewing Irrigation	Blanket Purchase Order (Fac)	$7,577.50

21001476	Batteries Plus	Blanket Purchase Order (Fac)	$7,577.50
21001485	Turf Star Inc	Blanket Purchase Order (Fac)	$5,412.50
21001500	Galls LLC	Blanket Purchase Order (Police)	$5,412.50
21001502	Ace Uniforms	Blanket Purchase Order (Police)	$5,953.75
21001507	Berney Insurance Agency	Blanket Purchase Order (HR)	$8,000.00
21001511	Hudson Printing	Blanket Purchase Order (Pur)	$8,660.00
21001519	United States Postal Service	Blanket Purchase Order (Pur)	$6,711.50
21001528	Sigma-Aldrich Inc	Instructional Equipment (Career Ed)	$8,349.76
21001535	Aardvark Clay	Blanket Purchase Order (Art)	$8,443.50
21001538	Lowe's	Blanket Purchase Order (Theatre)	$9,742.50
21001542	Freestyle Photographic Supplies	Blanket Purchase Order (Art)	$8,660.00
21001554	Home Depot	Blanket Purchase Order (Art)	$7,577.50
21001578	AT & T	Maintenance Agreement (Police)	$5,340.00
21001589	Relationships at Work Inc	Contract Services (HR)	$7,500.00
21001604	Hudson Printing	Blanket Purchase Order (Adult Ed)	$5,412.50
21001607	COPYMAX Inc	Blanket Purchase Order (Adult Ed)	$5,953.75
21001616	Trina L Larson	Consulting (Career Ed)	$5,005.00
21001619	Siteimprove Inc	Software Maintenance (AIS)	$5,271.69
21001631	David Meyer	Consulting (Career Ed)	$5,000.00
21001632	Kevin Duffy-Deno	Consulting (Career Ed)	$9,900.00
21001635	ProQuest LLC	E-Resources (Libr)	$7,599.94
21001641	Hai Hoang	Consulting (Career Ed)	$5,005.00
21001649	Academic Senate for CCC	Membership (Pres)	$6,086.12
21001653	Venus Designs Inc	Consulting (Career Ed)	$5,000.00
21001667	Life Technologies Corporation	Blanket Purchase Order (Biotech)	$7,577.50
21001678	Next Gen Web Solutions	Software Maintenance (Fin Aid)	$8,470.00
21001686	Dell Marketing L P	Blanket Purchase Order (AIS)	$6,495.00
21001700	SitelogIQ Inc	Maintenance Agreement (Fac)	$5,940.83
21001704	Airgas Inc	Blanket Purchase Order (Biotech)	$8,660.00
21001710	Vaughn Irrigation Services Inc	Maintenance Agreement (Fac)	$5,995.00
21001743	Advanced Environmental Solutions	Maintenance Agreement (Fac)	$5,640.00
21001745	CDW Government Inc	Equipment (HR)	$9,456.69
21001783	Airgas Inc	Blanket Purchase Order (TCI)	$7,144.50
21001785	ExamSoft Worldwide Inc	Blanket Purchase Order (Nurs)	$7,400.00
21001791	Lawnmowers Plus Inc	Blanket Purchase Order (Fac)	$7,827.50
21001792	Ken Grody Ford	Blanket Purchase Order (Fac)	$5,247.50
21001794	Robeck Electrical Maintenance	Maintenance Agreement (Fac)	$6,000.00
21001798	Fisher Scientific Company	Blanket Purchase Order (Biotech)	$6,495.00
21001806	Carolina Biological Supply Co	Blanket Purchase Order (Bio)	$6,495.00
21001822	Accu-Prints	Blanket Purchase Order (Nursing)	$6,000.00
21001838	VWR International LLC	Blanket Purchase Order (Chem)	$6,495.00
21001841	Low Voltage Fire Inc	Blanket Purchase Order (Fac)	$9,495.00
21001843	Medical Device Depot, Inc	Equipment (Nurs)	$6,111.06
21001870	Facebook Inc	Blanket Purchase Order (PIO)	$7,000.00
21001872	Spotify	Blanket Purchase Order (PIO)	$9,000.00
21001879	Andrew Rauch APC	Legal Services (Bus Serv)	$5,000.00
21001887	4imprint	Promotional (Sch Relat)	$6,674.27
21001889	Google LLC	Blanket Purchase Order (PIO)	$5,000.00
21001892	Fifty Square Feet	Contract Services (PIO)	$6,700.00
21001909	Healthy Adventures Foundation	Contract Services (HR)	$5,500.00
21001911	Verizon Wireless	Blanket Purchase Order (Comm Ed)	$5,929.56

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000016	VWR International LLC	Blanket Purchase Order (Bio)	$13,000.00
20000125	Dell Marketing L P	Blanket Purchase Order (AIS)	$5,500.00
21000298	Infiniti Consulting Group LLC	Software Maintenance (AIS)	$20,000.00
21001629	Workday Inc	Software (HR)	$6,300.00

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

Construction Contract Change Orders			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

MOUs and Grants			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

Total Contract Expenditures: $4,040,524.89
Ratify MCC purchase orders 21001261 through 21001920.

Capital Improvement Program Contract and Purchase Order Ratification List
June 24, 2021 through July 28, 2021

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**
21001225	Botsford Construction Inc	04225 Construction Services (OCN)	33,400.00
21001243	Jairo Diaz	04244 Construction Services (OCN)	55,784.50

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

POs from $25,000			
PO #	**Vendor**	**Description**	**Amount**
21001210	Elite Relocation Services	04244 Moving Services (OCN)	79,188.98
21001240	Dell Marketing L P	04004 Equipment (CLC)	48,063.00

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

POs from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
21001214	Dudek	04203 Biological Monitoring (OCN)	10,000.00

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

POs from $0 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
21001211	Diversified Business Solutions Inc	04244 Move Services (OCN)	440.00
21001212	Botsford Construction Inc	04105 Construction Services (SAN)	1,450.00
21001213	Konica Minolta Business Solutions	04244 Move Services (OCN)	541.25
21001216	Aztec Containers	04244 Equipment (OCN)	6,975.00
21001217	CDW Government Inc	04101 IT/Media Supplies (SAN)	714.03
21001233	Mobile Mini	04108 Temporary Facilities (SAN)	4,500.00
21001256	Advanced Environmental Group Inc	04207 Hazmat Survey (OCN)	3,000.00

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

Change Orders			
PO #	**Vendor**	**Description**	**Amount**
	No Entries This Month		

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

Construction Contract Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000591	Barnhart-Reese Construction Inc	04101 Change Order 15 (SAN)	134,900.00
20000591	Barnhart-Reese Construction Inc	04101 Change Order 14 (SAN)	66,451.55
20000602	First-Citizens Bank & Trust Company	04101 Change Order 15 (SAN)	7,100.00
20000602	First-Citizens Bank & Trust Company	04101 Change Order 14 (SAN)	3,497.45
21000213	Caliba Inc.	04244 Change Order 2 (OCN)	828.88

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

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

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

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

MM-17-002 – Geotechnical Engineering Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21001234	SMS Geotechnical Solutions Inc	04103 Geotechnical Engineering Services (SAN)	6,977.60

MM-17-002 – Geotechnical Engineering Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000567	SMS Geotechnical Solutions Inc	04210 Change Order 4 (OCN)	-2,000.00
20000833	RMA Group Inc	04001 Change Order 4 (CLC)	-2,018.06
20000939	Barnett Quality Control Services Inc	04209 Change Order 1 (OCN)	-9,545.00

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

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

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

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

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

MM-19-012 – Commissioning Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**
20000834	GMC Commissioning Inc	04001 Change Order 1 (CLC)	1,600.00

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

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

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

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

MM-19-014 – Special Inspection Task Orders			
PO #	**Vendor**	**Description**	**Amount**
21001244	Atlas Technical Consultants LLC	04207 Special Inspection (OCN)	24,851.00
21001257	Atlas Technical Consultants LLC	04102/04103 Inspection Services (SAN)	7,000.00

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

Total Contract Expenditures: $483,700.18
Ratify purchase orders — 20000567, 20000591, 20000602, 20000833-20000834, 20000602, 20000833-20000834, 20000939, 21000213, 21001210-21001214, 21001216-21001217, 21001266, 21001240, 21001256.
Ratify purchase orders (Task Orders) — 21001234, 21001244, 21001257.
Ratify purchase orders (Contracts) — 21001225, 21001243.

Subject:	Attachment:
Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Three-Year Period Commencing July 1, 2021	**Collective Bargaining Agreement**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty expired on June 30, 2021.

STATUS

The district and the Associate Faculty have negotiated a successor agreement, which was subsequently ratified by the Associate Faculty's membership on August 19, 2021. The economic and non-economic issues were reviewed with the board of trustees in closed session throughout the negotiation process.

The complete document is available online and a copy is on file with the secretary of the board of trustees.

RECOMMENDATION

Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty for the Three-Year Period Commencing July 1, 2021 and authorize the superintendent/president to sign the agreement on behalf of the district.

Subject: **Board Policy 4300 – Field Trips and Excursions**	**Attachment:** **Board Policy 4300 – Field Trips and Excursions**
Category: **Board Policies – Second Reading**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

Revisions to Board Policy 4300 – Field Trips and Excursions have been approved by College Council, and the policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 4300 is provided for information only.

RECOMMENDATION

For information only.

The superintendent/president shall establish procedures that regulate the use of district funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

Field trips are viewed as an extension of the classroom, and they must be approved in advance by the appropriate dean and/or superintendent/president and be supervised by district faculty or staff members.

The district may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

If a trip destination for a class field trip or a student organization activity is outside the state of California, the written approval for the trip must be obtained from the appropriate vice president and/or the superintendent/president. In addition, the director of risk management must be informed in writing. Detailed guidelines for field trips will be maintained in district administrative procedures.

Travel to restricted states (AB 1887) is not permitted with state categorical funds and other funds unless it meets allowable exceptions and is approved by the division vice president and superintendent/president. Although AB 1887 does not apply to the California Community Colleges, as explained by the California Attorney General's Restricted Travel List Memo, state categorical funding cannot be used for travel to states subject to California's ban on state-funded and state-sponsored travel. States that are currently subject to California's ban on state-funded and state-sponsored travel are listed on the California State Attorney General website. MiraCosta College is honoring the legislation by voluntarily imposing the travel restrictions and allowable exceptions described in AB 1887.

See Administrative Procedure 4300.

Adoption History:	3/2/10, 6/16/15
References:	Title 5, §55220
	Government Code §11139.8
CCLC Update:	#13, 8/07 - #31, 10/17
Steering:	AAC / AS/ADMIN

The district may conduct field trips and excursions for students in connection with courses of instruction or college-related social, educational, cultural, athletic or performing arts activities or competitions to and from places in California, or any other state, the District of Columbia, or a foreign country.

The district shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the district.

The district shall, at the discretion of the appropriate vice president, offer several alternatives to transport students, instructors, supervisors, or other personnel. district vehicles are available on a first-come, first-served basis and limited to the seven-county region (counties of San Diego, Los Angeles, Orange, Imperial, Riverside, San Bernardino, and Kern) for day trips. Review Administrative Procedure 6530, District Vehicles, for overnight trips and trips outside of San Diego County. District vehicles must be authorized by the director of facilities for travel into Mexico or areas outside of the seven-county region. Mexican auto insurance requirements apply. Options for field trip transportation may also include contracts with professional transportation services.

When a district vehicle is used, the district shall maintain liability insurance. If travel is to and from an international destination, the liability insurance shall be secured from a carrier licensed to transact insurance business in that country.

The district may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the vice president of business and administrative services. The district may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical-program funds, if the funds are used consistently with the funding source.

No student shall be prevented from making a field trip or excursion that is integral to the completion of the course because of lack of sufficient funds. The district shall coordinate efforts of community-service groups to provide funds for students in need of them.

The following statement shall appear in the excursion liability release and agreement form:

Effective Date:	3/2/10, 12/1/15, 6/17/21
Periodic Review:	12/15
References:	Education Code §35330(d) Title 5, §55220
CCLC Update:	#13, 8/07
Steering:	AAC / AS/ADMIN

As a condition of my participation in these excursions, I understand that California Education Code §35330(d) provides that:

"All persons making the field trip or excursion shall be deemed to have waived all claims against the district, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

Students participating in international education experiences must be enrolled at MiraCosta College or a consortium-member institution. Students enrolling in study-abroad experiences must be over the age of 18 (unless they are emancipated minors). The district considers all international activities to be part of a learning experience and each participant to be an ambassador of MiraCosta College. Therefore, students, staff, and faculty participating in international education, including study abroad, educational excursions, or field study, must obey all civil and criminal laws of any country visited and must comply with the district's board policies and administrative procedures.

If a trip is local and takes place during a scheduled class meeting, the instructor will submit, two weeks prior to departure, a completed and signed excursion liability release and agreement form(s) to the appropriate dean with a copy of the syllabus for the course. The risk and safety manager shall be notified in writing a minimum of thirty (30) working days prior to the departure date for all travel outside California or the United States

Instructors must include pertinent information for planned field trips in the class syllabus. Students are responsible for making their own transportation arrangements to and from field trips unless district-sanctioned vehicles will be utilized. All field trips, unless utilizing district-owned vehicles, will begin and end at the ultimate destination. A field trip that does not take place during normal class time and/or does not use district-sanctioned transportation, regardless of location, must be included in the class syllabus or it will be considered optional, and alternative assignments must be given to students who cannot participate.

If the trip requires transportation using district vehicles, the instructor must arrange for district-approved drivers and reserve a district vehicle. (See Administrative Procedure 6530, District Vehicles.)

If the trip destination is outside California or involves travel to an international destination, prior written approval from the appropriate vice president and/or the superintendent/president is required.

Excursion liability release and agreement form B-169 and form B-169M (for minors) can be found online on the Student Activities webpage.

For overnight field trips, the district strongly recommends students complete the participant's voluntary general information sheet found under the above webpage. These forms are destroyed after each field trip as the district does not retain any student medical information unless an incident requiring temporary retention of the form is needed in a student accident insurance claim report. This completed form would be submitted to the director of risk management for claims processing.

Plans for any trips outside the United States by the aforementioned parties must be submitted to the appropriate vice president for review and comment prior to confirmation of travel arrangements, including selection of agents, guides, flights, etc. The director of purchasing and material management shall also be consulted before entering into any contract that mentions and/or refers to the district.

Subject:	Attachment:
Fourth Quarter Fiscal Report	Quarterly Report on Cash and Investments
Category:	Type of Board Consideration:
Informational Items	✓ Information Consent Action
Recommended:	Approved for Consideration:
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Title 5, section 58310 of the California Code of Regulations, requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district's financial condition at least once every three months. The quarterly fiscal report is a summary overview report that includes information from the CCFS-311Q (applicable for 1Q, 2Q, and 3Q) and Report of Investments, and is to be prepared on forms provided by the Community College System Office and submitted to the appropriate county offices and system office no later than forty-five days following the completion of each quarter. The certified report is to be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

STATUS

The fourth quarter report for the period ending June 30, 2021, is attached. The Quarterly Report of Investments includes both district funds within the County Pooled Investments and proprietary and fiduciary funds held by the district. The Quarterly Financial Status Report of the district, CCFS 311Q, 4Q is no longer a requirement, and thus not included. The Annual Financial Report results will be presented at the budget workshop in September 2021.

1. The cash balance in the combined general Fund 11 (unrestricted) and Fund 12 (restricted) for period ending June 30, 2021, was $44.1 million. In mid-April, the district received the second major property tax revenue that will last through December 2021. The $4 million of deferred revenues, primarily from the Student Equity and Achievement categorical allocation, will be issued by the state in July and August of FY2021/22; the revenue was recorded in FY2020/21 as an accounts receivable; the deferral impacts available cash. The cash balance for Fund 43-General Obligation bond was $256 million from the remaining series B bonds, including interest earned for both series A and series B.

   The cash balance will be reduced in July from goods and services received through June 30, 2021, and invoiced and paid in July.

2. The OPEB trust balance for period ending June 30, 2021, was $33.57 million, an increase of $1.5 million from the March 2021 balance. The fiscal year-to-date rate of return of 20.2

percent, was an increase of $5.6 million for the fiscal year, and has outperformed the portfolio annual target rate of 5.5 percent. Total funded accrued liability was 125.7%. The district's goal of 100% funded liability is in excellent standing. The next actuarial study is currently underway with the June 2021 employee's census data and the June ending trust balance. This will provide a new basis to calculate the funded liability rate for the June year-end trust balance; thus, the funded accrued liability ratio may change after receipt of the actuarial study in late August.

RECOMMENDATION

For information only.

FROM: Tim Flood, Vice President, Administrative Services

DATE: August 19, 2021

TO: Dr. Sunita Cooke, Superintendent/President

SUBJECT: District's Cash and Investment Report status, June 30, 2021

The district's total cash and investment status report. The Other Post-Employment Benefit (OPEB) Trust Investment account, is an irrevocable trust and can only be used for the Retiree Health benefit costs.

Cash Deposits and Investments, *Quarterly Report of Investments*	Balance
Total Cash in the County pooled investment fund (combined funds)	**$317,966,191**
Detail by Fund below:	
o General Fund 11 & 12	$44,056,105
o Capital Outlay Fund 41	$17,358,686
o General Obligation Bond Fund 43	$255,981,330
o All Other Funds	$570,070
o Rate of Return Fiscal YTD	1.020%
Cash in bank deposits	$2,818,772
o Rate of Return	NA
Cash in Money Market instruments (Bookstore Fund)	$148,890
o Rate of return	0.05%
OPEB Trust Balance	
Balanced Fund Portfolio as of June 30, 2021	$33,571,048
o Rate of Return 06/30/2021 Fiscal YTD (Annual Target 5.5%)	20.20%
o Funded Accrued Liability	125.7%

311 Quarterly Report: NA for Fourth Quarter

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CHANCELLOR'S OFFICE

INSTRUCTIONS | EDIT DATA | VIEW DATA | CERTIFY | LOG OUT

Quarterly Financial Status Report, CCFS-311Q
INSTRUCTIONS

District: **(050) MIRACOSTA**

311Q Business and Technical Instructions

CCFS-311Q Due Dates

- 1st Quarter – due by November 15th
- 2nd Quarter – due by February 15th
- 3rd Quarter – due by May 15th
- 4th Quarter – 4th Quarter – no report is required for 4th Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
ccfs311admin@cccco.edu

Mira Costa Community College District

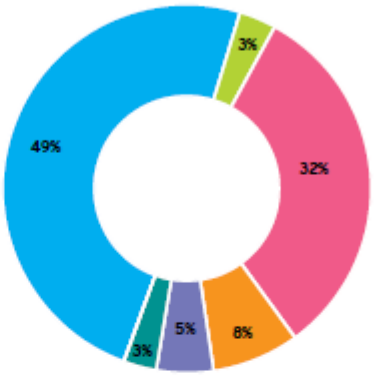
Balanced (50% Fixed Income, 50% Equity)

6/30/2021

Change in Portfolio - 4th Quarter of Fiscal Year 2021

Portfolio Value on 3/31/2021	32,045,376
Contributions	0
Withdrawals	0
Change in Market Value	1,376,224
Income Received	159,926
Portfolio Fees	(10,478)
Portfolio Value on 6/30/2021	33,571,048

Asset Allocation



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

Trailing Period Performance

	4Q21 (%)	Fiscal YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Mira Costa Community College District	4.8	20.2	20.2	9.9	9.2	7.2	7/1/2009	8.8
Policy Benchmark [1]	*4.7*	*20.9*	*20.9*	*11.2*	*9.9*	*NA*		*NA*
CPI Medical Care (Inflation)	*-0.3*	*0.4*	*0.4*	*2.5*	*2.5*	*2.7*		*2.8*

Fiscal Year Performance

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

[1] Policy Benchmark consists of 47% MSCI ACWI IMI, , 1% S&P Global Custom Metal and Mining, 1% Spliced U.S. IMI Materials 25/50, 1% MSCI ACWI Energy, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan

MEKETA

Prepared by Meketa Investment Group

Mira Costa Community College District

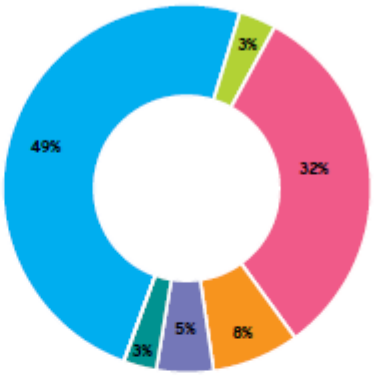
Balanced (50% Fixed Income, 50% Equity)

6/30/2021

Change in Portfolio - Fiscal Year 2021

Portfolio Value on 6/30/2020	27,930,713
Contributions	0
Withdrawals	0
Change in Market Value	5,066,037
Income Received	614,389
Portfolio Fees	(40,091)
Portfolio Value on 6/30/2021	33,571,048

Asset Allocation



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

Trailing Period Performance

	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Mira Costa Community College District	20.2	9.9	9.2	7.2	7/1/2009	8.8
Policy Benchmark [1]	*20.9*	*11.2*	*9.9*	*NA*		*NA*
CPI Medical Care (Inflation)	*0.4*	*2.5*	*2.5*	*2.7*		*2.8*

Fiscal Year Performance

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

[1] Policy Benchmark consists of 47% MSCI ACWI IMI, , 1% S&P Global Custom Metal and Mining, 1% Spliced U.S. IMI Materials 25/50, 1% MSCI ACWI Energy, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan

MEKETA

Prepared by Meketa Investment Group

Subject: **Student Services Division Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
Recommended: **Alketa Wojcik, Ed.D.** **Vice President, Student Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

Academic Counseling (Tim Alves and Donny Munshower)

The Counseling Department staff conducted 9,942 conversations with students/community members, staff, or faculty through the Counseling Services Cranium Café chat feature. Of those total conversations facilitated by the front staff, 9,863 were MiraCosta students and community members; and of those, 4,961 were unique students.

As of August 2, the Student Services Division is serving students and community members who come to campus in-person, and the Counseling Department is connecting students with counselors and counseling resources.

Admissions and Records (Kathy Rodriguez)

In July 2021, the CCCApply Application for noncredit students was launched. Students interested in taking only noncredit classes can now complete a much shorter application for admission, which will save time for both new and returning noncredit students. The noncredit application team processed a total of 1,293 applications for spring 2021; 925 applications for summer 2021; and 502 applications-to-date for fall 2021.

The credit application team processed a total of 7,215 applications for spring 2021; 6,649 applications for summer 2021; and 4,333 applications-to-date for fall 2021.

A total of 353 Nursing Program evaluations were completed this spring. Since May 1, 20 CSU General Education Certifications and 211 IGETC Certifications have been processed.

For the first time since 2009, evaluators completed the preliminary evaluation of graduation petitions before the end of the spring semester. Graduation petitions are evaluated twice in a semester, a preliminary evaluation and a final evaluation. For the spring semester, a total of 3,020 graduation petitions were submitted, and for the summer semester, a total of 670 graduation petitions were submitted. Please see the table below for the breakdown.

Spring and Summer graduation petitions submitted					
	BS	AA	AS	CA	**Totals**
Spring	30	1373	314	1303	**3,020**
Summer	1	315	64	290	**670**

Athletics (Patrick Conahan)

The Athletics Department has been very busy planning for their intercollegiate seasons. Using CARES funded positions, the department has spent time communicating with student-athletes to ensure they are moving forward in getting cleared to be on campus, by vaccination or cleared by exemption, by the August 23 deadline.

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

The Campus Assessment, Resources, and Education (CARE) Program is continuing to provide case management to students through Zoom and phone sessions. The CARE Program will continue to provide support to referred students by offering a variety of modalities to connect with staff including in-person, Zoom, phone, and email.

The CARE Program closed out the academic year by providing 87,942 lbs. of food to 3,468 individuals through Drive-Thru Farmer's Market distributions. These Drive-Thru Farmer's Market distributions will continue throughout the fall 2021 semester. Additionally, the Campus Food Pantry will be reopened in fall 2021 on the Oceanside campus and Community Learning Center to meet the needs of the increased number of students taking on-ground courses.

Disabled Students Program and Services (DSPS) (Jeff Higginbotham)

The Disabled Students Programs and Services (DSPS) program changed their program title to Student Accessibility Services (SAS), effective August 9, 2021.

DSPS conducted virtual outreach presentations to the California Department of Rehabilitation, for local high schools for incoming summer/fall high school graduates who received academic accommodations in high school, and provided information for the summer GEARUP orientation.

As part of a multi-month project, the access specialist collaborated with the instructional designer to update the accessibility section of the Teaching/Technology Innovation Center website to provide a thorough but easy-to-digest accessibility information for faculty. In addition, the access specialist and the assistive technology assistant have helped lead and coordinate the *Assistive Technology Collective* within Region E to share and create alternate media, assistive technology, and accessibility resources for faculty, staff, and students.

The proctoring room, instructional classroom, and high-tech lab were recently updated to improve their functionality in preparation for fall and spring students. The department will continue to safely provide all services and accommodations through a combination of remote and on-campus formats.

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

EOPS served a total of 556 unduplicated students in the academic year 2020/21. Counseling appointments and workshops continue to be offered via Zoom. Counselors completed 1,499

student contacts during spring. Student support resources (laptops, gas cards, bus passes, book vouchers, school supplies, and graduation regalia) were distributed to students on campus or mailed to their homes.

EOPS partnered with Brother Benno's Foundation and awarded 19 scholarships at $500 each totaling $9,500 in scholarships for the spring semester.

EOPS and CalWORKs honored 138 student graduates, all of whom received a graduation cap and gown, EOPS medal, and special graduation package. EOPS student Helen Leinani Highland-Coslow was the first commencement student poet, and EOPS student Christopher A. Burroughs was one of the Medal of Academic Merit recipients.

Financial Aid Office (FAO) (Mike Dear)

The MiraCosta College Financial Aid Office (FAO) has begun serving students on campus and in-person for the first time since March of 2020. FAO staff are opening the office on a rotational basis and continue to serve students remotely via live chat, Zoom, telephone, and email as well.

The new welcome letter, Financial Aid Offer letter, and Satisfactory Academic Progress (SAP) letter sent to students are more student-friendly and easier to understand using an infographic-style communication, rather than plain text and have been met with positive feedback from students.

The FAO, Admissions and Records, Accounting Services, and the Bursar's Office have partnered on a project to use federal emergency grant funds to pay off student debt incurred since March 2020. This will allow students' holds to be cleared so that they may enroll in fall 2021 courses and continue their education at MiraCosta College.

First Year Forward (FYF) (Elle Smith)

In spring, the First Year Forward (FYF) team implemented its final stages of outreach to existing students in the cohort to complete their Comprehensive Student Educational Plans (CSEPs) and to encourage enrollment in the COUN 105: Transfer Success course. The FYF team also heavily emphasized the importance of self-care to support academic and personal thriving with activities designed around the eight dimensions of wellness.

FYF hosted two first-year welcome presentations (one in English and one in Spanish) for prospective students to meet staff and faculty from the FYF team and to learn about the various academic programs and support services available to them at MiraCosta College.

The FYF team has hosted enrollment events to increase visibility of and encourage participation in the program enrollment sessions, during which FYF counselors provide academic counseling, the Financial Aid staff help students with financial aid questions, and student workers guide students through SURF and address questions/concerns about the campus and student life in general. Additionally, the "Chat with a counselor" feature is being utilized, which enables students to meet one-on-one with a counselor via Zoom for academic counseling.

GEAR UP (Julie Johnson)

GEAR UP's two cohorts are entering their sophomore (cohort 1) and freshmen (cohort 2) year at either El Camino High School or Oceanside High School. Year 4 of the seven-year grant ends our time at the four OUSD middle schools that we supported from 2018 to present.

The 2021 GEAR UP Summer Programs included credit recovery and enrichment opportunities at both comprehensive high schools. Additionally, many cohort 1 students enrolled and achieved one hundred percent success in GEAR UP for College at MiraCosta College to earn their first college credit.

Health Services (Kim Marquardt)

Student Health Services continues to operate remotely with telehealth and teletherapy services and will return to campus for in-person services in fall 2021.

The mental health counseling team continues to provide students with individual, relationship, and family counseling. In spring 2021, six weekly groups and four workshop series were offered in collaboration with Student Equity, UMOJA, and the Writing Center. Through a sponsorship grant from the California Community College Health and Wellness Foundation, participants in one of the groups used art therapy to construct a non-permanent mural that will be temporarily placed on campus. They also procured 800 annual licenses to offer students for the Shine mindfulness app, which centers the BIPOC experience.

The medical team collaborated with TrueCare to offer COVID-19 vaccines on campus over the summer, giving more than 95 immunizations to staff, students, and the community. The department most recently launched an online learning center/blog called *Wellness Wave Wisdom* with educational content and materials for students on a variety of medical and mental health topics, as well as information about our workshops, groups, peer educator podcast, and events.

Overall, Health Services has seen a sixteen percent increase in appointments since going remote in March 2020.

International Office (Mia Scavone)

Through July, IIP Office has received 76 applications for summer/fall 2021; 52 have completed the international admission process and 34 are enrolled. This is a slight increase in number of applicants from fall 2020.

Despite the current travel constraints and limited in-person class options for international students, there is bright news from the new federal administration suggesting improved conditions for international students and internationalization efforts in the future. The Secretaries of State and Education issued a Joint Statement of Principles in support of international education with the following as the first Action Item: *"Participate in a coordinated national approach to international education, including study in the United States by international students, researchers, and scholars; study abroad for Americans; international research collaboration; and the internationalization of U.S. campuses and classrooms"*

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

The launch of the Noncredit CCC Apply application and its reporting capabilities has made it possible to do more targeted communications to new applicants. For example, now the new NCESL applicant's information is provided to the Adult Education Office so that they can call all new NCESL students to set up their placement appointments. Additionally, directed outreach can be provided to students individually to assist them with completing orientation and registering for classes. Previously, this was only able to be done for the Adult High School students.

The NCSSSP teams continues to make individual contacts with new Adult High School (AHS) applicants with the help of our ambassadors. Recently added were campus aides to staff our outdoor Welcome Center for the 2021/22 academic year. The Welcome Center aides (all previous or current MCC students who are bilingual in English/Spanish) will be a visible presence for any student or community visitor to campus. They will provide frontline service and direct students to the appropriate buildings and services.

San Elijo, Student Services (Chelsea Kott)

The San Elijo team supported a full year of virtual district-wide programming, hosting over 40 events, including collaborations with ten history and heritage month committees and with other departments, supporting virtual and drive-thru events such as the Farmer's Markets, specifically supporting San Elijo students with access to food.

The Associated Student Government (ASG) San Elijo team joined the ASG Legislative Affairs and ASG Diversity, Equity, and Inclusion committees and remained invested in the many construction projects at SAN. They also connected local school district liaison committees and the ASG Vice President of San Elijo brought student voice to the Academic Senate and the Student Conduct and Police Advisory committees. The ASG joined Board President Rick Cassar at the San Elijo Campus to film a virtual ribbon cutting of the new Student Services and Administration building.

School Relations/Diversity Outreach (Jonathan Gomez)

The Outreach Department hosted several virtual college presentations and Spartan Prep orientation workshops for high school students. The Spartan Prep orientations were done in collaboration with various departments including SSSP. In addition, virtual registration support sessions were offered.

The department also worked with the Public Information Office and sent a mailing to high school seniors about the MiraCosta College Promise.

At the beginning of May, student ambassadors began staffing an in-person Help Hut at the Oceanside campus. There will also be a Help Hut at the Community Learning Center.

Service Learning and Volunteer Center (Bea Palmer)

The Service Learning and Volunteer Center continues to support faculty and students with virtual service opportunities. The STREAM Festival was launched through a virtual platform and consisted of a live event via Zoom and a google website that housed over 60 pre-recorded STREAM activities. This format allowed students to continue to serve virtually, and allowed Service Learning to share these resources with our K-8 grade community all year long. In

addition to the six live STREAM presentations, the program included short, two-minute infomercials.

The Volunteer Center awarded 11 service-related scholarships from Cal Coast Credit Union, Carlsbad of Kiwanis, and Wilkinson Service Scholarships. The scholarships included four $250 scholarships for students who were not able to connect with organizations due to COVID, but were able to pay it forward in their neighborhoods or circle of family/friends. This was an effort to provide equitable service related scholarships during COVID.

Efforts continue to onboard organizations that offer virtual service opportunities. Service Learning is working with community partners and field experts to identify the COVID policies for volunteers.

Student Equity (Kristina Londy)

The Department of Student Equity continues to offer support and training across various spaces within the college.

The ASE programs hosted a support group for students to safely process emotions as a response to the verdict of the murder of George Floyd, facilitated by ASE classified staff and counselors and a mental health therapist. ASE was part of the SAFE Topics - Live Podcast, where faculty and staff shared adjustments over the last year, and students shared about ASE culture in the classroom.

The MANA program, in collaboration with the APIHM planning committee, continued to host a variety of events to honor API history and culture, and the UPRISE program partnered with the Theater Department and hosted a viewing party of the MiraCosta Theater performance titled *14*. Umoja successfully completed another Summer Bridge, a six-week program designed to serve the unique needs of African-American students. Finally, ASE partnered with the ACPs to present ASE programs and meet and greet new students and at the New Student Seminar.

The Social Justice and Equity Center (SJEC) held 76 events with over 4,000 registrations during 2020/21. There are now 820 followers on Instagram, where events are posted and resources are shared. There were 47 students who attended four or more SJEC workshops in an academic year and received the SJEC Scholar Certificate and were honored at the SJEC Scholar Celebration.

This year's GEAR UP for College Summer Program saw 75 OUSD high school students complete a transfer-level college course in just 16 days. With wraparound, holistic support, one hundred percent of this year's students passed their class and were celebrated at an online graduation ceremony.

LGBTQIA+ Equity staff along with students attended the national Creating Change Conference, which brings together renowned activists and scholars from all around the nation to discuss best practices, research, and build community. LGBTQIA+ Equity program hosted seven events, including the launch of the Pride Inclusion Training, four Pride Days events (a collaboration effort between LGBTQIA+ Equity and ASG), and the annual Lavender Celebration. The Lavender Celebration honored those who are working to create an inclusive campus climate for LGBTQIA+ students, the first group of participants to complete the Pride Inclusion Training, and 12 student graduates. Since the launch of the Pride Inclusion Training in mid-March, approximately 115 MiraCosta College community members (staff, faculty, administrators, and students) have signed up to enroll in the training.

Student Life and Leadership (Chelsea Kott)

Over 1,050 events were advertised on Engage, reaching over 931 active students this past year. This platform connected students with a variety of events, including club events, Academic and Career Pathways (ACP) events, and student services events. The team offered robust social media engagement reaching over 660 followers.

The Associated Student Government (ASG) upheld their commitment to equity-driven goals and created two ASG/ICC scholarships, the Black African American scholarship and the Diversity, Equity, and Inclusion scholarship. They also enacted new bylaws to allow noncredit students to hold voting rights and leadership roles in the ASG Senate. The ASG collectively engaged in over 3,000 volunteer hours, in addition to routine ASG business.

There were 483 students who RSVP'd for commencement, following a Commencement Season full of celebratory events, including Stolebration, GradFest, and Drive of Champions. The number of Outstanding Faculty and Staff award nominations nearly doubled from last year, nearly six times the amount from the year before.

Student Success and Support Program (Tina Helmstreit)

The SSSP and Outreach department coordinated a Help Hut for students and campus visitors starting in May, which has continued. The Spartan Start orientation surveys were reviewed and disaggregated by student demographics to assess their understanding of orientation content and their enjoyment of the program structure. Student Services departments are developing new video content for Spartan Start orientation that will be offered in August. Spartan Prep (online orientation) content was updated in canvas and promoted for students who cannot attend Spartan Start orientation sessions via zoom.

Testing (Sinclaire Tirona)

The Testing and Academic Proctoring Center (APC) has continued to serve and support students and faculty with remote services. The online Zoom proctoring services have continued and the APC will also be providing services to all DSPS students with exam accommodations, students with extenuating need/circumstances, students with technology/access needs, students in asynchronous courses unable to test within the parameters provided by their instructor, students in need of alternate exam scheduling/access due to childcare/work conflicts, students taking the Chemistry Challenge Exam or Spanish Challenge Prompts, and students completing the Spanish Credit for Prior Learning (formerly CBE).

The Testing Center has continued to support the Math Learning Center in organizing and coordinating the SPARK Canvas Prep Course for review in Math and Chemistry (formerly Bridge to Success in Math Program).

Transfer Center (Lise Flocken)

The Transfer Center ended the 2020/21 year stronger than ever. More students were served, than any other year, using multiple platforms. The Transfer Center Instagram is almost at 1,000 followers, and the transfer team has created reels, TikToks and linktrees to serve our new student population. We are excited to partner with many UC, CSU, private schools, and industry experts to offer workshops that go beyond the lower division major preparation.

The Transfer Center took a lead in the STEM ACP project and were able to grow the Success in STEM Instagram to over 200 followers. We focused on offering Saturday STEM workshops that were very well attended with over 340 registrations for one workshop and had over eighty percent complete a Comprehensive Student Education Plan (CSEP) with a transfer counselor.