MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – JUNE 17, 2021
ZOOM Conference

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. OATH OF OFFICE

A. 2021/22 Student Trustee – Alma Cuevas
2021/22 Associated Student Government President – Hannah Schmidtler

IV. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of May 6, 2021
B. Regular Meeting/Workshop of May 6, 2021
C. Regular Meeting and Special Meeting/Closed Session of May 20, 2021

V. 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.

VI. CHANGES IN AGENDA ORDER

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Reclassification of Existing Positions
C. Approve Reclassification of Existing Position, Job Description, and Amend the Classified Administrators Working Conditions Manual
D. Approve Employment Contract for Interim Academic Administrator
E. Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members
F. Approve Employment Contracts for Professional Experts
G. Approve Minimum Qualifications Comparable Degree Title Request
H. Approve 2021/22 Legal Services
I. Approve Renewal of Email Security Software Maintenance and Technical Support Agreement Renewal
J. Approve Network and Telecommunications Hardware and Software Maintenance and Technical Support Services Agreement Renewal
K. Approve Services Agreement for Support and Services of Mobile Hotspots for Online Learning
L. Authorize Amendment #1 to Cengage Learning for Ed2Go Online Courses Contract
M. Approve Construction Services Contract for Measure MM, Bid #MM21-001 OC Admin Renovation Project
N. Adopt Resolution No. 16-20/21, Establish the District Appropriations (Gann) Limit for Fiscal Year 2021/22
O. Approve FY2023-27 Five-Year Capital Construction Plan
P. Approve FY2021/22 Tentative Budget
Q. Approve RFP #01-21 for Janitorial Services CLC
R. Ratify and Approve Contracts and Purchase Orders—April 24 through May 27, 2021

VIII. ACTION ITEMS

A. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly
B. Approve Employment Contracts for Vice Presidents
C. Approve Employment Contract for Superintendent/President
D. Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee Student Representative
E. Approve Change Order to Design-Build Services Contract for Oceanside New Student Services Project

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 6540 – Insurance

X. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5210 – Communicable Disease (for students)
B. Board Policy 7330 – Communicable Disease (for employees)
C. Board Policy 7240 – Confidential Employees

XI. INFORMATION

A. 2020/21 Board Priorities and Assessment
B. 2021/22 Board Priorities
C. Independent Citizens' Bond Oversight Committee Annual Report

XII. 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

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIV. ADJOURNMENT

UPCOMING MEETING

4 p.m. – July 15, 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.

Subject: **2021/22 Student Trustee – Alma Cuevas** **2021/22 Associated Student Government President – Hannah Schmidtler**	**Attachment:** **None**
Category: **Oath of Office**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In accordance with the provisions and limitations of the Education Code, the board of trustees designates that the student member of the board of trustees shall be elected by the students enrolled in the MiraCosta Community College District no later than May 1 of each year, to serve a one-year term beginning the day after commencement.

STATUS

The Associated Student Government (ASG) held a general election in late April for elected positions. Elected this year are Alma Cuevas, student trustee, and Hannah Schmidtler, ASG president.

RECOMMENDATION

Administer oath of office to the new student trustee and ASG president.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **May 6, 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, May 6, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

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

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

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

At 3:40 p.m., the board returned to open session to report the following:

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

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:40 p.m.

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

MINUTES OF REGULAR MEETING / WORKSHOP **May 6, 2021**
(DRAFT)

I. CALL TO ORDER
The Board of Trustees of the MiraCosta Community College District met in a special meeting/workshop on Thursday, May 6, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4 p.m.

II. FLAG SALUTE / ROLL CALL
Board members present:

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

Administrators present:
Superintendent/President Sunny Cooke

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA
None.

IV. CHANGES IN AGENDA ORDER
None.

V. WORKSHOP

A. 2020/21 Board of Trustees Self-Evaluation
The board reviewed information from constituent feedback and the board's self-evaluation instruments. The board reviewed and approved the final update to the progress towards 2020/21 priorities and adopted the 2021/22 priorities, as were discussed.

VI. ADJOURNMENT
The board workshop adjourned at 6:07 p.m.

MINUTES APPROVAL:

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

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

MINUTES OF REGULAR MEETING **May 20, 2021**
(*DRAFT*)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, May 20, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:03 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

III. APPROVE MEETING MINUTES

A. Regular Meeting and Special Meeting/Closed Session of April 15, 2021

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the regular meeting and special meeting/closed session of April 15, 2021, were approved.

Vote:	7/0
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. Program Review Mechanics and Impact

Vice President of Administrative Services Tim Flood, Dean of Research, Planning and Institutional Effectiveness Christopher Tarman, and Mathematics faculty and IPRC Co-Chair Polo Mariscal provided an overview of the Program Review process and mechanics and outcomes.

B. DEI/EEO and Employee Demographics

Vice President Charlie Ng provided an update on the progress of the district's equal employment opportunity practices with respect to the EEO Plan, multiple measures, and the EEO Advisory Committee.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Hourly Rates for Music Composer
C. Adopt Annual Resolutions Authorizing Designated Agents
D. Approve Curriculum for 2021/22 Catalog, Part IV
E. Approve Summer 2021 Annual Program Components for OUSD CCAP Dual Enrollment Program
F. Approve Updated Course Agreement with Cathedral Catholic High School for Summer 2021 Dual Enrollment Program
G. Approve Updated Course Agreement with Cathedral Catholic High School for the Fall 2021 and Spring 2022 Dual Enrollment Program
H. Approve Two-Year Agreement with CliftonLarsonAllen LLP for Internal Audit Services
I. Ratify Purchase of Sanitizing Equipment in Preparation for Fall 2021 Return
J. Adopt Resolution No. 12-20/21 Education Protection Account
K. Ratify Budget Transfers/Revisions
L. Ratify and Approve Contracts and Purchase Orders March 20 – April 23, 2021

Consent Items K and L were pulled for discussion.

By motion of Trustee Pedroza, seconded by Trustee Merchat, consent items A through J were approved.

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

By motion of Trustee Broad seconded by Trustee Simon, consent items K and L were approved.

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

VIII. ACTION ITEMS

A. Adopt Resolution No. 15-20/21 to Declare April as Diversity, Equity, and Inclusion Awareness Month

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Resolution No. 15-20/21, declaring April as Diversity, Equity, and Inclusion Awareness month.

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

B. Approve Equal Employment Opportunity Plan and Equal Employment Opportunity Fund Multiple Method Allocation Certification Form

By motion of Trustee McNeil seconded by Trustee Merchat, the board approved the Equal Employment Opportunity Plan and the Equal Employment Opportunity Fund Multiple Method Allocation Certification form.

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

C. Adopt Resolution No. 11-20/21: Authorize Carolina Biological Supply Company's Chemistry Kits as a Single Source Procurement for the Chemistry Department

By motion of Trustee McNeil, seconded by Trustee Pedroza, the board adopted Resolution No. 11-20/21: authorizing procurement of chemistry kits from Carolina Biological Supply Company as a single source procurement for the Chemistry department and authorized the director of purchasing and material management to proceed with the procurement from Carolina Biological Supply Company, as stated.

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

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

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved emeritus status for full-time faculty retirees Jonathan Cole, Margaret Essman, Anna O'Cain, Keith Meldahl, June Porto, Roberta Rosen, Jeffrey Uhlik, and Louisa Moon and associate faculty retirees Michael Byron, Susanne Concors, and Sarah Lopez.

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

E. Approve Gold Circle Club Membership for Retired Classified Employees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved Gold Circle membership for classified retirees Kathryn Brown, Gilbert Good, David Montague, Michael Nolte, Robert Royal, Fredric Steffy, Margaret Stroika, and Kathleen VanPelt.

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

IX. BOARD POLICIES – PERIODIC REVIEW (Action Required)

A. Board Policy 2410 – Board Policies/Administrative Procedures

By motion of Trustee Merchat seconded by Trustee McNeil the board approved the periodic review and adopted Board Policy 2410 – Board Policies/Administrative Procedures.

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

B. Board Policy 2435 – Evaluation of Superintendent/President

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 2435 – Evaluation of Superintendent/President.

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

C. Board Policy 5140 – Disabled Students Programs and Services

By motion of Trustee McNeil, seconded by Trustee Simon, the board approved the periodic review and adopted Board Policy 5140 – Disabled Students Programs and Services.

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

D. Board Policy 3518 – Child Abuse and Mandated Reporting

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the periodic review and adopted Board Policy 3518 – Child Abuse and Mandated Reporting.

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

E. Board Policy 7210 – Academic Employees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the periodic review and adopted Board Policy 7210 – Academic Employees.

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

X. BOARD POLICIES – SECOND READ (Action Required)

A. Board Policy 3515 – Reporting of Crimes

By motion of Trustee McNeil seconded by Trustee Fischer, the board adopted Board Policy 3515 – Reporting of Crimes.

Vote: 7/0/0

Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

B. Board Policy 6750 – Parking

By motion of Trustee Broad, seconded by Trustee Merchat the board adopted Board Policy 6750 – Parking.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

C. Board Policy 6800 – Occupational Safety

By motion of Trustee McNeil seconded by Trustee Fischer the board adopted Board Policy 6800 – Occupational Safety.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

D. Board Policy 7600 – College Police Department

By motion of Trustee McNeil seconded by Trustee Broad the board adopted Board Policy 7600 – College Police Department.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon
Abstentions: None
Absent: None

XI. BOARD POLICIES – FIRST READ

A. Board Policy 5210 – Communicable Disease (for students)
B. Board Policy 7240 – Confidential Employees
C. Board Policy 7330 – Communicable Disease (for employees)

Proposed edits to Board Policies 5210, 7240, and 7330 were reviewed and discussed, and the policies will be placed on a future agenda for adoption.

XII. INFORMATION

A. Third Quarter Fiscal Report

The Third Quarter Fiscal Report was reviewed.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Broad attended several year-end celebrations, including the Mana Celebration and the Black Student Success Week presentations. He also attended the Trustee Fellowship meeting and the Chancellor's webinar on entrepreneurship. Trustee Fischer attended the Black Student Success Week presentations, the final PADEI meeting of semester, and the RAFFY Ceremony. Trustee Merchat attended the UMOJA Celebration and the Black Student Success Week presentations. Trustee McNeil attended many of the year-end celebrations, including the Child Development Center's year-end virtual event. Trustee Pedroza attended the Trustee Fellowship meeting and the Police Advisory Committee meeting. Trustee Simon attended the Black Student

Success Week presentations, the play “14”, and the UMOJA and RAFFY Celebrations. President Cassar reported that he attended many of these same events including the SDICCCA meeting and today’s Drive of Champions event. In honor of Classified Appreciation Week, he thanked all classified professionals for their work throughout the year, and thanked Student Trustee Kristina Quandt for her service on the board over the past year. The board presented her with a certificate for her leadership and service.

B. Students

Student Trustee Kristina Quandt thanked everyone she has worked with in her student trustee position over the past year. She appreciates all who have guided her. She noted that even though all of the meetings were held virtually, she still grew as a student leader.

C. Classified Employees

Classified Senate President Carl Banks thanked everyone for acknowledging Classified Employee Week, including President Cooke and the executive management team for the lunch that was served on campus this past Monday. He also acknowledged Dr. Huyck and the Public Information Office (PIO) for their hard work in putting the events of the week together. The Classified Senate is currently working on an MOU with the confidential employees, committee appointments, onboarding the incoming senate members, and planning for their annual retreat in July.

D. Faculty

Academic Senate President Luke Lara thanked the board for sharing their involvement in the college, especially with events during this time of the year. He said that faculty, staff, as well as students appreciate their presence and engagement at these celebration events, and also at events throughout the year. He also gave a shout out to his colleagues in the computer science department for their involvement in a recent story published in the Community College Daily regarding opening the pathways to computing for women of color.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer thanked all classified professionals, and especially those with whom she works directly, noting that her team is a small but mighty team getting so much done “behind the scenes.”

2. Student Services

Vice President Wojcik echoed Dr. Lara’s comments regarding the board’s visibility and their attendance at so many events. Students really appreciate seeing them and their involvement. She also reported the Help Hut started this past month, where student ambassadors, both past and present, help students and their families that are on campus and have questions.

3. Administrative Services

Vice President Flood thanked all classified professionals in administrative services and across the district for their outstanding work, as well as the board facility liaison members for their continued guidance and help with the Measure MM Bond Program.

4. Human Resources

Vice President Ng thanked classified professionals across the district for the work they do all year, and he recognized the Human Resources and Payroll teams for

their tremendous work in implementing all of the new programs and ensuring the systems are running smoothly.

F. Office of the President

Superintendent/President Cooke recognized all classified professionals during this classified professionals' week and acknowledged the work they do all year long. She recognized her assistants Jeanne Koschwanez and Julie Bollerud for their work on the recent luncheon for classified, as well as the PIO staff for creating marketing materials for the event. Additionally, Cooke noted the good work of PIO that will be seen around town on buses and billboards to help recruit and re-engage students.

RPIE staff, among many other projects, have been busy with evaluations for both the board and herself, and one last survey is being sent to students about their experiences at MiraCosta College. Unfortunately, we were unable to find a suitable replacement for the associate vice president of Advancement and another search will be held. This summer, a few donor events are being planned and she recognized and thanked the staff in the Advancement Office and Kristen Huyck for their work in keeping things running smoothly. Dr. Cooke said it has been a delight to work with Carl Banks and Luke Lara, and she is happy to work with them both for one more year. She thanked all faculty, staff, and administrators for their leadership and service this past year. And, finally, she congratulated all students on their graduation.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

VII. DECLARE NEED FOR CLOSED SESSION

At 6:30 p.m., the board announced the need to enter closed session, along with Superintendent/President Cooke, Vice President Ng, and legal counsel, to discuss the following topics:

A. Conference with Legal Counsel

Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- JPA 37-2020-00027243

B. 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

C. Public Employee Performance Evaluation

(Pursuant to Government Code section 54957)
Title: superintendent/president

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

At 7:55 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel

Anticipated Litigation, Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))

- JPA 37-2020-00027243

No action taken.

B. Conference with Labor Negotiators
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke, Vice President, Human Resources Charlie Ng
Employee organizations: All
No action taken.

C. Public Employee Performance Evaluation
(Pursuant to Government Code section 54957)
Title: superintendent/president
No action taken.

XV. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

MINUTES APPROVAL:

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

Subject: **Ratify Recommendations of Superintendent/President in Approving Personnel Actions**	**Attachment:** **Reduced Workload Agreements**
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 the following employees:

   Denise Omitt, Nursing Simulations Curriculum Coordinator, Nursing and Allied Health, P-00292, effective May 31, 2021.

   James Gonzales, Program Manager, Student Life and Leadership, P-00328, effective May 21, 2021.

2. Resignation of the following employees:

   Bryce Chudomelka, Learning Coach, STEM and Math Learning Center, position P-00262, effective May 29, 2021.

   Jessica Gutierrez, Administrative Support Assistant III, Disabled Students Program and Services, P-06171, effective June 7, 2021.

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

   a. Michelle Odom, Nursing Instructor CNA – Nursing and Allied Health, full-time, tenure-track, salary class 5, step 3, $95,201 per year (2020/21 academic salary schedule), effective August 13, 2021.

      AA - Nursing – Suwon Women's College
      MS – Nursing – Point Loma Nazarene University

      Professor Odom has served as an associate faculty member at MiraCosta College, teaching Nursing courses since spring 2015. Professor Odom has also taught Nursing courses as an adjunct faculty member at Point Loma Nazarene University for four years.

b. Xuchi Naungayan Eggleton, Design and Drawing Instructor – School of Arts and International Languages, full-time, tenure-track, salary class 5, step 4, $99,317 per year (2020/2021 academic salary schedule), effective August 13, 2021.

BA – Art (Painting and Printmaking) – San Diego State University
MFA – Painting – San Francisco Art Institute
M.Ed. – Counseling and Guidance – Point Loma Nazarene University (anticipated May 2021)

Professor Eggleton has served as an associate faculty member at MiraCosta College teaching Art since January 2009. Professor Eggleton has also served as an adjunct faculty member at both Miramar College and Cuyamaca College teaching Art courses.

4. Employment of classified administrator, Justin Crast, Risk and Safety Manager, salary range 9, step 2 (2020/2021 classified administrators salary schedule), $110,781.00 per year, full-time, effective May 17, 2021. Justin was selected through an open recruitment process.

5. Permanent change of assignment for the following employees:

Miriam Anderson, Accounting Technician, position P-00016, will increase in hours from 18 to 30 hours per week, effective July 1, 2021.

Giselle Ordaz, part-time Library Technician I – Public Services, position P-00270, has accepted the full-time Library Technician I – Public Services position P-00268, salary range 16, longevity year 9 (as of 8/1/2021), $5,844.75 per month (2020/21 classified salary schedule), full-time, 10 months per year, effective August 2, 2021. Giselle was selected through an open recruitment process.

6. Temporary change of assignment for the following employees:

Stacy Ingham, Senior Admissions Specialist, position P-06210, will continue to serve as an interim Assistant Registrar, position P-05816, salary range 29, longevity year 16, $9,215.16 per month (2020/21 classified salary schedule), full-time, effective July 1, 2021 – December 31, 2021.

Diana Soto, Admissions and Records Specialist – Transcript Clerk, position P-06176, will continue to serve as an interim Senior Admissions Specialist, position P-05817, salary range 26, longevity year 22, $8,936.92 per month (2020/21 classified salary schedule), full-time, effective July 1 – December 31, 2021.

Kaarina Towey, Testing Services Assistant, position P-00393, will continue to serve as an interim Testing Services Specialist, position P-07027, salary range 19, step 3, $5,467.08 per month (2020/21 classified salary schedule), 40 hours per week, effective July 1, 2021 – June 30, 2022.

Robyjean Bishop, Instructional Aide – Noncredit Health and Safety Adult Education, position P-06191, will continue to serve as an interim Financial Aid Assistant, position P-05083, salary range 17, step 2, $4,900.00 per month (2020/2021 classified salary schedule), full-time, effective July 1, 2021 - June 30, 2022.

Rachel Garcia, Administrative Support Assistant III – Financial Aid, position P-06165, will continue to serve as an interim Financial Aid Technician, position P-05838, salary range 22, step 5, $6,552.75 per month (2020/2021 classified salary schedule), full-time, effective July 1, 2021 - June 30, 2022.

7. Temporary additional assignment for the following employees:

   Joanne Gonzales, Executive Assistant to Vice President, position P-00162, will continue to serve as NCHEA Budget Analyst, $500.00 monthly stipend, effective July 1 – December 31, 2021.

   Brayan Astorga, Student Services Coordinator, P-07517, will serve also as a Testing Services Assistant, salary range 11, step 1, $22.55 per hour (2020/21 classified salary schedule), 15 hours per week, effective July 1, 2021 – June 30, 2022. Brayan will continue to work 18 hours per week in the Student Services Coordinator position during this time.

   Beatriz Palmer, Program Manager, Service Learning, position P-00326 will serve as a Workshop Presenter, $200 stipend, 2 hours total, effective May 1 – May 31, 2021.

   Ashleigh Moser, Learning Coach, STEM and Math Learning Center, position P-00231, will serve as Learning Coach, Supplemental Instruction, $37.80 per hour (2020/21 classified salary schedule), up to 20 hours per week as needed, effective July 1, 2021 – June 30, 2022.

   Cecilia Enyard, Administrative Support Assistant II, Career Center, position P-06168, will serve as a Campus Aide III, $18.00 per hour, as needed, effective July 1 – December 31, 2021.

8. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for Timothy Mayr, Police Officer, position P-00309 to acting Police Sergeant salary range 34, longevity year 7, $9,635 per month, full-time, effective April 1 – April 30, 2021. Timothy will continue to work this assignment from June 1 – June 30, 2021.

9. The following faculty members have given notice of their intent to advance on the academic salary schedule due to the completion of SAC approved coursework, effective July 1, 2021:

   Kelly Hagen, English Instructor, position P-00520, salary advancement from salary class 3 to 5.

   Serena Mercado, Math Instructor, position P-00557, salary advancement from salary class 4 to 5.

   Curry Mitchell, English Instructor, position P-00523, salary advancement from salary class 3 to 5.

   Christina Sharp, Business Instructor, position P-00487, salary advancement from salary class 3 to 4.

   Tina Walker, Biology Instructor, position P-00474, salary advancement from salary class 3 to 5.

10. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, the following associate faculty members request advancement on the associate faculty salary schedule due to the completion of SAC approved coursework, effective July 1, 2021, as follows:

    Jacqueline Bender, Associate Instructor – Nursing, position P-01781, from salary class 4 to 5.

    Ryan Frazer, Associate Instructor – Athletics, position P-02176, from salary class 2 to 3.

    Katrina Tamura, Associate Instructor – Noncredit ESL, position P-00648, from salary class 2 to 3.

    Jessica Thompson, Associate Instructor – Philosophy, position P-01065, from salary class 2 to 5.

    Edwina Williams, Associate Instructor – Sociology, position P-01594, from salary class 3 to 4.

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

Sarah Gross	Counselor
Jesus Montoya	Counselor
Emily Mercuri	Nursing

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

Remi Dalton	Art
Crystal Sandoval	Communication
Fredereka Irvine	Drama

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

    Grant Muagututia – Dance
    John Makevich – Earth Science

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

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

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

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

14. Reduced workload request for Steve Wezniak – AHSDP Math Instructor, School of Continuing and Community Education, position P-00457, beginning August 13, 2021 and ending May 31, 2023, at which time Professor Wezniak will retire from the district. Professor Wezniak will maintain a 66.667 percent assignment throughout the agreement period (see attached).

    Request to revise reduced workload for Denise Stephenson, Faculty Director, Writing Center, School of Math and Sciences, position P-00446, from 84.9 percent to 60 percent assignment for the 2021/22 fiscal year. Denise Stephenson's participation in the reduced workload program will end on June 30, 2023, at which time Denise Stephenson will retire (see attached).

15. In accordance with BP 7345, employee 07302230, position P-00295, requests a waiver on the limitation of personal necessity leave. Classified employees are limited to the use of no more than seven days of their accrued sick leave per fiscal year.

16. 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 (classified salary schedule 2020/2021):

Employee	Job Title	Assignment	Department	Pay Rate	Start Date	End Date
Helaina Baes-Erbs	Campus Aide III	Short-term	Music	$18/hr	8/24/20	5/28/21
Madison Logan	Campus Aide I	Substitute	Student Equity	$14/hr	6/1/21	7/30/21
Daniel Garcia Rojas	Apprentice I	Substitute	STEM and Math Learning Center	$14/hr	6/1/21	6/30/22
Kimberly Holmes	Receptionist / Switchboard Operator	Substitute	Public Information Office	$21.29/hr	6/1/21	6/30/22
Nathan Klein	Mental Health Counseling Intern	Short-term	Health Services	$1,000 stipend	6/18/21	8/6/21
Jaimee Siron	Campus Aide III	Short-term	Community Education and Workforce Development	$18/hr	6/18/21	6/30/21
Carolyn Goodspeed Quiemari Mikes Carlos Rodriguez	Campus Aide III	Short-term	Counseling	$18/hr	6/18/21	6/30/22
Brenda Morelia Lopez	Campus Aide III	Short-term	Counseling	$18/hr	6/18/21	6/30/22
Sophia Gonzales	Campus Aide III	Short-term	Counseling	$18/hr	6/18/21	6/30/22
Nicole Wilkinson	Administrative Support Assistant III	Short-term	Veterans Services	$29.25/hr	6/18/21	6/30/22
Jeanne Santoriello Kaspar	Nurse Associate	Short-term	Health Services	$33.79/hr	6/18/21	6/30/22
Olivia Osborne	College Health Nurse	Short-term	Health Services	$33.80/hr	6/18/21	6/30/22
Jaya Roy Caroline Moxley Tanya D'Angelo Lucio Lira	Mental Health Counseling Intern	Short-term	Health Services	$5,500 stipend each	6/18/21	8/6/21
Mariana Grindley	Accounting Technician	Short-term	Accounting	$30.11/hr	6/21/21	6/30/22
Robert Gogatz	Assistant Coach, Hourly	Short-term	Athletics and Intramurals	$26.05/hr	7/1/21	6/30/22
Laurie Morrell	Workshop Presenter	Short-term	Human Resources	$1,200 stipend	7/1/21	12/17/21
Angelic Green Gaudencio Hernandez Thomas Sievert Brianna Bottle Jill Pickrell	GEAR UP Support Staff II	Short-term	GEAR UP	$15/hr	7/1/21	6/30/22
Melisa Garcia Catherine Strutz	GEAR UP Support Staff II	Short-term	GEAR UP	$15/hr	7/1/21	6/30/22

Lala Appel Kaylee Black Kai Burke Shan Cai Michael Cheadle	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Ryan Dalrymple Bao Dang Brendan Devlin Joshua Gershon Witsy Gonzalez	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Yomaira Gutierrez Elizabeth Harrity Joanne Hernandez Naasik Jahan Matthew Johnston	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Andrew Knapp Antony Lin Esperanza Millan Josue Navarrete Liam Neale	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Priszeia Puckett Tri Quach Skyler Reddy Lauren Reinhardt Sarah Sleipness	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
James Soulié Dax Taraleskof Michael Tavera Monika Voutov Dylan Welch	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Katya Drew	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
John Kelley	Apprentice III	Substitute	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Victoria Aguilar	Campus Aide II	Short-term	Admissions and Records	$16/hr	7/1/21	6/30/22
David Bernabe Nunez	Apprentice III	Short-term	STEM and Math Learning Center	$16/hr	7/1/21	6/30/22
Meghan Manson	Campus Aide II	Short-term	Horticulture	$16/hr	7/1/21	6/30/22
Amy Vaca Brian Matthews Jose Antonio Jordonna Makihele Enrique Juarez	GEAR UP Support Staff III	Short-term	GEAR UP	$16/hr	7/1/21	6/30/22
Brayam Hernandez Josh Mamalyga Marissa Sisk Selena Ruiz Sarah Gregorie	GEAR UP Support Staff III	Short-term	GEAR UP	$16/hr	7/1/21	6/30/22
Ashley Maceda Ana Antonio Hernandez Gabriela Osio Adolfo Naranjo Sierra Okamura	GEAR UP Support Staff III	Short-term	GEAR UP	$16/hr	7/1/21	6/30/22
Brianna Morris	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22
Lauren Adams Julie Astorga Gib Barbo Olivia Benchetrit Cameron Bickerstaff	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22
Rachel Kepler Katelyn King Sanae Kobayashi Alexa Lee	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22
Meagan Lepper Frankie Lopez Jade MacEoghain Mayra Martinez Jesus Matinez	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22

Benjamin Nguyen Jeremiah Norton Dane Oppenborn Manuel Ramirez Yasmine Shah	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22
Glenna Trone Rachel Woodward Teigen-Jade Young	Apprentice III	Short-term	Writing Center	$16/hr	7/1/21	6/30/22
Kasey Granza	Campus Aide II	Short-term	Career Center	$16/hr	7/1/21	12/31/21
Hussein Alhamadani	Campus Aide II	Short-term	EOPS	$16/hr	7/1/21	6/30/22
Michelle Hargrove Michelle West Glenna Trone Cory Raetz Catherine Back	Apprentice III	Short-term	Supplemental Instruction	$16/hr	7/1/21	6/30/22
Sara Barcik-Weissman Anna Hernandez Cabrera Negar Farahbakhsh Matthew Tate Jaycee Fallatt	Apprentice III	Short-term	Supplemental Instruction	$16/hr	7/1/21	6/30/22
Christopher Martin Thi Nguyen Kenda Rauscher Sean Dunivin Daniel Altamirano	Apprentice III	Short-term	Supplemental Instruction	$16/hr	7/1/21	6/30/22
Laura Cate Evan Costa Hazpiel Coronado Angela Mejia Cruz Eduardo Garza	Apprentice III	Short-term	Supplemental Instruction	$16/hr	7/1/21	6/30/22
Cassandra Armenta	Campus Aide III	Short-term	Counseling	$18/hr	7/1/21	6/30/22
Cassandra Castano	Campus Aide III	Short-term	Student Success and Support	$18/hr	7/1/21	6/30/22
Laura Perez Mauleon	Campus Aide III	Short-term	Student Success and Support	$18/hr	7/1/21	6/30/22
Elexis Aguilar Ronette Tommy Carlos Ortiz Greta Cavo Eliazar Lozano	Campus Aide III	Short-term	Admissions and Records	$18/hr	7/1/21	6/30/22
Valerie Varela Valeria Cruz Jim Hawkes	Campus Aide III	Short-term	Admissions and Records	$18/hr	7/1/21	6/30/22
Rogelio Salazar Jordan Sanchez Jazmin Cueva	Campus Aide III	Short-term	Admissions and Records	$18/hr	7/1/21	6/30/22
Betty Ann Givens	Campus Aide III	Short-term	Admissions and Records	$18/hr	7/1/21	6/30/22
Renee Truong Darrenn Williams	Campus Aide III	Short-term	EOPS	$18/hr	7/1/21	6/30/22
Alejandra Garcia Kelly Lopez DeVore Dominique Zimmerman Michelle Gonzalez Mark Siy	GEAR UP Aide III	Short-term	GEAR UP	$18/hr	7/1/21	6/30/22
Odalis Ortega Adan Cerda	GEAR UP Aide III	Short-term	GEAR UP	$18/hr	7/1/21	6/30/22
Curtis Mueller Chris Renda	Campus Aide III	Short-term	Dance	$18/hr	7/1/21	7/17/21
Luz Estrada	Campus Aide III	Short-term	Counseling	$18/hr	7/1/21	6/30/22
Dianne Preciado	Campus Aide III	Short-term	Career Center	$18/hr	7/1/21	12/31/21
Fredy Gomez Cruz	Campus Aide III	Short-term	EOPS	$18/hr	7/1/21	6/30/22
Edgar Ramirez	Campus Aide III	Short-term	Admissions and Records	$18/hr	7/1/21	6/30/22
Alessa Ramos Connor Brigandi Jesse Wolf Matthew Tate	Campus Aide III	Short-term	Supplemental Instruction	$18/hr	7/1/21	6/30/22
Gregorio Reyes	Campus Aide III	Short-term	Career Education Grants	$18/hr	7/1/21	12/31/21
Alfonso Gomez Jimenez	Campus Aide III	Short-term	Career Education Grants	$18/hr	7/1/21	12/31/21

Chynna Cochran	Campus Aide III	Short-term	Career Education Grants	$18/hr	7/1/21	12/31/21
Yanet Ibarra	Campus Aide III	Short-term	School Relations/Diversity Recruitment	$18/hr	7/1/21	6/30/22
Susy Morales	Campus Aide III	Short-term	School Relations/Diversity Recruitment	$18/hr	7/1/21	12/31/21
Gerdo, Ashley	Campus Aide III	Short-term	EOPS	$18/hr	7/1/21	6/30/22
Gregorio Reyes	Campus Aide III	Short-term	School Relations/Diversity Recruitment	$18/hr	7/1/21	6/30/22
Burroughs, Christopher	Campus Aide III	Short-term	EOPS	$18/hr	7/1/21	6/30/22
Jovon Owens	Administrative Support Assistant I	Substitute	Counseling	$21.29/hr	7/1/21	6/30/22
Lilian "Alexa" De Alba	Administrative Support Assistant I	Substitute	Counseling	$21.29/hr	7/1/21	6/30/22
Maricela Venegas Elizabeth Stephens	Administrative Support Assistant I	Short-term	Human Resources	$21.29/hr	7/1/21	12/31/21
Melissa Nou	Testing Services Assistant	Substitute	Testing Services	$22.55/hr	7/1/21	6/30/22
Cristina Zafra Lopez	Testing Services Assistant	Substitute	Testing Services	$22.55/hr	7/1/21	6/30/22
Lucille Nhan	Testing Services Assistant	Substitute	Testing Services	$22.55/hr	7/1/21	6/30/22
Alfonso Gomez Jimenez	Testing Services Assistant	Short-term	Testing Services	$22.55/hr	7/1/21	6/30/22
Jesse Grizzle	Administrative Support Assistant II	Short-term	Veterans Services	$26.05/hr	7/1/21	6/30/22
Sandra Henika	Administrative Support Assistant II	Short-term	Veterans Services	$26.05/hr	7/1/21	6/30/22
Harrison Haynes Timothy Anderson	Assistant Coach, Hourly	Short-term	Athletics and Intramurals	$26.05/hr	7/1/21	6/30/22
Dorchella James	Assistant Coach, Hourly	Short-term	Athletics and Intramurals	$26.05/hr	7/1/21	6/30/22
Jorge Rojas	Assistant Coach, Hourly	Short-term	Athletics and Intramurals	$26.05/hr	7/1/21	6/30/22
Monica Arroyo	Financial Aid Assistant	Substitute	Financial Aid	$26.83/hr	7/1/21	6/30/22
Arleen Palafox	Testing Services Specialist	Substitute	Testing Services	$28.41/hr	7/1/21	6/30/22
Andrea MacDonald	Technology Support Services Coordinator	Short-term	Technical Services	$28.41/hr	7/1/21	12/31/21
Cristina Zafra Lopez	Testing Services Specialist	Short-term	Testing Services	$28.41/hr	7/1/21	6/30/22
Raymundo Alcaraz	Admissions and Records Specialist, Transcript Clerk	Substitute	Admissions and Records	$29.25/hr	7/1/21	12/31/21
Paige Babbitt	Administrative Support Assistant III	Substitute	Financial Aid	$29.25/hr	7/1/21	6/30/22
Robert Chu	Administrative Support Assistant III	Short-term	Career Ed Grants	$29.25/hr	7/1/21	6/30/22
Nicole Williams	Student Services Specialist	Substitute	CARE Program	$30.11/hr	7/1/21	2/4/2022
Cynthia Bazan	Learning Coach	Short-term	Writing Center	$30.11/hr	7/1/21	6/30/22
Nicole Davis Shannon Provence Rebekah Kennedy	Police Dispatcher / Records Technician	Substitute	Police	$30.99/hr	7/1/21	6/30/22
Jesus Castillo Michal Farrow	Learning Coach	Short-term	Writing Center	$30.99/hr	7/1/21	6/30/22
Robert Mueller	Media Services Technician	Short-term	Technical Services	$31.90/hr	7/1/21	12/31/21
Stacey Vargas	Assistant Athletic Trainer	Short-term	Athletics and Intramurals	$32.83/hr	7/1/21	12/23/21
Mary Ratzlaff	College Health Nurse	Short-term	Health Services	$33.80/hr	7/1/21	6/30/22
Joanna Gomez	Instructional Associate	Short-term	Biotechnology	$33.80/hr	7/1/21	6/30/22
Xiao Kuang	Student Services Coordinator, Hourly	Substitute	International Education	$34.79/hr	7/1/21	6/30/22
Michael Farrow	Learning Coach	Short-term	Supplemental Instruction	$37.80/hr	7/1/21	6/30/22
Marcel Valente	Technology Services Analyst	Short-term	Technical Services	$37.93/hr	7/1/21	12/31/21
Terry Constantine Mayra Cortes	Program Consultant I, Hourly	Short-term	Small Business Development Center	$42/hr	7/1/21	6/30/22
Wes Pawl Jim Kelley Traci Cole	Program Consultant I, Hourly	Short-term	Small Business Development Center	$47/hr	7/1/21	6/30/22
Lynn Pittman	Program Consultant I, Hourly	Short-term	Small Business Development Center	$47/hr	7/1/21	6/30/22

Maria P Hughes Ayanna Robert Rene Perez, Jr.	Program Consultant II, Hourly	Short-term	Veterans Business Outreach Center	$52/hr	7/1/21	6/30/22
Carolyn Goodspeed	Campus Aide III	Short-term	Student Equity	$18/hr	8/1/21	6/30/22
Helaina Baes-Erbs	Instructional Assistant	Short-term	Music	$26.05/hr	8/1/21	6/30/22
Zachary Elliott	Campus Aide I	Short-term	Theatre and Film	$14/hr	8/2/21	12/17/21
Bonnie Durben	Campus Aide I	Short-term	Theatre and Film	$14/hr	8/2/21	12/17/21
Inayah Bint Sadiq Abdulmateen Rolando Pineda Vasquez Hamilton Bohannon Hugo Daniel Peralta-Ramirez	Campus Aide I	Short-term	Honors	$14/hr	8/2/21	12/17/21
Clara Catherine Cojulun	Theater Aide III	Short-term	Theatre and Film	$16/hr	8/2/21	12/17/21
Jonathan Thompson	Instructional Assistant	Substitute	Design	$26.05/hr	8/16/21	5/28/22
Frances Chavez Jorge Ramirez Ibanez	Campus Aide I	Short-term	Financial Aid	$14/hr	7/1/21	6/30/22
Albert Cox Christian Saunders Quintin Barry	Police Officer	Substitute	Police	$34.79/hr	7/1/21	6/30/22
Clarissa Gutierrez	Campus Aide II	Short-term	Computer Science	$16/hr	7/1/21	8/20/21
Kasandra Sotelo Holly Lynn Walker	Human Resources Technician	Substitute	Human Resources	$30.11/hr	6/16/21	6/30/22

RECOMMENDATION

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

2021-2022
REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on February 25, 2021, in accordance with its policies, I agree to perform as an AHSDP Math Instructor, School of Continuing & Community Education, on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2023.

1. Participation in the program begins August 13, 2021 and will end at the conclusion of the 2022-2023 academic year.

2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by and salary paid to regular, full-time faculty during the school year for which this agreement is in force.

   The required service for the 2021-2022 fiscal year shall be reduced to 66.667% beginning August 13, 2021 and ending May 27, 2022.

3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.

4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.

5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2021 – May 31, 2022.

6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.

7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.

8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

_____ Date: 3/8/21
Steve Wezniak

Approved:

_____ Date: 3/8/2021
John Makevich, Dean, School of Continuing & Community Ed.

_____ Date: 3/9/2021
Diane Dieckmeyer, Vice President, Instructional Services

_____ Date: 3/9/2021
Dr. Sunita V. Cooke, Superintendent/President

2021-2022
REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on March 2, 2020 in accordance with its policies, I agree to perform as a Faculty Director, Writing Center, for the School of Math and Sciences on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on June 30, 2023.

1. Participation in the program begins July 1, 2020 and will end at the conclusion of the 2022-2023 academic year.

2. The required days/hours of service and compensation will not be less than Fifty percent (50%) of those worked by and salary paid to regular, full-time faculty during the school year for which this agreement is in force.

   The required service for the 2021-2022 academic year shall be reduced to 60% beginning July 1, 2021 and ending June 30, 2022.

3. District and employee contributions to the State Teachers' Retirement System shall be based on the full-time salary amount for the applicable fiscal year.

4. Any leave without pay that would reduce earnings below Fifty percent (50%) will void participation in this program.

5. Compensation for service during the reduced workload period will be paid in twelve (12) equal monthly payments beginning July 1, 2021 – June 30, 2022.

6. The employee shall retain all rights and benefits for which payments are made that would be required if employed full-time, including health and retirement.

7. Retirement before the "normal" close of the contract school year will void participation for the final year. Service credit will be adjusted accordingly.

8. Amendment to or termination of this agreement prior the end date shall require approval of both parties hereto.

dr Stephenson Digitally signed by dr Stephenson Date: 2021.06.07 17:30:54 -07'00' — Date: 6/7/21
Denise Stephenson

Digitally signed by Mike Fino Date: 2021.06.08 08:38:34 -07'00' — Date: 08Jun21
Mike Fino, Dean, School of Math & Sciences

Diane Dieckmeyer Digitally signed by Diane Dieckmeyer Date: 2021.06.08 09:29:03 -07'00' — Date: 6/8/2021
Diane Dieckmeyer, Vice President, Instructional Services

Sunita V. Cooke Digitally signed by Sunita V. Cooke Date: 2021.06.08 10:14:00 -07'00' — Date: 6/8/2021
Sunita V. Cooke, PhD., Superintendent/President

Subject: **Approve Reclassification of Existing Positions**	**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**

BACKGROUND

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

STATUS

The CRC recommended to the superintendent/president the reclassification of position number P-00384, Administrative Support Assistant II (Range 16) assigned to Noncredit Adult Education, to Administrative Support Assistant III (Range 20) effective July 1, 2021. This results in an approximate increase of $7,370 for the first year.

The CRC recommended to the superintendent/president a title change from Counseling Operations Supervisor (position number P-05079) to Manager, Counseling Services with an increase in salary range from range 27 to range 31 on the Classified Salary Schedule effective July 1, 2021. This results in an approximate increase of $11,767 for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-00157, Enterprise Applications Developer (Range 37), to Senior Enterprise Applications Developer (Range 42) effective July 1, 2021. This results in an approximate increase of $17,127 for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-06186, Financial Aid/Scholarship Specialist (Range 19), to Student Services Coordinator (Range 26) effective July 1, 2021. This results in an approximate increase of $15,436 for the first year.

The CRC recommended to the superintendent/president an increase in salary range for the GEAR UP School Site Coordinator (position numbers P-05806, P-00450, and P-00451) from range to range 12 to range 21 on the Classified Salary Schedule, effective July 1, 2021. This results in an approximate increase of $51,290 for the first year.

The CRC recommended to the superintendent/president the reclassification of position number P-06205, Library Technician I, Public Services (Range 16), to Library Technician II, Public Services (Range 21) effective July 1, 2021. This results in an approximate increase of $11,029 for the first year.

RECOMMENDATION

Approve reclassification of existing positions, as stated above.

Subject:	Attachment:
Approve Reclassification of Existing Position, Job Description, and Amend the Classified Administrators Working Conditions Manual	1. Director of Student Life and Leadership Job Description 2. Classified Administrators Working Conditions Manual
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**

BACKGROUND

The district completed a reclassification request for the Program Manager, Student Life and Leadership. As part of the reclassification process, the Classification Review Committee (CRC) reviewed the request and made the following recommendation to the superintendent/ president.

The district created a new Director of Student Life and Leadership job classification. As new job classifications are created, the district makes a determination of which appropriate employee group the new job classification should be part of, including determining a salary range.

STATUS

The CRC recommended to the superintendent/president the reclassification of position #P00328, Program Manager, Student Life and Leadership (Range 31 on the Classified Salary Schedule) to Director of Student Life and Leadership (Range 8 on the Classified Administrators Salary Schedule) effective July 1, 2021. This results in an approximate net increase of $15,211 for the first year.

After evaluating the new classification, the district determined that this job classification appropriately belongs with the Classified Administrators Association. In accordance with the Classified Administrator's Working Condition Manual, Chapter 2, the district provided a written notification to the association president of the Classified Administrators for the following position to be designated by the district as classified administrators with their corresponding salary range placement:

Director of Student Life and Leadership – Range (8)

RECOMMENDATION

Approve reclassification of existing position, job description, and amend the Classified Administrators Working Conditions Manual, as stated above.

Subject:	Attachment:
Approve 2021-2024 Salary Schedules	2021-2024 Classified Employee Salary Schedule 2021-2024 Classified Administrator Salary Schedule 2021-2024 Confidential Employee Salary Schedule 2021-2024 Academic Administrator Salary Schedule 2021-2024 Associate Vice President Salary Schedule 2021-2024 Vice President Salary Schedule 2021-2024 Superintendent/President Salary Schedule
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

BACKGROUND

During spring 2021, the district engaged in meet-and-confer discussions with various employee groups, including those related to cost-of-living adjustments (COLA) for the salary schedule. Economic and non-economic issues were reviewed with the Board of Trustees in closed session throughout the meet-and-confer process. The district has tentatively agreed to salary schedule increases with the following employee groups: classified employees, classified administrators, confidential employees, academic administrators, associate vice presidents, vice presidents, and the superintendent/president.

STATUS

It is recommended the board of trustees approve salary schedule increases in the amounts specified below, effective July 1 of each year respectively, for the following employee groups: classified employees, classified administrators, confidential employees, academic administrators, associate vice presidents, vice presidents, and the superintendent/president.

- 2021-2022 3.0 percent COLA
- 2022-2023 2.0 percent COLA
- 2023-2024 1.75 percent COLA

RECOMMENDATION

Approve 2021-2024 salary schedules, as stated above.

Subject: **Approve Employment Contract for Interim Academic Administrator**	**Attachment:** **Employment Contract for Interim Academic Administrator**
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**

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 July 1, 2021 – September 30, 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"), is made as of July 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 July 1, 2021 to September 30, 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 July 1, 2021 to September 30, 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: **Approve Employment Contracts for MiraCosta Community College District Academic Administrator Association Members**	**Attachment:** **Employment Contract for Academic Administrators – Template**
Category: **Consent Items**	**Type of Board Consideration:** ✔ **Information Consent Action**
Recommended: **Charlie Ng** **Vice President, Human Resources**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

New contracts for members of the MiraCosta Community College District Academic Administrators Association ("MCCCDAAA") have been prepared according to their step and column placement on the salary schedule for the 2021/22 fiscal year, per the MCCCDAAA Working Conditions Manual.

STATUS

The following academic administrators are recommended for three-year contracts, with the following annual salaries for July 1, 2021, to June 30, 2022:

• Sandy Comstock, Associate Dean of Nursing and Allied Health, associate dean, non-doctorate, step 7: $188,903.
• Dr. Freddy Ramirez, Dean of Admissions and Student Support, dean, doctorate, step 7: $215,903.
• Dr. Al Taccone, Dean of Career Education, dean, doctorate, step 7: $215,903.
• Dr. Wendy Stewart, Dean of Counseling and Student Development, dean, doctorate, step 7: $215,903.
• Dr. Mike Fino, Dean of Mathematics and Sciences, dean, doctorate, step 7: $215,903.
• Jonathan Fohrman, Dean of Arts and International Languages, dean, non-doctorate, step 7: $213,903.
• Dr. Nick Mortaloni, Dean of Student Affairs, dean, doctorate, step 3: $192,049.
• John Makevich, Dean of Continuing and Community Education, dean, non-doctorate, step 2: $184,514.

The following academic administrators are recommended for a one-year contract, with the following annual salary for July 1, 2021, to June 30, 2022:

• Christopher Tarman, Dean of Research, Planning, and Institutional Effectiveness, dean, non-doctorate, step 4: $195,752.

• Evgeniya “Zhenya” Lindstrom, Dean of Instructional Services, dean, non-doctorate, step 2: $184,514.
• Benjamin Gamboa, Associate Dean of Career Education, associate dean, non-doctorate, step 1: $154,141.

RECOMMENDATION

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT CONTRACT WITH ACADEMIC ADMINISTRATOR

This contract ("Agreement") between the MiraCosta Community College District ("District") and {Name}, an individual Academic Administrator ("Administrator"), is made as of July 1, 2021.

Recitals

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

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

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

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

Terms and Conditions

2. Position and Term.

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

1.4 Term. The term of this Agreement is {# of Years} (#) years from July 1, 2021 to June 30, 202X and is renewable by June 30 each year.

2. Salary and Benefits.

2.1 Salary. Administrator's annual salary shall be as set forth on the Academic Administrator's Salary Schedule that is agreed to between the District and the Academic Administrator's Association and included in the Academic Administrator's Manual. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings). The Administrator's salary for the period July 1, 2021 through June 30, 2022, shall be ${XXX,XXX}.

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

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

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

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

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

7. Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

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

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

9. Representations and Warranties.

Administrator represents and warrants that Administrator:

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

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District	Administrator
By:_____	_____
Sunita V. Cooke, Ph.D. Superintendent/President	{First name, Last name}

Subject: **Approve Employment Contracts for Professional Experts**	**Attachment:** **Employment Contract for Professional Experts – Template**
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**

BACKGROUND

MiraCosta College administers a number of grants. Education Code section 88003.1 (b) (2) allows for personal services contracts to be used when services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience and ability are not available through the district. The personal services contracts expire on June 30, 2021.

STATUS

The following employment contracts are recommended for renewal with the term commencing on July 1, 2021, to June 30, 2022:

- Keli Anthis, Associate Program Director, Veterans Business Outreach Center, full time, $88,858 per year (professional expert salary schedule).
- Hazel Beck, Program Director, Veterans Business Outreach Center, full time, $124,343 per year (professional expert salary schedule).
- Cheryl Brown, Program Advisor II, Small Business Development Center, full time, $99,368 per year (professional expert salary schedule).
- Irma Ramos, Program Advisor I, Small Business Development Center, full time, $76,354 per year (professional expert salary schedule).
- Sudershan Shaunak, Program Director, Small Business Development Center, full time, $137,087 per year (professional expert salary schedule).
- Tina Ngo Bartel, Director, Center of Excellence for Labor Market Research, full time, $130,561 per year (professional expert salary schedule).
- Jennifer Patel, Regional Director, Business and Entrepreneurship, full time, $133,399 per year (professional expert salary schedule).
- Wallace Keau Wong, Regional Director, Biotech/Life Sciences, full-time, $133,399 per year (professional expert salary schedule).

- Julie Johnson, Project Director, full time, $160,531 per year (professional expert salary schedule).

RECOMMENDATION

Approve employment contracts for professional experts, as stated above.

MiraCosta Community College District
PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and [Employee Name] ("[Last Name]"), an individual, is made as of July 1, 2021.

Recitals

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

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

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

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

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

Terms and Conditions

3. Position and Term.

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

1.6 Term. The term of this Agreement is from July 1, 2021 to June 30, 2022, unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. [Last Name] shall be paid [$Salary] annually on the professional expert salary schedule. The salary will be prorated for service performed of less than one year. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

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

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

2.3 Overtime Status. The parties acknowledge and agree that the position of [Job Title] may require more than 40 hours' of work per week. The parties further acknowledge that this position is exempt from the payment of overtime under state and federal law.

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

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

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

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

7. Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

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

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

9. Representations and Warranties.

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

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

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

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

_____
[Employee Name]

Subject:	Attachment:
Approve Minimum Qualifications Comparable Degree Title Request	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

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

STATUS

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

Discipline	Comparable Degree Title
English as a Second Language	• Master's of Education: TESOL Concentration • MS Education TESOL
English (for option 2 minimum qualification of Master's in TESL)	• Master's of Education: TESOL Concentration • MS Education TESOL • Master's in Linguistics, with a Specialization in TESOL/Applied Linguistics • Master's in TESOL, Literacy and Culture

RECOMMENDATION

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

Subject: Approve 2021/22 Legal Services	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
Recommended: Tim Flood Vice President, Administrative Services	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

All current contracts for non-JPA legal services expire on June 30, 2021. In order to have board-approved legal counsel on call, it is necessary for the board of trustees to approve contracts for the 2021/22 fiscal year.

- Atkinson, Andelson, Loya, Ruud & Romo–general legal services, emphasis on major community college issues, employment law, investigative services.
  - Hourly Rates
    - Senior Partners $315
    - Partners/Senior Counsel $300
    - Senior Associates $290
    - Associates $280
    - Electronic Technology Litigation Specialist $260
    - Non-Legal Consultants $220
    - Senior Paralegals/Law Clerks $190
    - Paralegal/Legal Assistants $180

- Cauvel & Dacey, P.C.—general legal services, emphasis on community college issues related to construction, environmental, and land use.
  - Hourly Rates

- Shareholders $275
- Of Counsel $250
- Associate $225
- Paraprofessional $115
- JPD Executive Assistant $ 85*

*Not for secretarial services.

- Law Office of Pamela Lawton Wilson – emphasis on legal services related to California Fair Political Practices and specialized legal services.
  - Hourly rates
    - Partner $325
    - Paraprofessional $100

- Liebert, Cassidy, Whitmore – general legal services, emphasis on major community college issues, contract and employment law, and governing board issues.
  - Hourly rates
    - Partner $360
    - Senior Counsel $325
    - Associates $220 - $305
    - Labor Relations/HR Consultants $250
    - Paralegals $135
    - E-Discovery Specialists $135
    - Law Clerks $135 - $175

- Neilsen Merksamer Parrinello Gross & Leoni LLP, Attorneys at Law – emphasis on legal services related to political and government law.
  - Hourly rates
    - Partner $485 - $685
    - Associates $450

- Public Agency Law Group – general legal services, emphasis on construction, real estate and business transactions.
  - Hourly Rates
    - Principal $305
    - Attorney $260

- Rauch, APC – general legal services, emphasis on community college issues related to easements, district boundaries, encroachments on district property and land use.
  - Hourly rates
    - Attorneys $220
    - Paralegal $100

- Tao Rossini, APC – general legal services, emphasis on school and other public facilities issues related to preparing construction and design contracts, bid documentation, litigation, alternative dispute resolution, and other matters related to public facilities and public works contraction projects.
  - Hourly rates
    - Senior Partners $380
    - Partners/Senior Counsel $320
    - Senior Associates $290
    - Associates $265

- Winet Patrick Gayer Creighton & Hanes - general legal services, emphasis on major community college issues, contract and employment law, and governing board issues.
  - Hourly rates
    - Partner $225
    - Associate $205
    - Paralegal $80

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

RECOMMENDATION

Approve 2021/22 legal services, as stated above.

Subject:	Attachment:
Approve Renewal of Email Security Software Maintenance and Technical Support Agreement Renewal	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Diane Dieckmeyer, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district's email security software maintenance and technical support agreement is due for annual renewal.

STATUS

The contract will be for the period of July 4, 2021 – July 3, 2022, with an estimated cost not to exceed $111,076, plus applicable taxes. Funds to renew the software maintenance and technical support services agreement are budgeted within the district's maintenance budget.

This purchase will be made under the auspices of an agreement established by the Foundation for California Community Colleges. The Foundation for California Community Colleges agreement with CDW-G (contract #00004442), provides the lowest cost and best overall value to the district for data center technology purchases.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of $111,076, plus applicable taxes for the email security software maintenance and technical support from CDW-G in accordance with the terms and conditions of the Foundation for California Community Colleges (Contract #00004442), as described above.

Subject:	Attachment:
Approve Network and Telecommunications Hardware and Software Maintenance and Technical Support Services Agreement Renewal	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Diane Dieckmeyer, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district's network and telecommunications hardware and software maintenance and technical support services agreement is due for annual renewal.

STATUS

The contract will be for the period of July 1, 2021 – June 30, 2022, with an estimated cost not to exceed $110,551, plus applicable taxes. Funds to renew the software maintenance and technical support services agreement are budgeted within the district's maintenance budget.

This purchase will be made under the auspices of an agreement established by the State of California Department of General Services under the California Multiple Award Schedule (CMAS). This CMAS agreement withTrace3 (CMAS #3-18-70-2858C) provides the lowest cost and best overall value to the district with regards to network software maintenance and technical support purchases.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of $110,551, plus applicable taxes for the network and telecommunications hardware and software maintenance and technical support services agreement from Trace3 in accordance with the terms and conditions of the State of California Multiple Award Schedule (CMAS #3-18-70-2858C) as described above.

Subject: **Approve Services Agreement for Support and Services of Mobile Hotspots for Online Learning**	**Attachment:** **None**
Category: **Consent Items**	**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

When MiraCosta College pivoted to online learning due to the COVID19 pandemic, the library used CARES funding to procure approximately 200 additional mobile hotspots to give students access to high-speed internet for online learning. During the spring 2021 semester, a total of 265 mobile hotspots were deployed to students. As online classes continue to be a necessary modality for delivering instruction for fall 2021, ongoing financial support is needed to continue to provide students with access to high-speed internet. Hotspots are in high demand as many students lack access to high-speed internet, which is required to participate in Zoom, Canvas, and to access course materials.

This agreement is for twelve months of support and services on these 265 devices, at a rate of $38.01 per month, per device. CARES funding will pay for this resource.

Pursuant to Public Contract Code Section 10298, the district can utilize contracts awarded by the National Association of State Procurement Officials (NASPO), a national purchasing cooperative that exists to leverage the purchasing capabilities of public agencies.

STATUS

Purchasing has determined that NASPO Verizon Contract #1907 meets the needs of the district. The contract has been reviewed and the appropriate discount was applied to this purchase by the vendor, as verified by the Purchasing Department.

A quote was received from Verizon in the amount of $120,808.20 for twelve months of support and services, per NASPO Contract #1907. Support will begin July 1, 2021, and terminate on June 30, 2022.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of the Verizon Services Agreement utilizing NASPO Contract #1907 at a cost of $120,808.20 for Verizon mobile hotspots for student online learning.

Subject: **Authorize Amendment No. 1 to Cengage Learning for Ed2Go Online Courses Contract**	**Attachment:** **Amendment No. 1 to Cengage Learning for Ed2Go Online Courses Contract**
Category: **Consent Items**	**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

For approximately fifteen years, the district's Community Education and Workforce Development (CEWD) has contracted with Cengage Learning for Ed2Go online courses for career and personal development. Ed2Go provides work skill programs that prepare individuals to enter new career pathways. Due to the COVID-19 pandemic, CEWD experienced a sharp increase in the number of enrollees. This has resulted in additional revenue for our program, as well as the need for CEWD to amend the contract and increase the expenditure for Cengage Learning to account for the increased participation.

STATUS

The original contract contained the following terms:

- Initial term of July 1, 2020 – June 30, 2022, with annual renewals thereafter.
  - FY2020/21 not to exceed $28,000
  - FY2021/22 not to exceed $28,000
  - Total Contract Term Amount: $58,000

Cengage contacted CEWD in late 2020 to ask us to service supplemental job displacement vouchers. These vouchers are provided by insurance companies for injured clients looking for quick job retraining. As a result of this expanded offering, we served a greater number of students than the original PO had anticipated. The increased not to exceed amount reflects the increase in students served and fees collected for attendance.

The establishment of Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19, authorizes the superintendent/president and/or their designee to take any actions necessary to ensure the continuation of public education allowing provisions of alternative educational program options. Therefore, CEWD requests to amend the contract as follows:

- Initial term of July 1, 2020 – June 30, 2022, with three additional one-year options to renew as required by California Education Code §81644.
    - FY2020/21 not to exceed amount is $103,500 (Increase of $75,500 to cover the Cengage Learning fees)
    - FY2021/22 not to exceed amount is $28,000
    - Total Contract Term Amount: $131,500

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with contract amendment No. 1 for the increased expenditure and change to the contract term, as described above.

AMENDMENT NO. 1
TO
COMMUNITY SERVICES AGREEMENT FOR CENGAGE/ED2GO ONLINE COURSES

This Amendment No. 1 ("Amendment") to **COMMUNITY SERVICES AGREEMENT FOR CENGAGE/ED2GO ONLINE COURSES** ("Agreement") is entered into this June 18, 2021 by and MiraCosta Community College District ("District") and Cengage Learning, Inc. ("Contractor") with reference to the following Recitals, all of which are incorporated herein.

WHEREAS, on or July 1, 2020 the District and the Contractor entered into the Agreement.

WHEREAS, the District and Contractor desire to amend the terms of the Agreement as set forth in this Amendment.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is acknowledged by the District and Contractor, the District and Contractor agree to amend the Agreement as follows:

1. Amendment to Agreement. Update/Revise the agreement as follows:
    - Amend Section 1 Services to be Provided by Contractor as follows:
        - Date and time for Performance and Completion of service amended to read as follows:
            - The two-year agreement will take effect on July 1st, 2020 and will be completed by June 30th, 2022, with three additional one-year options to renew. Completion of these services shall include, but not be limited to, the services or deliverables as described here in in Exhibit 1, of the original agreement.
        - Fees and reimbursements amended to read as follows:
            - The Contractor shall receive compensation as follows:
                - Not to exceed amounts for periods as follows:
                    - For the period of July 1, 2020 through June 30, 2021 in the amount not to exceed $103,500.
                    - For the period of July 1, 2021 through June 30, 2022 in the amount not to exceed $28,000.
                    - For a total two-year period, amount not to exceed $131,500.
                - Compensation is payable on acceptance and approval by the District, and in accordance with the billing and payment terms as specified herein. Payment terms shall be Net 30 and payable upon successful enrollment of students into program and invoicing from Contractor.
2. Effectiveness of Amendment. This Amendment shall be deemed effective as of the date set forth above.
3. Authority to Execute. The individuals executing this Amendment on behalf of the District and the Contractor warrant and represent that she/he is duly authorized to execute this Amendment on behalf of the District or Contractor, as applicable and to bind such Party to the terms hereof.
4. No Other Amendments. Except as expressly set forth in this Amendment, no other term or condition of the Agreement is modified or amended.

IN WITNESS HEREOF, the District and Contractor have executed this Amendment as the date set forth above.

"DISTRICT" MIRACOSTA COMMUNITY COLLEGE DISTRICT	"CONTRACTOR" CENGAGE LEARNING, INC.
_____ Tim Flood, Vice President Administrative Service	By: _____ Title_____

Subject:	Attachment:
Approve Construction Services Contract for Measure MM, Bid #MM21-001 OC Admin Renovation Project	**None**
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

As part of the Measure MM bond program, the MCCD Program Management Office ("PMO") has procured pricing for construction services for the Oceanside ("OCN") Admin Renovation Project, Bid #MM-21-001 ("Project"), via a competitive bidding process pursuant to Public Contract Code §20650, et seq. The scope of work for the Project includes the following :(1) partial renovation of interiors of the existing one-story building of approximately 18,857 GSF, including reconfiguration of interior partitions, finishes, furniture, fixture and equipment; (2) building envelope and roof upgrades; (3) accessibility upgrades for restrooms; (4) modifications to existing landscape and hardscape areas surrounding the existing structure; and (5) minor parking modifications to meet accessibility requirements.

STATUS

This Project has received Division of State Architects (DSA) approval, and the competitive bidding process for the Project closed May 18, 2021, at 2:00PM. The level of interest and general contractor participation throughout the competitive bidding process was as follows: Nineteen firms submitted pre-qualification applications, twelve contractors were pre-qualified and attended the mandatory job walk, and eight bids were received, three of which were deemed non-responsive and therefore were not tallied. The details of the remaining five responsive bids are as follows:

Bidder	City	Project Base Bid	Deductive Alternate One	Deductive Alternate Two	Deductive Alternate Three	Project Contingency	Total Bid
Caliba, Inc.	Stanton	$5,768,000	($200,815)	($62,808)	($17,900)	$300,000	$5,786,477
Soltek Pacific	San Diego	$5,963,000	($138,000)	($89,000)	($54,000)	$300,000	$5,982,000
Prava	Escondido	$5,880,041	($96,321)	($69,180)	($27,520)	$300,000	$5,987,020
Barnhart Reese	San Diego	$5,792,571	($6,500)	($28,500)	($28,000)	$300,000	$6,029,571
Erickson Hall Construction	Riverside	$6,219,000	($149,000)	($170,000)	($8,000)	$300,000	$6,192,000

All of the five remaining responsive bids were below the Architect/Engineers Construction Estimate of $6,700,000 made known to all bidders before the bids were received and opened.

The Bid Documents announced in paragraph 11 thereof that the low bid would be determined on the aggregate amount of: (1) the Base Bid; (2) the three Deductive Alternates; and (3) the District Controlled Construction Contingency. As such, Caliba, Inc.'s bid was determined to be the low bid.

The district has determined not to select any of the three Deductive Alternates as part of the award of the contract. As such, the awarded contract amount is six million sixty eight thousand dollars and no cents ($6,068,000), which includes the Base Bid and the District Controlled Construction Contingency.

RECOMMENDATION

Approve the Award of a Construction Services Contract for Measure MM, Bid #MM-21-001 OC Admin Renovation Project in the amount of $6,068,000 to Caliba, Inc. as the lowest responsive and responsible bidder.

Subject:	Attachment:
Adopt Resolution No. 16-20/21, Establish the District Appropriations (Gann) Limit for Fiscal Year 2021/22	1. Resolution No. 16-20/21, Establish the District Appropriations (Gann) Limit for Fiscal Year 2021/22 2. Gann Limit Worksheet
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

Pursuant to Article XIII-B of the Constitution and Government Code (GC) section 7900, community college districts are required to compute an annual appropriations limit, commonly referred to as the Gann Limit. The appropriation limit is adjusted annually for changes in price index, population, and other applicable factors.

GC section 7908(c} requires each community college district to report annually to the Chancellor of the California Community Colleges its appropriations limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. This information is to be reported on the Annual Financial and Budget Report, CCFS-311 Gann Appropriations Limit form.

The Gann limit is the maximum amount of revenue the district can generate from secured and unsecured property tax, state subventions, trailer fees, general apportionments, and interest on tax proceeds as prescribed under the Gann limit legislation. The appropriations subject to limit are the amounts of revenue the district expects to receive during the next fiscal year for the categories of revenues listed above. The Gann limit computation is completed to ensure the district will not generate more revenue than is allowable under the Gann regulations.

STATUS

Based on the tentative budget, the district's appropriations total subject to the Gann limit is $125,576,382. The Gann appropriations limit for fiscal year 2021/22 is computed to be $144,226,178; therefore, the district will not generate more revenue than is allowable under the Gann regulations.

RECOMMENDATION

Adopt Resolution No. 16-20/21, to establish the district appropriations (Gann) limit for the fiscal year 2021/22, as detailed above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 16–20/21
ESTABLISH THE DISTRICT APPROPRIATIONS (GANN) LIMIT FOR FISCAL YEAR 2021/22 AS REQUIRED BY SENATE BILL 1352, CHAPTER 1205 OF 1980

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

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

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2021/22 be developed in accordance with provisions of Senate Bill 1352; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2021/22 will be made available to the public in the Business Services Office for fifteen days prior to the adoption of the final budget.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE MIRACOSTA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS: establish a fiscal year 2020/21 appropriations limit of $144,226,178.

ADOPTED, SIGNED AND APPROVED this 17th day of June 2021.

BOARD OF TRUSTEES OF THE
MIRACOSTA COMMUNITY COLLEGE DISTRICT

By:_____
Rick Cassar
President, Board of Trustees

Attest:

By:_____
Sunita V. Cooke, Ph.D.,
Secretary, Board of Trustees

STATE OF CALIFORNIA)
)ss
SAN DIEGO COUNTY)

I, Sunita V. Cooke, Ph.D., do hereby certify that the foregoing is a true and correct copy of Resolution No. **16-20/21** which was duly adopted by the Board of Trustees of the MiraCosta Community College District at a meeting thereof held on the 17th day of June 2021, and that it was so adopted by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

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

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
Budget Year 2021-22

DISTRICT:	**MIRACOSTA**
DATE:	June 17, 2021

I.	**2021-22 Appropriations Limit:**				
A.	**2020-21 Appropriations Limit**			$	137,899,203
B.	**2021-22** Price Factor:		**1.0573**		
C.	Population factor:				
	1 **2019-20**	Second Period Actual FTES [1]	9,609.7000		
	2 **2020-21**	Second Period Actual FTES [1]	9,505.5800		
	3 **2021-22**	Population Change Factor	0.9892		
	(C.2. divided by C.1.)				
D.	**2020-21 Limit adjusted by inflation and population factors**			$	144,226,178
	(line A multiplied by line B and line C.3.)				
E.	Adjustments to increase limit:				
	1 Transfers in of financial responsibility				
	2 Temporary voter approved increases				
	3 Total adjustments - increase				-
F.	Adjustments to decrease limit:				
	1 Transfers out of financial responsibility				
	2 Temporary voter approved increases				
	3 Total adjustments - decrease				-
G.	**2021-22 Appropriations Limit**			$	144,226,178
II.	**2020-21 Appropriations Subject to Limit**				
A.	State Aid [2]			$	2,508,937
B.	State Subventions[3]				660,000
C.	Local Property taxes				121,850,809
D.	Estimated excess Debt Service taxes				-
E.	Estimated Parcel taxes, Square Foot taxes, etc.				-
F.	Interest on proceeds of taxes				600,000
G.	Less: Costs for Unreimbursed Mandates[4]				43,364
H.	**2021-22 Appropriations Subject to Limit**			$	125,576,382
III. A.	**District is within Appropriations Limit**				18,649,796

[1] Second period actual FTES corresponds to total resident FTES as reported on the second period CCFS-320 report.
[2] Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours
[3] Home Owners Property Tax Relief, Timber Yield Tax, etc…
[4] Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

5/24/2021

Subject:	Attachment:
Approve FY2023-27 Five-Year Capital Construction Plan	FY2023-27 Five-Year Capital Construction Plan
Category:	Type of Board Consideration:
Consent	Information ✔ Consent Action
Recommended:	Approved for Consideration:
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district is required to submit a Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office (CCCCO) by July 1 of every year. The CCCCO announced on April 6, 2021, that the deadline has been extended to August 2, 2021. The plan identifies the capital construction projects the district plans to undertake, and includes estimated costs and schedules.

STATUS

The Five-Year Construction Plan identifies 44 projects, pending approval from the board of trustees, which will be submitted to the Chancellor's Office on or before August 2, 2021. This plan updates the next five years of Measure MM capital construction projects that were identified in the 2016 Facilities Master Plan. The funding for these projects will come from a combination of Measure MM's $455 million general obligation bond program, State Allocation, and District Fund 41 Capital Construction funds. The results of this extensive investigative and collaborative project planning process are documented in the attached project list. An updated Capital Improvement Program budget that reflects all of the Facilities Master Plan projects is included.

RECOMMENDATION

Approve the FY2023-2027 Five-Year Construction Plan, as stated above.

Subject:	Attachment:
Approve FY2021/22 Tentative Budget	FY2021/22 Tentative Budget
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The FY2021/22 tentative budget workshop was conducted at the board workshop on June 10, 2021. Highlights of the FY2021/22 tentative budget workshop included:

- 2020/21 budget priorities and recap
- Governor's May revise and estimates for the district
- Board of Trustees 2021/22 budget directions
- 2021/22 tentative budget assumptions and plan
- 2021/22 budget: general fund unrestricted

STATUS

It is expected that the state legislature will approve a budget on June 15, 2021. The Board of Trustees is required by law to approve a tentative budget before the start of the new fiscal year, July 1, in order for the district to expend funds starting July 1, and prior to the board's adoption of the final budget in September. The final budget workshop presentation is scheduled for September 2, 2021, and the final budget board approval/adoption at the September 9, 2021, board meeting.

RECOMMENDATION

Approve the FY2021/22 tentative budget as stated above.

FY2021-22 TENTATIVE BUDGET

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INTRODUCTION

The Tentative Budget was presented to the Board of Trustees at the Budget Workshop on June 10, 2021. This document is the supplemental narrative and the fund statements that provide some notes on each fund.

Fund Descriptions:

FUND DESCRIPTIONS

GOVERNMENTAL	PROPRIETARY	FIDUCIARY
Governmental funds are used to track information on resources associated with the district's educational objectives.	Proprietary funds are for tracking district activities similar to those used in private-sector accounting due to their income-producing character.	Fiduciary funds account for assets held on behalf of another party for which the district has some discretionary authority.
GENERAL FUND ▪ Restricted ▪ Unrestricted **DEBT SERVICE** ▪ Bond Interest & Redemption **CAPITAL PROJECTS** ▪ Capital Outlay Projects ▪ General Obligation Bond	**ENTERPRISE FUNDS** ▪ Bookstore ▪ Cafeteria **INTERNAL SERVICE** ▪ Self-Insurance	**TRUST FUNDS** ▪ Associated Student Government ▪ Student Center Fee ▪ Student Financial Aid ▪ Other Trust Fund

FUND		PURPOSE
11	General Fund—Unrestricted	Used to account for resources available for the general district operations and support for educational programs.
12	General Fund—Restricted	Restricted monies are from an external source that requires the monies be used for a specific purpose or purposes.
29	Debt Service	Used only for the accumulation of resources for, and the payment of, other types of general long-term debt principal and interest.
41	Capital Outlay Projects	Used to account for the accumulation and expenditure of monies for the acquisition or construction of significant capital outlay items and scheduled maintenance and special repairs projects.
43	General Obligation Bond	Designated to account for the proceeds from the sale of the bonds under Proposition 39, and the related expenditures related to the acquisition and construction of the projects voted and approved by the local property owners.
51	Bookstore	Receives the proceeds derived from the bookstore operations. All necessary expenses for the bookstore may be paid from generated revenue.
52	Cafeteria	Receives all monies from the sale of food or any other services performed by the cafeteria. Costs incurred from the operation and maintenance of the cafeteria are paid from this fund.
61	Self-Insurance	Used to account for income and expenditures of authorized self-insurance programs.
71	Associated Student Government	These monies are held in trust by the district for its organized student body associations, excluding clubs.
73	Student Center Fee	Accounts for monies collected by the district for the purpose of establishing an annual building and operating fee to finance, construct, enlarge, remodel, refurbish, and operate a student center.
74	Student Financial Aid	Accounts for the deposit and direct payment of government-funded student financial aid.
79	Other Trust Fund	Other Trust Funds are used to account for all other moneys held in a trustee capacity by the college or district. Such funds may be established and maintained in the appropriate country treasury or the governing board may establish a bank account for each trust.

FUND 11 – GENERAL FUND UNRESTRICTED

The General Fund Unrestricted (GFU) is the primary operating fund of the district. It is used to account for those transactions that, in general, cover the full scope of operations of the district (instruction, administration, student services, and maintenance and operations).

Revenue from state sources are $8.7 million, where $4.2 million represents the State's direct contribution to the CalSTRS pension plan on behalf of MiraCosta. The impact to the district and all CalSTRS employers are to minimize the employer contribution rate and payment to the pension fund; without the state's contribution, the district's portion would rise 1.5% to 2% annually.

Other revenues from state sources include general apportionment of $1.2 million; the Education Protection Account (EPA) of $1.0 million; the passage of proposition 55 in 2016 continued the EPA funding to communities colleges through December 2030 at $100 per FTES. The lottery ($1.8 million) and state tax subvention ($.7 million) round out the other state revenues.

The largest source of revenue from local sources are from property taxes. The County of San Diego's Assessor's Office preliminary assessed property values for the district for FY2021/22 is a 4.0% growth from the prior year. With a 4.0% growth, the property tax revenue is projected at $121.9 million, an increase of $4.7 million from the prior year estimated actuals. The current estimate for FY2020/21 is a 4.7% growth over the prior year actuals. The County's assessed values has been trending downward over the last few years.

Other Local Sources includes the following: Student enrollment fees and charges (Credit, Non-Credit and Community Education), interest earned from the deposits held at the Country Treasury, civic rental fees, ticket sales from the performance arts program, and fees from the child development center.

The FY2021/22 Tentative Budget for Expenses are $140.3 million, of which $4.2 million is the CalSTRS on-half expense, the same amount mentioned in the revenue section above.

Total Expenses excluding the CalSTRS on-half expenses are $136.2 million; 83% or $113.0 million are from Salaries and Employee Benefits. Annual increases of salaries are from the step and column schedules, COLA (cost of living adjustments), planned hires of full time faculty and filling classified vacant positions. The CalSTRS rate remained flat at 16%; however, the CalPERS rate increase from 20.7% to 22.9%, and increase of 2.2%. Unemployment Insurance rates also increased from 0.05% to 1.23% from higher unemployment claims.

The budget for Supplies/Printing, Other Operating Costs and Capital Outlay are budgeted at $14.2 million compared to the prior year projected actual of $13.3 million, an increase of $0.9 million or 7 percent for some program review resource allocations, anticipated increase to more services/activities with more students and employees on campus.

Expenditures in the Other Outgo category of $8.9 million represents the transfers from the General Fund to the following funds as incoming revenue: Fund 41-Technology ($2.0 million), Fund 41-Facilities Scheduled Maintenance on non-bond projects ($1.2 million), Fund 41-Facilities Master Plan projects, for cost escalation and projects funded by both the bond and non-bond funds, Fund 61-Self Insurance, and Fund 52-Cafeteria.

BUDGETED REVENUES & EXPENDITURES

General Fund-Unrestricted FUND 11	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/11/2021 FY2020-21	Actual Projected 5/18/2021 FY2020-21	Tentative Budget FY2021-22
REVENUES					
STATE REVENUES					
General Apportionments	1,301,988	1,475,863	878,056	1,412,110	1,179,000
Reimburseable Categorical	185,605	-	-	-	-
Other Special State Funding	1,037,999	1,068,717	759,540	1,285,906	960,000
Other State Revenues	7,393,481	4,900,943	-	3,988,944	4,151,905
State Non-Tax Revenue	2,171,062	1,839,423	1,378,985	1,749,000	1,749,000
State Tax Subventions	664,900	684,231	330,450	660,000	660,000
TOTAL STATE REVENUES	**12,755,035**	**9,969,177**	**3,347,030**	**9,095,960**	**8,699,905**
LOCAL REVENUES					
Local Property Taxes	104,864,424	111,897,588	99,728,376	117,164,239	121,850,809
Student Fees And Charges	10,559,842	8,564,816	8,579,658	8,936,558	8,815,626
Contract Services	-	-	-	-	-
Interest & Investment Income	943,185	792,666	308,550	700,000	700,000
Rentals and Leases	164,378	126,125	19,938	19,938	60,000
Sales And Commissions	94,085	41,038	12,722	12,722	75,000
Other Local Revenues	686,824	226,216	122,954	122,955	124,000
TOTAL LOCAL REVENUES	**117,312,738**	**121,648,450**	**108,772,199**	**126,956,412**	**131,625,435**
OTHER FINANCING SOURCES					
Sale of Fixed Assets	38,849	45,068	38,273	38,273	30,000
NET OTHER FINANCING SOURCES	38,849	45,068	38,273	38,273	30,000
TOTAL REVENUES	**130,106,621**	**131,662,695**	**112,157,502**	**136,090,645**	**140,355,340**
EXPENDITURES	0	0	0	0	0
Academic Salaries	47,013,143	47,665,792	40,700,870	48,036,584	50,272,575
Classified Salaries	27,329,061	28,865,961	24,713,272	29,686,012	31,967,006
Employee Benefits	33,279,631	31,641,595	22,785,983	31,695,300	34,934,200
Supplies and Printing	1,455,033	1,600,908	754,074	1,505,426	1,737,634
Other Operating Costs	10,368,929	9,327,125	7,517,253	9,622,903	10,215,361
Capital Outlay	1,558,542	1,893,189	760,342	2,167,509	2,256,917
Other Outgo	6,812,202	8,040,335	7,315,785	11,983,285	8,926,000
TOTAL EXPENDITURES	**127,816,542**	**129,034,905**	**104,547,578**	**134,697,019**	**140,309,693**
REVENUES OVER/(UNDER) EXPENDITURES	**2,290,080**	**2,627,790**	**7,609,924**	**1,393,626**	**45,646**
FUND BALANCE, JULY 1	28,448,924	30,739,003	33,366,793	33,366,793	34,760,419
FUND BALANCE, JUNE 30	**30,739,003**	**33,366,793**	**40,976,717**	**34,760,419**	**34,806,066**
FUND BALANCE % OF EXPENDITURE	**24.0%**	**25.9%**	**39.2%**	**25.8%**	**24.8%**

Other Outgoing Transfers:

General Fund-Unrestricted FUND 11-Transfers (Other Outgo)	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/11/2021 FY2020-21	Actual Projected 5/18/2021 FY2020-21	Tentative Budget FY2021-22
To Fund 41-Technology	**$2,600,000**	**$4,600,000**	**$2,800,000**	**$4,967,500**	**$2,000,000**
To Fund 41-Facilities	**$4,000,000**	**$3,200,000**	**$4,200,000**	**$6,700,000**	**$6,600,000**
To Fund 61-Insurance	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**
To Fund 52-Cafeteria	**$65,000**	**$65,000**	**$65,000**	**$65,000**	**$65,000**
Fund 11-Financial Aid	**$97,202**	**$125,335**	**$200,785**	**$200,785**	**$211,000**
Total Other Outgo	**$6,812,202**	**$8,040,335**	**$7,315,785**	**$11,983,285**	**$8,926,000**

FUND 12 - GENERAL FUND RESTRICTED

Fund 12 – General Fund Restricted: Tentative budget is based on the current state apportionment levels. The Governor's May revise budget announced on May 14, 2021, will have impacts to the categorical funding levels. FY2021/22 apportionment will be posted from the Chancellor's office at a later date. Fund 12 budget will be adjusted for Final Budget along with prior year eligible carry-over amounts after the current FY2020/21 year-end financial close process.

General Fund restricted resources are specifically restricted by laws, regulations, donors or other outside agencies as to their expenditures. Such externally imposed restrictions do not include internally designated restrictions imposed by governing boards on unrestricted moneys. Matching contributions for categorical programs and other programs are included in the Unrestricted General Fund.

The Restricted General Fund balance consists of allowable carryover amounts from FY2020/21 to FY2021/22 of unspent funds; carryover amounts will be finalized at FY2020/21 fiscal year-end's reconciliation process.

In FY2020-21, the district was allocated the CARES Act/HEERF Institutional funds that will carry over into FY2021/22. (HEERF-Higher Education Emergency Relief Fund). Fiscal Services will calculate for the loss revenue from March 2020 – June 2021, and adjust the carryover fund for FY2021,22. The tentative budget includes some preliminary estimates, but this will be adjusted during year-end close.

Federal restricted awards include:

- College Work Study
- GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs)
- Perkins for career and technical education
- Adult Basic Education Programs
- Small Business Development
- Small Business Administration - VBOC (Veteran's Business Outreach)
- CARES ACT - Institutional Funding
- CARES ACT - MSI Institutional Funding

State restricted categorical and grant programs from FY2020/21 will continue and new ones will get added:

ACCESS TO PRINT AND ELECTRONIC INFO
ADULT EDUCATION BLOCK GRANT
C.A.R.E.
CALFRESH OUTREACH (SB 85)
CALWORKs
COVID-19 RESPONSE BLOCK GRANT (P98)
D.S.P.S.
EQUAL EMPLOYMENT OPPORTUNITY
E.O.P.S.
FINANCIAL AID TECHNOLOGY
GUIDED PATHWAYS
NURSING EDUCATION
RETENTION AND ENROLLMENT OUTREACH (SB 85)
S.F.A.A.
STRONG WORKFORCE PROGRAM
STUDENT EQUITY AND ACHIEVEMENT
STUDENT SUCCESS COMPLETION
UNDOCUMENTED RESOURCES LIAISONS
VETERAN RESOURCE CENTER
VETERANS PROGRAM

Local restricted resources are primarily from health service fees and parking fees. To some extent, these fees typically correlate with enrollment patterns.

State categorical programs have been budgeted at the current apportionment levels due to preliminary information from the Chancellor's Office regarding funding. Fiscal Services will continue to provide updates from the state and make necessary revisions or adjustments as they become final.

FUND 12 – GENERAL FUND RESTRICTED

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

General Fund-Restricted FUND 12	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	Tentative FY2021-22
REVENUES					
FEDERAL REVENUES					
Higher Education Act	1,656,640	2,160,013	1,388,054	2,096,784	2,096,784
Student Financial Aid	23,525	20,500	-	20,000	20,000
Perkins (VTEA)	389,955	417,903	-	408,840	408,831
TANF	64,646	60,288	-	60,288	60,288
Veterans Education	5,420	2,197	40,545	51,779	51,779
Workforce Investment Act (WIA)	28,735	-	-	-	-
Other Federal Revenues	3,011,804	2,334,498	3,459,209	26,997,385	27,669,906
TOTAL FEDERAL REVENUES	**5,180,725**	**4,995,400**	**4,887,808**	**29,635,076**	**30,307,588**
STATE REVENUES					
General Categorical Programs	10,075,712	8,550,975	9,794,734	10,377,880	11,053,900
Reimburseable Categorical	3,151,665	3,203,999	1,087,982	5,755,235	5,382,618
Other State Revenues	2,864,513	973,358	3,184,398	3,298,691	3,036,935
State Non-Tax Revenue	774,974	553,395	20,130	452,100	452,100
TOTAL STATE REVENUES	**17,010,550**	**13,492,977**	**14,087,244**	**19,883,906**	**19,925,553**
LOCAL REVENUES					
Student Fees And Charges	1,165,415	1,055,171	721,591	735,550	680,552
Contract Services	171,545	133,219	-	152,419	151,419
Other Local Revenues	155,907	205,829	252,495	22,009	22,009
TOTAL LOCAL REVENUES	**1,492,867**	**1,394,220**	**974,086**	**909,978**	**853,980**
Incoming Transfers	-	-	-	-	900,000
TOTAL REVENUES	**23,684,143**	**19,882,597**	**19,949,137**	**50,428,960**	**51,987,121**
EXPENDITURES					
Academic Salaries	3,621,058	3,173,339	2,594,436	4,726,534	5,398,144
Classified Salaries	7,518,285	8,224,855	7,325,916	9,541,151	8,829,444
Employee Benefits	4,317,245	4,029,343	3,598,792	4,941,251	4,823,751
Supplies and Printing	1,133,967	501,219	1,436,559	3,348,244	3,917,909
Other Operating Costs	3,141,041	2,276,238	2,127,611	5,198,568	5,249,394
Capital Outlay	3,082,483	1,292,496	2,540,670	17,035,380	7,830,857
Other Outgo	762,358	402,386	346,389	4,872,699	8,621,937
TOTAL EXPENDITURES	**23,576,436**	**19,899,876**	**19,970,372**	**49,663,828**	**44,671,437**
REVENUES OVER/(UNDER) EXPENDITURE	**107,706**	**(17,279)**	**(21,235)**	**765,132**	**7,315,684**
Prior Year Adjustment		**37,637**			
FUND BALANCE, JULY 1	2,404,796	2,512,503	2,532,861	2,532,861	2,511,626
FUND BALANCE, JUNE 30	**2,512,503**	**2,532,861**	**2,511,626**	**3,297,993**	**9,827,310**

Note:
Incoming Transfers estimate of $900 thousand are from the Federal CARES Act to cover the loss of revenue from parking and health service fees (Fund 12).

Other Outgo estimate of $8.6 million is pending the decision by EMT of the CARES Act Institutional grant toward Emergency Student Financial Aid (Fund 74). The CARES Act will also cover for loss of revenue from other funds: Fund 51 Bookstore, Fund 52 Cafeteria, and Fund 73 Student Center Fees.

The Fund Balance of $9.8 million is due to the CARES Act allocation that has not been budgeted yet, but left in the contingent account. Careful consideration and eligibility is required prior to approval of the spending.

FUND 29 - DEBT SERVICE

The Debt Service Fund is used for the payment of long term debt principal and interest from the borrowing and/or issues (sale) of long term debt bonds. Funds are transferred from the general fund to the Debt Service fund to process the debt payments.

The district has paid off all previous loans and the fund balance is $0.
The 2006 loan with SunTrust for the energy conservation retrofit projects was paid off FY2017/18.

The 2010 lease revenue bond of $3.1 million for capital improvements for the Community Learning Center (CLC) was paid off in FY2019/20.

The 2015 lease purchase bond of $12.6 million for major repair, renovation and modernization of its classrooms, parking lots, and other projects was paid with the 2016 general obligation proceeds to an escrow account that pays the annual debt service until maturity in 2030.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Debt Service FUND 29	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	Tentative FY2021-22
REVENUES			.		
LOCAL REVENUES					
Interest & Investment Income	15,753	9,658	-	-	-
Rentals and Leases	-	-	-	-	-
TOTAL LOCAL REVENUES	**15,753**	**9,658**	**-**	**-**	**-**
OTHER FINANCING SOURCES					
Incoming Transfers	-	-	-	-	-
NET OTHER FINANCING SOURCES	-	-	-	-	-
TOTAL REVENUES	**15,753**	**9,658**	**-**	**-**	**-**
EXPENDITURES					
Other Operating Costs	1,250	-	7	7	-
Debt Payment & Other Outgo	415,575	787,933	-	-	-
TOTAL EXPENDITURES	**416,825**	**787,933**	**7**	**7**	**-**
REVENUES OVER/(UNDER) EXPENDITURES	**(401,072)**	**(778,275)**	**(7)**	**(7)**	**-**
FUND BALANCE, JULY 1	1,179,355	778,283	7	7	0
FUND BALANCE, JUNE 30	**778,283**	**7**	**0**	**0**	**0**

FUND 41 – CAPITAL OUTLAY PROJECTS

The Capital Outlay Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. Other activities recorded in this fund are improvements or extensions to the life of existing capital facilities, including major repair and remodeling projects, such as scheduled maintenance.

The district may provide for the accumulation of moneys over a period of years for specific capital outlay purposes through inter-fund transfers of general purpose moneys into this fund. Income in this fund is generated through annual inter-fund transfers from the General Fund to support facilities projects and information technology costs.

The expenditures in the Capital Outlay Projects Fund will vary by project and duration from single-year to multi-year that span several fiscal years. The budget for FY2021-22 Expenses are $5.8 million:

1) $2.0 million for districtwide technology expenses for software licenses/maintenance and hardware costs for on-going support services
2) $0.8 million for the Workday project, this includes the $325 thousand annual Workday license cost that includes two upgrade releases each year.
3) $2.0 million for Facilities' scheduled repair and maintenance
4) $1.0 million for the FMP Track & Field, Strong Workforce Lab and the SEC B400 Science Lab renovation.

To fund these and future FMP projects, $8.6 million will be transferred from the general fund. $2.0 million for Technology; $1.2 million for Facilities scheduled maintenance; and $5.4 million for current and future FMP needs.

BUDGETED REVENUES & EXPENDITURES

Capital Outlay Projects FUND 41	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	Tentative FY2020-21
REVENUES					
LOCAL REVENUES					
Interest & Investment Income	184,128	228,721	96,994	200,000	200,000
Sales And Commissions	43,147	-	-	-	-
Other Local Revenues	-	367,919	235,084	1,025,000	525,000
TOTAL LOCAL REVENUES	**227,275**	**596,640**	**332,078**	**1,225,000**	**725,000**
OTHER FINANCING SOURCES					
Incoming Transfers	6,600,000	8,434,433	7,000,000	7,000,000	8,600,000
NET OTHER FINANCING SOURCES	6,600,000	8,434,433	7,000,000	7,000,000	8,600,000
TOTAL REVENUES	**6,827,275**	**9,031,073**	**7,332,078**	**8,225,000**	**9,325,000**
EXPENDITURES					
Classified Salaries	7,840	262,963	-	-	-
Employee Benefits	2,137	67,559	(24)	-	-
Supplies and Printing	5,627	23,440	-	5,000	5,000
Other Operating Costs	361,027	1,037,165	620,483	943,068	815,239
Capital Outlay	4,072,283	5,293,915	2,879,544	5,886,928	3,937,012
Contingencies & Suspense	-	-	-	399,575	1,000,000
TOTAL EXPENDITURES	**4,448,914**	**6,685,041**	**3,500,003**	**7,234,571**	**5,757,251**
REVENUES OVER/(UNDER) EXPENDITURES	**2,378,361**	**2,346,032**	**3,832,074**	**990,429**	**3,567,749**
FUND BALANCE, JULY 1	7,234,827	9,613,188	11,959,220	11,959,220	15,791,295
FUND BALANCE, JUNE 30	**9,613,188**	**11,959,220**	**15,791,295**	**12,949,649**	**19,359,044**
Memo: Expense by Projects					
Technology-AIS	1,639,344	1,421,344	521,022	1,600,000	2,000,000
Technology - ERP	1,172,453	3,095,778	915,136	1,284,571	756,576
Facilities Sch Maint	1,637,117	2,167,919	537,765	1,799,575	2,000,000
Facilities FMP	-	-	1,526,080	2,550,425	1,000,675
TOTAL	**4,448,914**	**6,685,041**	**3,500,003**	**7,234,571**	**5,757,251**

FUND 43 - GENERAL OBLIGATION BOND

In November 2016, the voters approved Measure MM, General Obligation Bond Measure with 62.39 percent of the votes (minimum requirement was 55 percent). The $455 million bond will fund facilities projects outlined in the Facilities Master Plan.

In September 2017, the first issue of the general obligation bond was sold series A and the district received $100 million to be used in the next three years. $12.1 million was transferred to an escrow account for the payment of the 2015 Lease Purchase Bond debt obligation and $300 thousand was for cost of issuance of the bond. Series B was sold in August 2020 for $255 million for the next phases of the bond projects. Series A will be spent by the end of June 2021.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

General Obligation Bond FUND 43	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	Tentative FY2021-22
REVENUES					
Interest & Investment Income	1,908,461	1,266,031	1,610,169	2,853,690	2,100,000
TOTAL LOCAL REVENUES	**1,908,461**	**1,266,031**	**1,610,169**	**2,853,690**	**2,100,000**
OTHER FINANCING SOURCES					
Proceeds from Financing	-	-	255,000,000	255,000,000	-
NET OTHER FINANCING SOURCES	-	-	255,000,000	255,000,000	-
TOTAL REVENUES	**1,908,461**	**1,266,031**	**256,610,169**	**257,853,690**	**2,100,000**
EXPENDITURES					
Supplies and Printing	19,108	30,715	8,306	350,000	700,000
Other Operating Costs	252,691	296,640	615,614	753,000	350,000
Capital Outlay	13,173,564	32,330,847	36,251,656	61,765,407	62,650,000
TOTAL EXPENDITURES	**13,445,362**	**32,658,202**	**36,875,576**	**62,868,407**	**63,700,000**
REVENUES OVER/(UNDER) EXPENDITURES	**(11,536,902)**	**(31,392,171)**	**219,734,593**	**194,985,283**	**(61,600,000)**
Prior Year Adjustment	**(1,012,468)**				
FUND BALANCE, JULY 1	84,223,170	71,673,800	40,281,629	40,281,629	260,016,222
FUND BALANCE, JUNE 30	**71,673,800**	**40,281,629**	**260,016,222**	**235,266,912**	**198,416,222**

FUND 51 - BOOKSTORE

The bookstore is operated by a third-party company and the district receives commission revenues of approximately $200,000 annually. Since March 2020, commission revenues have been lower due to the pandemic. The loss of revenue will be covered from the CARES and transfers will be made at the end of June 2021. Due to the uncertainty, the revenue budget for FY2021/22 is projected at $100 thousand from sales commission and $100 thousand from the CARE Act. Proceeds from the bookstore are used to support student-based activities and funds are transferred to the Cafeteria Fund 52 ($45 thousand) and the Associated Student Government Fund 71 ($125 thousand), reflected in the Other Outgo line.

The expense budget is for the district's administrative costs and other operating expenses in support of the bookstore activities. The bookstore had a reserve of $510 thousand at the beginning of FY2020/21; with each year's deficit spending in support of the ASG, the Cafeteria, and operating costs, the reserves are being depleted by approximately $50 to $80 thousand annually.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Bookstore FUND 51	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	Tentative FY2021-22
REVENUES					
LOCAL REVENUES					
Interest & Investment Income	2,775	4,717	3,000	3,000	3,000
Sales And Commissions	200,000	157,776	76,405	157,000	100,000
TOTAL LOCAL REVENUES	**202,775**	**162,493**	**79,404**	**160,000**	**103,000**
Incoming Transfers	-	-	-	-	100,000
TOTAL REVENUES	**202,775**	**162,493**	**79,404**	**160,000**	**203,000**
EXPENDITURES					
Classified Salaries	14,328	15,693	13,802	16,000	16,000
Employee Benefits	6,670	7,125	5,615	7,310	7,310
Other Operating Costs	54,933	49,475	37,201	49,600	49,600
Other Outgo	158,615	170,000	170,000	170,000	170,000
TOTAL EXPENDITURES	**234,546**	**242,293**	**226,618**	**242,910**	**242,910**
REVENUES OVER/(UNDER) EXPENDITURES	**(31,771)**	**(79,800)**	**(147,214)**	**(82,910)**	**(39,910)**
FUND BALANCE, JULY 1	621,799	590,028	510,228	510,228	363,014
FUND BALANCE, JUNE 30	**590,028**	**510,228**	**363,014**	**427,318**	**323,104**
Memo: Other Outgo (Transfers):					
To Fund 52-Cafeteria	**33,615**	**45,000**	**45,000**	**45,000**	**45,000**
To Fund 71-ASG	**125,000**	**125,000**	**125,000**	**125,000**	**125,000**
Total Other Outgo	**158,615**	**170,000**	**170,000**	**170,000**	**170,000**

FUND 52 - CAFETERIA

The agreement for food services includes both the Oceanside Campus (OCN) and San Elijo Campus (SEC). The cafeteria service is funded by the general fund ($65 thousand) and the bookstore revenues/reserves ($45 thousand), a total of $110 thousand annually. Vending machine sales are about $10 thousand. In some years, the operating expenses are greater than the funding from the transfer sources. When the reserves nears $50 thousand, a decision will need to be made to augment the transfer amount to continue with the cafeteria service.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Cafeteria FUND 52	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES			.		
LOCAL REVENUES					
Sales And Commissions	26,385	15,753	722	10,000	10,000
TOTAL LOCAL REVENUES	**26,385**	**15,753**	**722**	**10,000**	**10,000**
OTHER FINANCING SOURCES					
Incoming Transfers	98,615	110,000	110,000	110,000	110,000
NET OTHER FINANCING SOURCES	98,615	110,000	110,000	110,000	110,000
TOTAL REVENUES	**125,000**	**125,753**	**110,722**	**120,000**	**120,000**
EXPENDITURES					
Classified Salaries	4,776	5,231	4,601	5,300	5,300
Employee Benefits	2,223	2,375	1,872	2,562	2,562
Supplies and Printing	2,366	1,775	-	3,000	3,000
Other Operating Costs	115,635	128,318	55,898	125,000	125,000
Capital Outlay	-	-	-	-	-
Other Outgo	-	-	-	-	-
TOTAL EXPENDITURES	**125,000**	**137,699**	**62,371**	**135,862**	**135,862**
REVENUES OVER/(UNDER) EXPENDITURES	**(0)**	**(11,947)**	**48,351**	**(15,862)**	**(15,862)**
FUND BALANCE, JULY 1	89,379	89,379	77,433	77,433	125,784
FUND BALANCE, JUNE 30	**89,379**	**77,433**	**125,784**	**61,571**	**109,922**
Memo: Revenue (Incoming Transfers):					
From Fund 11 General Fund	**65,000**	**65,000**	**65,000**	**65,000**	**65,000**
From Fund 52-Bookstore	**33,615**	**45,000**	**45,000**	**45,000**	**45,000**
Total Incoming Transfers	**98,615**	**110,000**	**110,000**	**110,000**	**110,000**

FUND 61 - SELF INSURANCE

The Self-insurance Fund is used for payments of insurance policy deductibles and any uninsured perils. All insurance premium payments are paid from general funds and are listed under Other Operating Expenses in the Unrestricted General Fund budget. A transfer from the General Fund is processed yearly to cover the anticipated deductibles and uninsured losses when necessary.

Insurance for property and liability losses is provided through the San Diego County Schools Risk Management Joint Powers Authority.

The Self-insurance Fund expenses vary annually due to the uncertain nature of insurance needs. The district budgets for unforeseen other operating expenses and contingency expense; unspent budget will revert back to the reserves balance.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Self Insurance FUND 61	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES					
LOCAL REVENUES					
Interest & Investment Income	7,577	7,606	3,166	4,000	4,000
Other Local Revenues	10,203	822	2,429	-	-
TOTAL LOCAL REVENUES	**17,780**	**8,427**	**5,594**	**4,000**	**4,000**
OTHER FINANCING SOURCES					
Incoming Transfers	50,000	50,000	50,000	50,000	50,000
NET OTHER FINANCING SOURCES	50,000	50,000	50,000	50,000	50,000
TOTAL REVENUES	**67,780**	**58,427**	**55,594**	**54,000**	**54,000**
EXPENDITURES					
Supplies and Printing	-	-	-	5,000	5,000
Other Operating Costs	13,000	1,042	15,865	51,000	51,000
Capital Outlay	-	6,368	-	30,000	30,000
Contingencies & Suspense	-	-	-	30,000	30,000
TOTAL EXPENDITURES	**13,000**	**7,410**	**15,865**	**116,000**	**116,000**
REVENUES OVER/(UNDER) EXPENDITURES	**54,780**	**51,017**	**39,730**	**(62,000)**	**(62,000)**
FUND BALANCE, JULY 1	296,150	350,930	401,947	401,947	441,677
FUND BALANCE, JUNE 30	**350,930**	**401,947**	**441,677**	**339,947**	**379,677**

FUND 71 - ASSOCIATED STUDENT GOVERNMENT (ASG)

The Associated Student Government (ASG) sources of funds are the sale of ID cards and incoming transfers from the bookstore proceeds with an annual revenue budget of $140 thousand. All expenditures are approved by a district administrator and are audited as part of the overall annual district audit.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Associated Student Gov FUND 71	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES					
LOCAL REVENUES					
Student Fees And Charges	-	-	-	-	-
Rentals and Leases	200	250	1,775	-	-
Other Local Revenues	27,580	27,720	8,841	15,000	15,000
TOTAL LOCAL REVENUES	**27,780**	**27,970**	**10,616**	**15,000**	**15,000**
OTHER FINANCING SOURCES					
Incoming Transfers	125,000	125,000	125,000	125,000	125,000
NET OTHER FINANCING SOURCES	125,000	125,000	125,000	125,000	125,000
TOTAL REVENUES	**152,780**	**152,970**	**135,616**	**140,000**	**140,000**
EXPENDITURES					
Classified Salaries	10,699	14,507	10,390	15,000	15,000
Employee Benefits	2,023	1,342	660	1,600	1,600
Supplies and Printing	48,000	39,306	8,268	50,000	50,000
Other Operating Costs	63,833	77,887	63,127	70,300	70,300
Capital Outlay	2,823	-	2,325	500	500
Other Outgo	12,250	11,476	-	15,000	2,600
TOTAL EXPENDITURES	**139,628**	**144,518**	**84,769**	**152,400**	**140,000**
REVENUES OVER/(UNDER) EXPENDITURES	**13,152**	**8,452**	**50,847**	**(12,400)**	**-**
NET INCREASE/(DECREASE) IN FUND BALANCE	**13,152**	**8,452**	**50,847**	**(12,400)**	**-**
FUND BALANCE, JULY 1	141,259	154,412	162,864	162,864	213,711
FUND BALANCE, JUNE 30	**154,412**	**162,864**	**213,711**	**150,464**	**213,711**

FUND 72 - STUDENT REPRESENTATION TRUST FUND

AB 1504 requires colleges to collect a $2 Student Representation Fee (SRF) from students beginning January 1, 2020. $1 of the $2 SRF is due to the Chancellor's Office by February 1st from the prior fiscal year's receipt. The money collected shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. Actual revenues from the spring semester 2020 were $24,800 and $12,400 was paid to the Chancellor's Office in FY2020/21. ASG has the use of these funds for eligible expenses as stated above. The projected revenue for FY2021/22 is $48,000 based on actual history FY2019/20. Accounting will transfer the money's collected at year-end for FY2020/21.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Student Representation Trust Fund FUND 72	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative Budget** **FY2021-22**
REVENUES					
LOCAL REVENUES					
Other Local Revenues		24,800	-	48,000	48,000
TOTAL LOCAL REVENUES	**-**	**24,800**	**-**	**48,000**	**48,000**
TOTAL REVENUES	**-**	**24,800**	**-**	**48,000**	**48,000**
EXPENDITURES					
Other Operating Costs			12,400	12,400	24,000
Contingencies & Suspense				12,400	24,000
TOTAL EXPENDITURES	**-**	**-**	**12,400**	**24,800**	**48,000**
REVENUES OVER/(UNDER) EXPENDITURES	**-**	**24,800**	**(12,400)**	**23,200**	**-**
FUND BALANCE, JULY 1		-	24,800	24,800	12,400
FUND BALANCE, JUNE 30	**-**	**24,800**	**12,400**	**48,000**	**12,400**
$2 Fee, where 50% sent to the State from prior year's revenue					

FUND 73 - STUDENT CENTER FEE

The Student Center Fee Fund is used to account for funds collected from students for the construction, remodel, and operation of the Student Center. The Associated Student Government and the district administration jointly determine the projects to be funded with a portion of the Student Center fees collected. In FY2020-21, student fees were collected for on campus classes and not for distance learning courses. The loss of revenue will be covered by the CARES Act. The projected revenue budget of $100 thousand will be a combination of student fees and the transfer from the CARES Act in Fund 12.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Student Center Fee FUND 73	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES					
LOCAL REVENUES					
Student Fees And Charges	109,172	100,500	2,498	100,000	100,000
Interest & Investment Income	4,881	3,920	1,555	2,000	2,000
TOTAL LOCAL REVENUES	**114,053**	**104,420**	**4,053**	**102,000**	**102,000**
TOTAL REVENUES	**114,053**	**104,420**	**4,053**	**102,000**	**102,000**
EXPENDITURES					
Classified Salaries	73,731	66,800	48,300	78,000	78,000
Employee Benefits	27,562	18,987	20,166	20,300	20,300
Supplies and Printing	205	241	-	2,000	2,000
Other Operating Costs	3,753	400	-	8,000	8,000
Capital Outlay	91,809	7,997	695	10,000	10,000
Contingencies & Suspense	-	-	-	20,000	20,000
TOTAL EXPENDITURES	**197,060**	**94,426**	**69,160**	**138,300**	**138,300**
REVENUES OVER/(UNDER) EXPENDITUR	**(83,008)**	**9,994**	**(65,107)**	**(36,300)**	**(36,300)**
FUND BALANCE, JULY 1	223,405	140,397	150,391	150,391	85,284
FUND BALANCE, JUNE 30	**140,397**	**150,391**	**85,284**	**114,091**	**48,984**

FUND 74 - STUDENT FINANCIAL AID

All governmental student financial aid are processed through Fund 74.
Federal Financial Aid are:

- College Work Study
- SEOG
- Pell Grant
- Direct Loan
- CARES Act Financial Aid (allows for carryover up to the expiration date)
- CARES Act MSI Financial Aid (allows for carryover up to the expiration date)

State Financial Aid are:

- Cal State Grants
- Student Success Completion Grant
- College Promise AB19
- Disaster Relief Student Financial Aid
- Early Action Emergency Financial Aid (SB85)

State Financial Aid are similar to the categorical grant funding and can be carryover over to the following year of unspent funds.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Student Financial Aid FUND 74	Actual FY2018-19	Actual FY2019-20	Actual YTD 5/26/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES			.		
FEDERAL REVENUES					
Student Financial Aid	18,244,160	19,736,186	16,761,240	33,918,447	29,548,085
TOTAL FEDERAL REVENUES	**18,244,160**	**19,736,186**	**16,761,240**	**33,918,447**	**29,548,085**
STATE REVENUES					
General Categorical Programs	2,349,965	3,263,814	6,218,111	6,028,561	6,144,343
TOTAL STATE REVENUES	**2,349,965**	**3,263,814**	**6,218,111**	**6,028,561**	**6,144,343**
TOTAL LOCAL REVENUES	**-**	**-**	**1,654**	**-**	**-**
TOTAL REVENUES	**20,594,125**	**22,999,999**	**22,981,004**	**39,947,008**	**35,692,428**
EXPENDITURES					
Other Outgo	20,594,125	22,999,999	21,073,252	39,947,008	35,692,428
TOTAL EXPENDITURES	**20,594,125**	**22,999,999**	**21,073,253**	**39,947,008**	**35,692,428**
REVENUES OVER/(UNDER) EXPENDITURES	**-**	**-**	**1,907,751**	**-**	**-**
FUND BALANCE, JULY 1	-	-	-	-	1,907,751
FUND BALANCE, JUNE 30	**-**	**-**	**1,907,751**	**-**	**1,907,751**

FUND 79 – OTHER TRUST FUND-OPEB

The District is a member of the Community College League of California's Retiree Health Benefit JPA (Joint Power Authority) who works in conjunction with US Bank and Meketa Investment group under the direction of the JPA directors. The District's trust account is invested in the Balanced Fund, where the portfolio is 50% equity and 50% fixed income, with a target annual rate of return of 5.5%.

The District established a trust fund for the Other Post Employment Benefit (OPEB) retiree health benefit cost liability. While it is not required to establish a trust fund for the accrued future liability, it is fiscally prudent to establish a trust fund to ensure that the accrued liability is funded (similar to funding a pension plan). At the end of March 31, 2021, the trust ending balance was $32.1 million, with a rate of return of 14.1%. Based on the June 2019 actuarial study, the District was 120% funded for accrued liabilities. Interest & Investment income includes the dividend income and the change in asset value from market fluctuations. Operating costs are the investment management fees.

MiraCosta Community College District — Tentative Budget - Fiscal Year 2021-22

BUDGETED REVENUES & EXPENDITURES

Other Trust - OPEB FUND 79	Actual FY2018-19	Actual FY2019-20	Actual YTD 03/31/2021 FY2020-21	Budget FY2020-21	**Tentative FY2021-22**
REVENUES					
LOCAL REVENUES					
Interest & Investment Income	1,536,630	1,202,327	4,144,276	1,200,000	1,200,000
TOTAL LOCAL REVENUES	**1,536,630**	**1,202,327**	**4,144,276**	**1,200,000**	**1,200,000**
TOTAL REVENUES	**1,536,630**	**1,202,327**	**4,144,276**	**1,200,000**	**1,200,000**
EXPENDITURES					
Other Operating Costs	37,186	38,117	29,613	38,000	38,000
TOTAL EXPENDITURES	**37,186**	**38,117**	**29,613**	**38,000**	**38,000**
REVENUES OVER/(UNDER) EXPENDITURES	**1,499,444**	**1,164,210**	**4,114,663**	**1,162,000**	**1,162,000**
NET INCREASE/(DECREASE) IN FUND BALANCE	**1,499,444**	**1,164,210**	**4,114,663**	**1,162,000**	**1,162,000**
FUND BALANCE, JULY 1	25,267,059	26,766,503	27,930,713	27,930,713	32,045,376
FUND BALANCE, JUNE 30	**26,766,503**	**27,930,713**	**32,045,376**	**29,092,713**	**33,207,376**
ACTUARIAL STUDY 2019 - ACCRUED LIABILITY	**26,714,849**	**26,714,849**	**26,714,849**	**26,714,849**	**26,714,849**
ACCRUED FUNDED LIABILITY RATIO	**100.2%**	**104.6%**	**120.0%**	**108.9%**	**124.3%**
RATE OF RETURN, PORTFOLIO TARGET	**6.0%**	**6.0%**	**5.5%**	**5.5%**	**5.5%**
RATE OF RETURN, ACTUAL	**5.9%**	**4.4%**	***14.7%***		

LAST PAGE OF THE REPORT

Subject:	Attachment:
Approve RFP #01-21 for Janitorial Services CLC	RFP #01-21 Bid Documents
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district issued RFP #01-21 for janitorial services to clean the Community Learning Center (CLC) located at 1831 Mission Avenue, Oceanside, California 92056. The CLC worksite includes:

Building	Total Square Footage
Building 100	31,098
Building 200	7,680
Building 300	9,910

Contract term will be for three (3) years with the option to renew the term for two (2) additional one (1) year terms by written notice. The decision of renewal will be based on janitorial company's level of performance.

Funding for this will be through the district's Fund 11 Unrestricted General Funds/Fixed Obligations budget.

STATUS

RFP #01-21 was advertised on March 31, 2021, to 36 janitorial companies. The district received one (1) responsive proposal from Aztec Janitorial Services, which was submitted by the April 28, 2021, deadline via the district's PlanetBids bid management portal. Aztec Janitorial Services provided the district with the following proposal:

Building	Total Square Footage	Cost Per Square Foot
Building 100	31,098	$13.3 cents/per month
Building 200	7,680	$24.6 cents/per month
Building 300	9,910	$29.1 cents/per month

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

Additional Services	Unit of Measure	Amount
Carpet Cleaning	per square foot	$.021
Ceramic Floor Tile Scrubbing	per square foot	$.28
Additional Janitorial Staff	per hour	$27.00

Anticipated total annual base fee will be approximately $107,000 per year.

Aztec Janitorial Services was interviewed via Zoom on May 13, 2021, by the evaluation committee comprised as follows: Director of Facilities, Custodian Supervisor, Director of Purchasing and Material Management, Purchasing Supervisor. It was agreed unanimously by the committee members to recommend awarding the contract to Aztec Janitorial Services as the most responsive janitorial company to provide janitorial services to the CLC.

RECOMMENDATION

Approve the award of RFP #01-21 to Aztec Janitorial Services for janitorial services to the CLC, in an amount not to exceed $107,000.

Subject:	Attachment:
Ratify and Approve Contracts and Purchase Orders—April 24 through May 27, 2021	Contract and Purchase Order Ratification List
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	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
April 24 through May 27, 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**
21000972	Pro Installations Inc	Re-carpet T306, T307, T313	$26,088.00
21000974	Thomas Poznanski	HVAC Unit For 6100 Warehouse	$24,600.00
21001000	Mesa Energy Systems, Inc.	VFD Replacement at Chiller Plant	$11,925.00
21001030	National Security Works	SAN 200 Patio Locking Hardware	$12,755.15
21001039	Maurice Gannon	3400 Lawn and Planter Renovation	$8,800.00
21001031	Stanley Access Tech LLC	Replacement Doors on Electrical Blockhouse	$7,190.00
21001037	Maurice Gannon	Horticulture Nursery Flatwork	$20,500.00
21001162	Frontier Fence Company Inc	Hort Sales Yard Fence Replacement	$16,970.00
21001163	Frontier Fence Company Inc	Facilities Yard Expansion	$17,870.00
21001166	Maurice Gannon	3E Motorcycle Parking Renovation	$9,200.00

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 – $92,600			
PO #	**Vendor**	**Description**	**Amount**
21000961	Elsevier Inc.	Software (Bio)	$28,642.95
21001051	Dell Marketing L P	Technology Equipment (Lib)	$61,864.88
21001072	CDW Government Inc	Technology Equipment (AIS)	$69,869.43

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**
21001094	OverDrive	Library E-Resources (Lib)	$10,000.00
21001093	Kanopy LLC	Library E-Resources (Lib)	$10,000.00
21001099	Swank Motion Pictures Inc	Library E-Resources (Lib)	$10,000.00
21001091	Follett	Instructional Supplies (CEWD)	$12,392.46
21001022	IBIS World Inc	Library E-Resources (Lib)	$13,283.00
21000970	Warren Collins and Associates	Printing (KHAN)	$15,155.00
21000999	Wilcon Operations LLC	Contract Services (AIS)	$16,047.00
21001035	Instructure Inc	Contract Services (Inst Svs)	$16,226.50
21001096	Strata Information Group	Contract Services (Admin Serv)	$16,480.00
21001032	Grossmont-Cuyamaca CCD	Contract Services (Career Ed)	$20,000.00
21001167	B&H Photo-Video Inc	Technology Equipment (AIS)	$20,840.11

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**
21000998	Efficient Energy Company	Contract Services (Fac)	$5,000.00
21001034	Startup San Diego	Advertising (Career Ed)	$5,412.50
21000951	Social Solutions Global Inc	Software Maintenance (TCI)	$5,789.10
21001168	CDW Government Inc	Technology Equipment (AIS)	$6,506.45
21001158	Advantage Mailing Inc	Printing (Instr Svs)	$6,890.88

21001119	Dell Marketing L P	Technology Equipment (Pur)	$7,201.94
21000963	Kendall Hunt Publishing Company	Supplies (Geology)	$8,725.82
21001070	Computers 2 SD Kids	Student Financial Aid Non-Cash (CalWORKS)	$8,750.00

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**
21000269	City of Oceanside	Additional Services	$5,550.00

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: $536,526.17
Ratify MCC purchase orders 21000943 through 21001168.

Capital Improvement Program Contract and Purchase Order Ratification List
April 24 through May 27, 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**
21001145	National Security Works	04244 Construction Services (OCN)	49,877.07

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**
21000953	Parron Hall Office Interiors	04109 Furniture (SAN)	44,493.60
21000954	Class Leasing LLC	04244 Swing Space (OCN)	48,000.00
21000955	Arenson Office Furniture	04109 Furniture (SAN)	28,214.88
21001012	Arenson Office Furniture	04004 Furniture (CLC)	41,230.26

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**
21001144	Elite Relocation Services	04001 Relocation Services (CLC)	15,346.80
21001014	Parron Hall Office Interiors	04244 Furniture (OCN)	10,227.11

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**
21001013	Parron Hall Office Interiors	04244 Furniture (OCN)	5,260.95
21001015	State Water Resources Control Board	04210 Design Plan Check/Permit (OCN)	685.00
21001016	State Water Resources Control Board	04208 Design Plan Check/Permit (OCN)	1,037.00
21001085	Lowe's	04001 Equipment (CLC)	1,406.17
21001116	GST Inc	04004 AV Equipment (CLC)	9,104.28
21001117	GST Inc	04004 AV Equipment (CLC)	4,931.33
21001146	GST Inc	04109 AVIT Equipment (SAN)	636.20
21001147	Uline	04001 AVIT Equipment (CLC)	1,294.31

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**
20000577	Dudek	04210 Change Order 2 (OCN)	(7,045.25)
20001061	Advanced Environmental Group Inc	04004 Change Order 1 (CLC)	5,540.00
20001112	Pro Link Engineering Inc	04203 Change Order 1 (OCN)	412.50

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 13 (SAN)	6,842.40
20000595	Swinerton Builders	04203 Change Order 6 (OCN)	17,292.00
20000601	Banner Bank	04210 Change Order 3 (OCN)	4,257.70
20000602	First-Citizens Bank & Trust Company	04101 Change Order 8 (SAN)	3,426.90
20000602	First-Citizens Bank & Trust Company	04101 Change Order 13 (SAN)	6,842.40
20000604	Align Builders	04001 Change Order 5 (CLC)	20,424.73
20000604	Align Builders	04001 Change Order 6 (CLC)	70,014.07
20000605	Straight Line General Contractors Inc	04105 Change Order 11 (SAN)	14,232.51
20001396	Williams Scotsman Inc	04244 Change Order 1 (OCN)	5,233.12
21000017	Williams Scotsman Inc	04244 Change Order 1 (OCN)	4,875.74

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**
20000606	LPA Inc	04210 Change Order 10 (OCN)	2,000.00
20000612	SGPA Architecture & Planning - SD	04105 Change Order 6 (SAN)	24,142.50
20000772	SGPA Architecture & Planning - SD	04004 Change Order 8 (CLC)	3,116.00
20000774	Little Diversified Architectural	04207 Change Order 13 (OCN)	3,100.00

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**
	No Entries This Month		

MM-17-002 – Geotechnical 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 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**
	No Entries This Month		

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

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

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

Total Contract Expenditures: $446,452.28
Ratify purchase orders — 21000953-21000955, 21001012-21001016, 21001084-21001085, 21001116-21001117, 21001144-21001147.
Ratify purchase orders (Task Orders) — No Entries This Month.
Ratify purchase orders (Contracts) — No Entries This Month.

Subject:	Attachment:
Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly	District/Faculty Assembly 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 Faculty Assembly is set to expire on June 30, 2021.

STATUS

The district and the Faculty Assembly have negotiated a successor agreement, which was subsequently ratified by the Faculty Assembly's membership on June 11, 2021. The economic and non-economic issues were reviewed with the board of trustees in closed session throughout the negotiation process.

The length of the contract term is contingent on the outcome of the district's petition for unit modification that is currently pending with PERB. If the parties receive a decision from PERB on the issue of timeliness or on the merits of the district's unit modification petition by June 18, 2021, then scenario number 1 shall operate. If the parties do not receive a decision from PERB by June 18, 2021, then scenario number 2 shall operate.

1. Should PERB determine that the unit modification petition was timely filed, or PERB makes a determination on the merits of the petition irrespective of the issue of timeliness, then the term for the collective bargaining agreement (CBA) will be for three years and have an expiration date of June 30, 2024. The COLA increases for the term of the contract will be 3 percent effective July 1, 2021; 2 percent effective July 1, 2022; and 1.75 percent effective July 1, 2023.

2. Should PERB determine that the district's unit modification petition was untimely filed, without making a determination on the merits of the petition, then the CBA term will be for one year from July 1, 2021 – June 30, 2022, with COLA of 3 percent effective July 1, 2021. In addition, the parties agree to execute a side letter agreement upon receiving notice from PERB that extends the term of the CBA for an additional two

years through June 30, 2024, upon expiration of the one-year CBA; and provides COLA of 2 percent effective July 1, 2022; and 1.75 percent effective July 1, 2023. All other terms in the one-year CBA other than the aforementioned COLA would remain the same.

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

RECOMMENDATION

Ratify the attached agreement and authorize the superintendent/president to sign the agreement on behalf of the district.

Subject:	Attachment:
Approve Employment Contracts for Vice Presidents	**Employment Contracts for Vice Presidents - Template**
Category:	**Type of Board Consideration:**
Action Items	**Information Consent Action** ✓
Recommended:	**Approved for Consideration:**
Charlie Ng **Vice President, Human Resources**	**Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

The following vice presidents are recommended for three-year contracts, with the following annual salaries for July 1, 2021, to June 30, 2022, conditioned on the administrator's most recent evaluation being satisfactory:

Dr. Diane Dieckmeyer, Vice President, step 4 - $240,568
Dr. Alketa Wojcik, Vice President, step 5 - $247,785
Charlie Ng, Vice President, step 6 - $255,219
Tim Flood, Vice President, step 4 - $240,568

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

RECOMMENDATION

Approve employment contracts for vice presidents, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made July 1, 2021, by and between the MiraCosta Community College District ("District") in San Diego County, California, and [Name], Vice President, [Division] ("Administrator").

1.0 DUTIES

The Administrator agrees to be and act as Vice President, [Division], of MiraCosta College, performing duties specified in the position description adopted by the Board of Trustees for this position.

2.0 TERM

This Agreement is for a three-year term commencing on July 1, 2021, and ending on June 30, 2024. Upon the recommendation of the Superintendent/President, the Board of Trustees may renew this Agreement in accordance with board policy provided that the employee's most recent performance evaluation has been "satisfactory."

3.0 SALARY

The Administrator shall be paid according to step [step] ($[annual salary]) annually on the Vice President Salary Schedule. The salary will be paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

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

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

4.0 HEALTH-AND-WELFARE BENEFITS

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

5.0 RETIREMENT BENEFITS

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

5.1 To be eligible for the health and welfare benefit program described in this section, the Administrator must retire from the District, have reached age fifty-five (55) by June 30 of the fiscal year in which their retirement is effective, and have completed ten (10) years of service as a Vice President with the District.

5.2 The District will provide health and welfare coverage for the retired Administrator and any eligible dependents at the same level and on the same basis as that of an active Administrator (with the exception of disability and accident insurance) from the age of retirement from the District until the retiree reaches age sixty-five (65). Once eligible, the Administrator is assured of program continuation until age sixty-five (65), full length of the program, or death, whichever occurs first. At the age of sixty-five (65), the retired Administrator will transition to the "Post 65" Benefit Program.

5.3 The Post 65 Benefits Program provides for the reimbursement of healthcare premiums and/or Medicare supplement payments for the retired Administrator and their spouse/domestic partner. The retired Administrator and their spouse/domestic partner will be eligible to receive a healthcare premium reimbursement not to exceed $5,000 each for the retiree and their spouse until the retiree dies.

6.0 SABBATICAL

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

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

a. Shall have rendered at least six (6) consecutive years of service in the position of Vice President for the District preceding the granting of leave. Not more than one such leave shall be granted in each six (6) year period. (Ed. Code Section 87768).

b. Shall agree to render service to the District equal to twice the period of leave upon return from sabbatical leave. (Ed. Code Section 87770).

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

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

a. Sabbatical leave shall count toward retirement (full benefits for up to 17 weeks).

b. Upon return to regular service, salary shall be that of the step on the schedule the Administrator would have received had sabbatical leave not been taken.

c. Compensation shall be paid to the Administrator while on leave in the same manner as if the Administrator were on duty in the District.

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

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

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

7.0 EXPENSES

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

8.0 DAYS OF SERVICE

This Agreement provides 261 contract days per year (219 on-duty days; 25 vacation days; 17 holidays), with vacation, sick leave, and personal necessity leave available in accordance with District policy. Prior to the start of each fiscal year, the Administrator's non-contract days, if any, will be approved by the Administrator’s supervisor and reported to the District’s payroll office.

9.0 EVALUATION

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

10.0 REASSIGNMENT

The Administrator may be reassigned to another position for which they have the

necessary qualifications, in accordance with District policies and procedures governing reassignment and retreat rights.

11.0 TERMINATION

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

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

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

12.0 Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

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

13.0 OTHER PROVISIONS

13.1 This Agreement does not confer tenure.

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

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

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

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

13.6 This contract is subject to and incorporates by reference as if fully set forth herein provisions of the laws of the State of California and policies, rules, and regulations of the District.

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

14.0 Representations and Warranties.

Administrator represents and warrants that they:

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

(B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

_____	_____
Sunita V. Cooke, Ph.D. Superintendent/President and Secretary to the Board of Trustees	[NAME] Vice President, [Division]
Date:_____	Date:_____

Subject:	Attachment:
Approve Employment Contract for Superintendent/President	Employment Contract
Category:	**Type of Board Consideration:**
Action Items	Information Consent Action ✓
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

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

The 2021/22 recommended compensation is $333,647 per year. The Superintendent/ President also receives a $750 monthly allowance for use of a personal vehicle for district business, $750 monthly allowance for special expenses incurred in the course of performing the official duties, and $125 per month for mobile communication service.

RECOMMENDATION

Approve employment contract for superintendent/president, effective July 1, 2021.

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

This Fifth Amendment ("Amendment") is entered into by and between the Governing Board of the MiraCosta Community College District (hereinafter referred to as "Board" or "District") and Dr. Sunita Cooke (hereinafter referred to as "Cooke"), effective July 1, 2021.

RECITALS

A. The parties have entered into an Agreement for the Employment of the Superintendent/President dated July 1, 2016, as amended by that certain First Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2017, and as amended by that certain Second Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2018, and as amended by that certain Third Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2019, and as amended by that certain Fourth Amendment to Agreement for the Employment of Superintendent/President dated July 1, 2020 (collectively, the "Agreement");

B. It is the desire of the parties to modify the Agreement as set forth herein.

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

Section 1. The last sentence of Paragraph 2.0 of the Agreement, relating to its term, is hereby amended to read in its entirety as follows: "The expiration date of this Agreement shall be June 30, 2025."

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

3.0 SALARY

For services rendered to the District as superintendent/president, Cooke shall be compensated by the District on a salary basis through the expiration date of this Agreement in the annual amount of Three Hundred Thirty-Three Thousand, Six Hundred Forty-Seven Dollars ($333,647.00). This salary represents a placement on Step 7 of the 2021-2022 Superintendent/President Salary Schedule. Cooke's placement on the Superintendent/President Salary Schedule shall increase in accordance with the appropriate salary schedule increase each succeeding July 1, beginning on July 1, 2022, conditioned on Cooke having received an overall satisfactory evaluation from the Board for the prior year of service and Board approval. The annual salary shall be paid according to District's customary payroll practices, in twelve (12) installments, which shall be as nearly equal as practical. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings).

If Cooke works for less than a full fiscal year, the initial or final checks will be adjusted for the number of contract days actually

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

Section 3. Except as expressly amended by this Amendment, the Agreement and each of its unamended provisions shall remain in full force and effect as provided for therein.

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

BOARD OF TRUSTEES

Dated: _____ _____

_____

_____

_____

_____

_____

_____

Dated: _____ SUPERINTENDENT/PRESIDENT

_____
Sunita V. Cooke, Ph.D.

Subject:	Attachment:
Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee Student Representative	**None**
Category:	**Type of Board Consideration:**
Action Items	**Information Consent Action** ✔
Recommended:	**Approved for Consideration:**
Tim Flood **Vice President, Administrative Services**	**Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

After the passage of Measure MM on Nov. 8, 2016, the board of trustees established an independent citizens' bond oversight committee on Mar. 9, 2017, as required by state law. The purpose of the committee is to keep the public informed about the expenditure of bond revenues, review and report on the proper expenditure of taxpayers' money for school construction, and advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements as contained in the California Constitution. The committee consists of seven members as follows:

- One member active in a business organization representing the business community located in the district
- One member active in a senior citizens' organization
- One member active in a bona-fide taxpayers association
- One student enrolled and active in a community college support group
- One member active in a support organization for the district, such as a foundation
- Two members of the community at large

STATUS

One vacancy was created on the committee with the completion of the term of the student representative, Jade MacEoghain, who served on the committee from April 2019 to April 2021. According to Administrative Procedure 6740: Independent Citizens' Bond Oversight Committee under Notification, an ad must be run for forty-five days advertising the vacancy. The recruitment process began February 22, 2021, and was open until filled. The superintendent/president recommends Austin Quandt to fill the vacant student member position.

RECOMMENDATION

Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee student representative, as stated above.

Subject: **Approve Change Order to Design-Build Services Contract for Oceanside New Student Services Project**	**Attachment:** **None**
Category: **Action 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

On November 12, 2019, the Board of Trustees approved board docket item VIII.F, which awarded a design-build service contract ("Contract") under the Measure MM program to Swinerton + DLR ("DBE"). This Contract was for the Oceanside New Student Services Building project which includes the 1) Student Service Building; and 2) Central Plant Upgrade, (project number: 04203 ("Project").

As stated in the approved board docket, the DBE is to provide district staff and Program Management Office staff ("PMO") a proposed Final Guaranteed Maximum Price for Construction Phase Services ("GMP") for the above referenced project after obtaining Division of State Architect ("DSA") approval of the Construction Documents for the project. In the interest of expediting project progress, the DBE has broken the total GMP into four increment for phased approval. The final proposed GMP of this contract will be brought back to the board for approval when district staff has received same from the DBE. The final increment is currently with DSA for review. If the board approves the incremental GMPs for this project, district staff/PMO will subsequently issue to the DBE a Change Order for the approved work and a Notice to Proceed with those specific Construction Phase Services.

STATUS

The first increment, the Underground Chilled Water, was approved by the board on October 15, 2020. DSA has finalized the approval of the second and third increments, and the DBE has submitted its proposed GMP for these increments for approval. The presented partial GMP for increment two and three of the four total increments is within the board approved project budget of $58,112,380.

A detailed description of the Central Plant Upgrade and Slope Repair is as follows:

Upgrade existing Central Plant with mechanical, electrical and plumbing equipment. Replace existing partial slab and partial fence. Replace existing refrigeration detection system.

Slope stabilization including soldier piles at west site slope, and retaining wall and piles adjacent to northeast building corner. Site grading and building pad. Coordination of utility protection, removal, and replacement.

RECOMMENDATION

Given the foregoing, district staff and the Program Management Office recommend as follows, and request that the board take the following action:

Approve the GMP and the issuance of a Construction Change Order to the New Student Services Project contract for construction services for increment two and three in an amount not to exceed $6,514,974.

Subject: Board Policy 6540 – Insurance	Attachment: Board Policy 6540 - Insurance
Category: Board Policies – Periodic Review	Type of Board Consideration: Information Consent Action ✓
	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Revisions to Board Policy 6540 – Insurance have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 6540 is provided for information only.

RECOMMENDATION

Adopt Board Policy 6540 - Insurance.

The superintendent/president shall be responsible to secure insurance coverage for the district as required by law, which shall include but is not limited to the liabilities described in Education Code §72506, as follows:

A. Liability for damages for death, injury to persons, or damage or loss of property.

B. Personal liability of the members of the Board of Trustees and the officers and employees of the district for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the members of the board, officers, or employees when acting within the scope of office or employment.

C. Workers' Compensation insurance.

The superintendent/president may authorize coverage for persons who perform volunteer services for the district.

Insurance also shall include district real and personal-property insurance and insurance against other perils, subject to insurance limitations and exclusions.

The district may belong to a Joint Powers Authority (JPA) that provides self-insurance claims administration in accordance with Government Code §6500 and the California Tort Claims Act.

The district may join in on a joint powers agreement pursuant to Education Code §81603 for the purposes described in this board policy.

A schedule of insurance coverage prepared by the ~~Director of Risk Management~~Risk and Safety Manager shall be provided annually to the board for review and comment.

A fund shall be maintained to receive transfers from the general fund for payments on deductible types of insurance policies, losses or payments arising from self-insurance programs, or noninsured losses. The balance available for the payment of deductibles after payment of budgeted current expenses shall not be less than $100,000.

See Administrative Procedure 6540.

Adoption History:	2/16/10
Periodic Review	2/25/2021
References:	Education Code §§70902, 72502, 72506, and 81601, et seq.
CCLC Update:	--
Steering:	~~VPAS~~VPHR

Insured Risks

Insurance coverage shall be provided for loss or damage to all real and personal property of the district, to insure the district for liability and personal liability of all board members and employees; for damages to persons or property due to its sole or active negligence, and to insure the district from losses due to employee dishonesty, injury or death.

The requirement to provide for insurance coverage may be met by the district joining in a Joint Powers Authority (JPA) pursuant to Education Code §81603. If it does so, the regulations required by the JPA would be adopted.

The district shall insure for the following risks:

A. Liability to the district, its officers, employees, and authorized volunteers arising from district activities coverage shall be in accordance with Education Code §72506 and Part 6, §§989 and 990 of Division 3.6 of Title I of the Government Code: among the risks included are commercial general liability, automobile liability, and errors and omissions.

B. Property loss or damage to the real and personal property of the district: the district shall insure against physical loss and damage to property, including buildings, property in transit, or at non-owned district locations.

C. Loss Mitigation for Cyber Incidents: the district shall insure against cyber incidents including business and interruption and extra expense; digital recovery; network extortion; cyber, privacy, and network security liability; and electronic, social, and printed media liability.

D. Earthquake insurance: the district shall self-insure its exposures for earthquake. If coverage for this risk becomes available and cost effective, staff will reevaluate this policy.

E. Automobile physical damage: coverage shall provide comprehensive and collision insurance on all district-owned vehicles.

Effective Date:	2/16/10, 3/18/21
Periodic Review:	--
References:	Education Code §§70902, 72502, 72506, and 81601 et seq.
CCLC Update:	--
Steering:	VPHR

F. Boiler and machinery coverage: this coverage insures against risks of direct physical loss or damage to electrical distribution panels, transformers, cables, boilers, and other pressurized equipment.

G. Crime coverage: crime coverage shall be provided, which shall include the following:

1. Faithful performance of district officers and employees with commercial blanket bond.

2. Loss of money and securities inside and outside premises.

3. Depositor's forgery.

H. Miscellaneous property: floater coverage on the items listed below insures against risk of direct physical loss or damage from external cause except for flood and earthquake exclusions.

1. Audiovisual and camera equipment.

2. Musical instruments and equipment.

3. Mini-computer and data-processing equipment.

I. Rental-interruption insurance.

J. Workers' Compensation insurance as required by law for employees: California law requires employers to insure employees for risk of work-related injury or illness. The district has continued as a charter member of the Workers' Compensation JPA since 1976. The district shall continue to insure for Workers' Compensation through the JPA subject to a favorable annual review of the advantages to the district of continued membership or as insured through a commercial insurance carrier. Coverage shall also include volunteers who have been approved for district service according to administrative procedure (see Administrative Procedure 7500).

Deductibles

The district shall recommend deductibles to strike a balance between tolerable losses versus premium cost. The deductible amounts may, in addition to risk retention by the district, include pooled risk retentions of the JPA and (for liability coverage) in the School Excess Liability Fund (SELF). Current deductibles shall be included in the schedule of insurance revised annually by the district risk and safety manager.

Student Accident Insurance (see Board Policy/Administrative Procedure 5205)

Student accidental injury insurance coverage shall be provided at district expense to students participating in intercollegiate athletics and intramural sports programs organized and sanctioned by the district.

On-campus accident insurance shall be provided at district expense for all students of the district for injuries incurred on campus or at district-sponsored events, except

students on district field trips outside of California. Field-trip participants will be notified that California Education Code §35330 (d) provides that all persons participating in a field trip or excursion shall be deemed to have waived all claims against the district or the state of California for injury, illness, or death occurring during or by reason of a field trip or excursion.

Information and enrollment forms for 24-hour coverage for illness and accidents shall be made available to students through Health Services, but no part of the coverage shall be provided at district expense.

Annual Review of Insurance Coverage

A schedule of insurance coverage shall be provided annually to the Board of Trustees for review and comment.

Subject:	Attachment:
Board Policy 5210 – Communicable Disease (for students)	Board Policy 5210 – Communicable Disease (for students)
Category:	Type of Board Consideration:
Board Policies – Second Reading	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 5210 – Communicable Disease have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 5210 is provided for information only.

RECOMMENDATION

Adopt Board Policy 5210 – Communicable Disease.

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

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

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

~~According to the Centers for Disease Control (CDC), vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states that COVID-19 vaccination will be an important tool to help stop the pandemic because, although wearing masks and social distancing help reduce the chance of infection and spread of the coronavirus, these measures are not enough to stop the pandemic. (See more from the CDC on the benefits of vaccination at the CDC website).~~

~~Based on the ease of transmission of the virus that causes COVID-19, and the safety and effectiveness of vaccination, the district's administrative procedure will operate to protect employees, students, and the community, and ensure a safe and healthy campus.~~

See Administrative Procedure 5210.

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

Introduction

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

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

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

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

Additionally, pursuant to Board Policy 5210, in furtherance of this commitment, the MiraCosta Community College District adopts the following procedures to mitigate the risks surrounding exposure to COVID-19 by requiring that all students and employees who are on district premises have been fully vaccinated against COVID-19.

Scope of Coverage

Effective August 23, 2021, all students must be fully vaccinated against COVID-19 in order to be physically present on district premises for an extended time (indoors for 15 minutes or greater) unless they receive an approved medical or religious exemption. Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a two-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]). Students who do not follow these procedures will be dropped from their on-campus courses and will be unable to register for on-campus courses until proof of vaccination is submitted. Students who falsify information will be referred to the Office of Student Affairs for the student conduct process.

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

This administrative procedure requires that all students who are on district premises for any face-to-face instructional and student support activities (e.g., office hours, classes, library, tutoring, etc.) have been fully vaccinated against COVID-19. The district will accept any COVID-19 vaccine that has been FDA Emergency Use Authorized (EUA) and/or has been approved by the World Health Organization (WHO).

Effective Dates

These procedures shall be effective immediately and shall remain in effect until the MiraCosta Community College District determines that these procedures are no longer necessary. These procedures may be amended or revoked at any time.

Proof of Vaccination

Once fully vaccinated against COVID-19, students must provide to the district proof of vaccination and a signed Confidentiality of Medical Information Act release in order to be physically present on campus for an extended time (indoors for 15 minutes or greater). The form is available from Student Services.

The district will accept either: 1) a Vaccination Card, or 2) another form of documentation from the vaccine provider. Students must upload these records into SURF to be cleared to come to campus.

Students who have been fully vaccinated against COVID-19 are required to continue to abide by all district policies, procedures, and protocols regarding COVID-19 until the district directs otherwise. The district's COVID-19 Prevention Plan is available from the risk and safety manager.

Health or Medical Records

The district will not request any health or medical information for the purpose of enforcement of this Policy other than proof of vaccination. Unless consent is given, the district will not receive any medical information from students or give any medical information to any vaccine provider. The district may receive disability and functional limitation information from a medical provider. Any proof of vaccination a student provides to the district will be stored in a manner consistent with applicable law and the district's practice for storing confidential information for students.

Exemptions from Vaccination Requirement

A. Medical Exemption: Students requesting an exemption for medical reasons will be required to submit a statement from a licensed medical provider explaining the medical contraindication and the time period for which the exemption is being requested. This exemption must be submitted on the provider's letterhead with the provider's printed name, license number, signature, and date the statement was issued. Students requesting a medical exemption must submit a Committee on Exceptions (COE) petition and attach the appropriate documentation from the licensed medical provider.
B. Religious Exemption: If a student objects on the basis of a sincerely held religious belief, the student must complete and submit the Religious Accommodation Request Form for COVID-19 Vaccination. The form is available from Student Services.

Students requesting a religious exemption must submit a COE petition and attach the Religious Accommodation Request Form.

Accommodations Process

The district will attempt to reasonably accommodate students by offering online learning and services to the extent practical. Under special circumstances, given the exemptions described above, other accommodations may be considered, which may include, but is not limited to, COVID-19 testing and other appropriate accommodations.

Accommodations may not be possible where it would result in an undue burden to the district or result in a fundamental alteration of any course or service. The district does not have an obligation to accommodate philosophical or political objections.

Subject:	Attachment:
Board Policy 7330 – Communicable Disease (for employees)	Board Policy 7330 – Communicable Disease (for employees)
Category:	Type of Board Consideration:
Board Policies – Second Reading	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 7330 – Communicable Disease have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 7330 is provided for information only.

RECOMMENDATION

Adopt Board Policy 7330 – Communicable Disease.

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

COVID-19

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

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

~~According to the Centers for Disease Control (CDC), vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states that COVID-19 vaccination will be an important tool to help stop the pandemic because, although wearing masks and social distancing help reduce the chance of infection and spread of the coronavirus, these measures are not enough to stop the pandemic. (See more from the CDC on the benefits of vaccination at the CDC website).~~

~~Based on the ease of transmission of the virus that causes COVID-19, and the safety and effectiveness of vaccination, the district's administrative procedure will operate to protect employees, students, and the community, and ensure a safe and healthy campus.~~

Tuberculosis Risk Assessment

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

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

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

See Administrative Procedure 7330 and 7336.

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

Introduction

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

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

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

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

Tuberculosis Risk Assessment

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

For successful applicants for academic positions:

A. A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, making the applicant unfit to instruct or associate with students.

B. The medical certificate shall be submitted by a physician as authorized by code.

C. The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.

D. The medical certificate becomes a part of the personnel record of the employee and is open to the employee or their designee.

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

COVID-19

Additionally, pursuant to Board Policy 7330, in furtherance of the commitment to providing a safe and healthy environment, the MiraCosta Community College District adopts the following procedures to mitigate the risks surrounding exposure to COVID-19 by requiring that all employees who are on District premises have been fully vaccinated against COVID-19.

Scope of Coverage

Effective August 23, 2021, all employees must be fully vaccinated against COVID-19 in order to be physically present on district premises unless they receive an approved medical or religious exemption. The district will accept any COVID-19 vaccine that has been FDA Emergency Use Authorized (EUA).

Employees may request paid leave from Human Resources for obtaining a COVID-19 vaccine and any illness related to it.

Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a two-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]). Employees who do not comply with these procedures or falsify information may face discipline up to and including termination.

Effective Dates

These procedures shall be effective immediately and shall remain in effect until the MiraCosta Community College District determines that these procedures are no longer necessary. These procedures may be amended or revoked at any time.

Proof of Vaccination

Once fully vaccinated against COVID-19, employees must provide to the district proof of vaccination and a signed Confidentiality of Medical Information Act release in order to be physically present on district sites. The form is available from Human Resources.

The district will accept either 1) a vaccination card, or 2) another form of documentation from a vaccine provider. Employees must upload documents into their Workday account.

Employees who have been fully vaccinated against COVID-19 are required to continue to abide by all district policies, procedures, and protocols regarding COVID-19 until the district directs otherwise. The district's COVID-19 Prevention Plan is available from the risk and safety manager.

Health or Medical Records

The district will not request any health or medical information for the purpose of enforcement of this Policy other than proof of vaccination. Unless consent is given, the district will not receive any medical information from employees or give any medical information to any vaccination provider. The district may receive disability and functional limitation information from a medical provider. Any proof of vaccination an employee

provides to the district will be stored in a manner consistent with applicable law and in accordance with the District's practice for storing medical information for employees.

Exemptions from Vaccination Requirement

District employees may be exempt from the mandatory COVID-19 vaccine requirements in this policy only under the following circumstances:

A. If an applicant for district employment meets all other requirements for employment as applicable but needs additional time to obtain and provide their vaccination records, the person's assignment will be conditional for a maximum of 30 days upon signing and submitting a written statement attesting that they have been vaccinated as required.

B. Medical Exemption: The employee will submit a written statement from a licensed medical provider exempting them due to the person's disability or serious medical condition. This exemption must be submitted on the provider's letterhead with the provider's printed name, license number, signature and date the exemption was issued. Employees should submit the statement to a representative in Human Resources.

C. Religious Exemption: If an employee objects on the basis of a sincerely held religious belief, the employee must complete and submit the corresponding Religious Accommodation Request Form for COVID-19 Vaccination available from Human Resources. Employees should submit the completed form to a representative in Human Resources.

Accommodations Process

If the district determines that an employee has not received the COVID-19 vaccination, been fully vaccinated against COVID-19 due to disability or medical condition, or a sincerely held religious belief, the district will engage in an accommodations process to determine whether a reasonable accommodation can be provided. The accommodations process will determine whether a reasonable accommodation exists to enable an employee to perform the "essential functions" of their job. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases.

Accommodations may not be possible where it would result in an undue burden to the district. The district does not have an obligation to accommodate philosophical or political objections.

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

Subject:	Attachment:
Board Policy 7240 – Confidential Employees	**Board Policy 7240 – Confidential Employees**
Category:	**Type of Board Consideration:**
Board Policies – Second Reading	**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 7240 – Confidential Employees have been approved by College Council, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 7240 is provided for information only.

RECOMMENDATION

Adopt Board Policy 7240 – Confidential Employees.

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the superintendent/president, as outlined in the Confidential Employees Working Conditions Manual. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.

See Administrative Procedure 7240

Adoption Date:	xx/xx/xx
Periodic Review:	--
References:	Gov. Code §3540.1(c)
CCLC Update:	#35, 9/19
Steering:	VPHR / N/A

The terms and conditions of employment for confidential classified employees shall be the same as that provided for other classified employees, with the exception of the terms and conditions outlined in the Confidential Employee Working Conditions Manual. This pertains to, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

The terms and conditions of employment for confidential classified administrators shall be the same as that provided for other classified administrators, with the exception of the terms and conditions outlined in the Confidential Employees Working Conditions Manual. This pertains to, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

Confidential employees shall be paid in accordance with the placement of their position within the confidential salary schedule. The confidential salary schedule shall be a result of the meet and confer process with the superintendent/president and/or designee and confidential employees, as approved by the Board of Trustees.

The terms and conditions of employment for confidential employees shall be provided for as necessary by additional procedures developed by the Vice President of Human Resources in consultation with confidential employees.

Effective Date:	4/15/21
Periodic Review:	--
References:	Government Code Section 3540.1 subdivision (c)
CCLC Update:	#32, 4/18
Steering:	VPHR / N/A

Subject: 2020/21 Board Priorities and Assessment	Attachment: None
Category: Information	Type of Board Consideration: ✔ Information Consent Action
	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

As part of its annual evaluation process during the May 6, 2021, board workshop, the board assessed goals from 2020/21, as listed below:

2020/21 Board Priorities and Assessment

Guided Pathways/Equity:
Regularly monitor progress on Student Success, Guided Pathways and Equity using established metrics. Hold in-depth discussions of metrics to develop a greater understanding of their meaning and implications.

Assessment: Four board members participated in the Aspen Institute Trustee Fellowship to delve deeper into the trustee role in promoting the GP/equity efforts. They planned a workshop for the entire board, which was held March 18, 2021, to receive a progress report on developmental education, hiring, culture assessment, and our ACP success team implementation and guided pathway metrics. The goal of the ACP teams this year was to focus on DI students in completing the CSEP, which is a predictor of subsequent student outcomes. Actions from the trustee fellowship and board workshop were: review metrics twice/year instead of once; request CEO to provide a 3-5 year resource plan for full implementation of guided pathways framework.

Facilities:
Regularly monitor progress on the Capital Improvement Plan in terms of costs, timeline and adherence to program values.

Assessment: Two to three board liasions are regularly meeting with administration to review progress, updates, and challenges in the building program. Significant effort has been invested in tracking supply chain impacts and materials increases as well as changes to DSA requirements regarding seismic retrofits required and net zero requirements. All of these aspects will have impact to the building program and the 5-year plan, which will be presented to the board in June 2021.

Long Term Plan:
Become familiar with the new Long-Term Plan. Ensure planning processes incorporate planning for various scenarios driven by the pandemic and potential future disrupters.

Assessment: The board received regular reports on the development of the long-term plans including mission, vision, values, commitment and goals. The board formally approved this long-term plan in spring 2020 (June 11). The college is now updating plans and aligning them with the long-term plan and will be investing in building Futures capacity and skills through summer 2020 and fall 2021. These skills will be applied to plans and department activities throughout spring 2022.

RECOMMENDATION

For information only.

Subject: 2021/22 Board Priorities	Attachment: None
Category: Information	Type of Board Consideration: ✔ Information Consent Action
	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

As part of its annual evaluation process during the May 6, 2021, board workshop, the board discussed goals for 2021/22, as listed below:

Board Priorities 2021/22

Safe, Steady, and Sustainable Recovery:
Support safe movement toward an exceptional learning environment for students and employees, promoting an equitable recovery.

Guided Pathways/Equity:
Regularly monitor progress on Student Success in the context of Diversity, Equity and Inclusion. Review Guided Pathways metrics twice per year and hold in-depth discussions to develop a greater understanding of their meaning and implications. Oversee plan for the sustainable implementation of resources needed.

College Culture:
Monitor work aimed at improving the campus culture based upon the 2019 Campus Climate Survey, to create an inclusive, welcoming and supportive culture that acknowledges and supports individuals and their contributions.

Facilities:
Review existing plans in regard to additional state and compliance mandates and update funding plan, as required. Regularly monitor progress on the Capital Building Plan in terms of costs, timeline and adherence to program values.

Long Term Plan:
Monitor implementation of Long-Term Plan including building Futures capacity and methodology in updating and aligning plans. Ensure planning processes incorporate planning for various scenarios driven by the pandemic and potential future disrupters.

Subject:	Attachment:
Independent Citizens' Bond Oversight Committee Annual Report	2020 Independent Citizens' Bond Oversight Committee Annual Report
Category:	**Type of Board Consideration:**
Information Items	✓ Information Consent Action
Recommended:	**Approved for Consideration:**
Tim Flood Vice President, Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

The committee has prepared its third annual report covering the reporting period of January 1, 2020, through December 31, 2020.

RECOMMENDATION

Information only.

Subject: **Instructional Services Division Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**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**

School of Arts and International Languages (Jonathan Fohrman, Dr. Billy Gunn, Arlie Langager, Dave Massey, Dean Ramos, and Rosa Viramontes)

The overarching challenges that remote instruction presented to the arts and arts education over the past academic year are significant, but the faculty and staff met these with a strong commitment to maintaining program quality, outcomes, and service to students. If the first period of remote-teaching during spring 2020 necessitated an immediate pivot mid-stream with only scant days to prepare, 2020/21 offered the summer months for preparation, and much more time to learn, explore, and develop, which led to a large-scale adoption of new methodologies, resources, and tools, and then to cycles of implementation, evaluation, and refinement. Our colleagues' herculean efforts were impressive, as they adjusted to new ways of teaching subjects that traditionally relied on face-to-face instruction and interaction, doing so using cutting-edge best practices regarding learner-centered methodologies and instructional design, and providing as much flexibility to students as possible given the many challenges they were navigating in their personal lives. Thanks to such efforts, students continued to have opportunities to learn applied skills, and to present their work, while gaining valuable additional skills in digital media and personal resourcefulness.

Even with the demands and uncertainties, the programs managed to keep up a considerable amount of exhibition and performance. We continued to offer two theatrical productions, a dance concert, several online exhibitions, and an assortment of musical performances each semester. This past semester brought the following exciting news, which testifies to the quality of outcomes being acquired in the programs even during this challenging period:

- The theatre program had a number of semi-finalists in this year's Kennedy Center American College Theatre Festival (KCACTF) including some in acting, stage management, musical theatre, devised theatre, and theatre journalism competitions. For their submitted work in theatre journalism and musical theatre (respectively), students Charles Lin and Maddy Edwards advanced to the national festival. Kudos to professors Tracy Williams, Gerilyn Brault, and Jeffrey Ingman for preparing the students this year, and to Professor Eric Bishop for his leadership as the current chair of the festival for our region, and a key organizer of the first online KCACTF festival!

    - This is the first time MiraCosta has ever had two concurrent winners in the same year and was the first time MCC had finalists in either of these two categories as well. It is rare for any one institution, whether a graduate or undergraduate program; a university; conservatory; or a community college, to have concurrent winners, making this all the more exciting. Charles and Maddy are the 4th and 5th national finalists in our program's history.
- The MiraCosta Oceanside Jazz Orchestra picked up yet another national Downbeat Magazine “Outstanding Performance” award. Meanwhile, two students in the Jazz Collective, Arek Gralnic and Josias Miguel, also received outstanding soloist awards. Both of these ensembles are directed by Professor Steve Torok. Music Technology student, Marcos Reyes, received an audio engineering award (with kudos to his faculty: Professors Dan Siegel and Christy Coobatis). The College would also like to highlight the exemplary support and behind-the-scenes contributions provided by our expert sound engineer, Matt Carruthers (who is both classified staff and associate faculty).
- Kudos are also due to Professor Matt Falker and the Frequency Vocal Jazz Ensemble for their “Outstanding Ensemble” award from the recent (virtual) Kansas City Jazz Summit; and to students Hannah Uzilevskaya and Maggie Robertson for their “Outstanding Soloist” awards at the summit.

Although such awards do not account for all of the accomplishments, triumphs, and student achievements, they at least offer a very positive indication of the outstanding work happening across the school’s programs during such a challenging time.

Community Education and Workforce Development (John Makevich, Linda Kurokawa)

MiraCosta College’s Technology Career Institute (TCI) received an approval from the Master Brewers Association of the Americas (MBAA) for the TCI BrewTech program. This designation as an MBAA approved program has only been granted to three other community colleges in the United States, and UC Davis is the only other higher education institution in California with MBAA approval. Approval status is based on the rigor and excellence of the curriculum being taught and the ability for students to experience real world hands-on training in the brewing industry.

San Diego Naval Airbase North Island has been in consultation with the Community Education and Workforce Development (CEWD) Director over the past two years to develop a partnership for the large apprenticeship program the Navy has implemented. The CEWD program will provide 30 units of credit classes for 54 apprentices followed by hands-on, skills-based courses at the TCI in the areas of Engineering, Machining, Electronics, and Manufacturing. The contract is for a five-year period with many more cohorts of apprentices enrolling in the program over the contract period. MiraCosta College and the Naval Airbase signed the contract in April of this year.

Finally, TCI was recognized by the Maritime Administration as a Center of Excellence in Maritime Training for the 2021 year. This distinction is given to 27 community colleges and centers across the nation and only three within the state of CA. It will allow us to collaborate and partner with exceptional workforce training entities across the nation.

School of Continuing and Community Education (John Makevich, Bea Aguilar, Ruth Gay, Erica Duran, Angela Senigaglia)

As part of the series of student events for continuing education/noncredit students, 23 students from Adults with Disabilities, Noncredit ESL, and Short-Term Vocational programs were inducted into the National Adult Education Honor Society (NAEHS). Faculty shared moving statements about their nominees, and students shared messages of appreciation for MiraCosta College and the continued support it offers to the community. Students were thrilled to get this honor and motivated to continue their education.

Continuing education/noncredit faculty and students took part in a state-level survey about their experience teaching and learning online. About 94 percent responded positively about their experience at MiraCosta. Students indicated their desire to continue attending online classes. This is significant for our district, because many similar programs around the state have struggled to engage students in virtual learning, some experiencing drops in enrollment of up to 60 percent.

Thanks to the district's commitment to support students with services like loaning and providing laptops to students, about 450 NCESL students have participated in remote Comprehensive Adult Student Assessment System (CASAS) testing. Hundreds of hours have gone into the logistics of getting students prepared to sit for a two-hour, remote, proctored assessment. MiraCosta students are getting increasingly confident with using computers for this process. During summer, Adult High School students will participate in this pilot as well. MiraCosta is one of a limited number of institutions that has created a process to provide students with remote assessments.

Learning Centers (Dr. Mike Fino, Dr. Raymond Clark, Scott Fallstrom, Dr. Edward Pohlert, Dr. Denise Stephenson)

Academic Learning Centers

Discussions with librarians and library support staff have provided a way to plan for students coming back to campus in fall 2021. Collaboration between all learning centers is providing a solid plan forward with the Oceanside campus library renovation slated to begin near fall 2022.

Retention Services: Tutoring and Academic Support (TASC)

A First Generation College Task Force gathered its twenty new members comprised of students, staff, and faculty in spring 2021. Two priority goals were established:

1. Analyze, assess, and evaluate the MiraCosta College application for first gen language, demographic tracking data, and correspondence that is distributed.
2. Develop a unique first gen website presence that lists task force members, valuable resources (articles, best practices, first gen national/statewide organizations), and documents diverse narratives of the first gen experience.

Nordson Science Technology Engineering and Math / Math Learning Center (STEM/MLC)

Increased student usage during weekends and late-night online tutoring sessions demonstrated that students want support during times that are less traditional for in-person services. The STEM/MLC will consider continuing Sunday and late-night hours over the summer and throughout fall 2021 as the models for integrating on-campus support and online services continue to evolve. Hiring is underway for fall 2021 STEM/MLC tutors who may need to balance online and on-ground duties, as well as expanded roles with supplemental instruction and embedded tutoring in high-need areas.

Writing Center (WC)

Three MiraCosta proposals were accepted for the SoCal Writing Centers Association 2021 Writing Tutors' Online Showcase: "(Re)Creating Writing Center Community" (text), "Learning Without Boundaries" (interactive), and "The Evolution of In-Class Tutors for Online Learning" (audio podcast). Thirteen WC staff attended the showcase together sampling from more than twenty multimedia presentations, which included text, audio/video podcasts and interactive programs.

Writing Center data from fall 2020 show that students who have an embedded writing consultant in their English class (36 percent) are more likely to use the WC than those who do not have embedded support (14 percent). While the data show that merely having an embedded consultant increases success by 3 percent overall, our data shows that students who used the center had 11 percent higher success than students who did not. The combined data indicate that use of embedded writing consultant classroom support results in far greater success than the reported 3 percent.

Most importantly, disproportionately impacted students demonstrated even higher rates of WC use when there was an embedded consultant, and those students were significantly more successful than their counterparts. Black/African American (AA) students who had an embedded writing consultant and used the WC (60 percent did both) had an 83 percent success rate. Hispanic students who had an embedded writing consultant and used the WC (37 percent) had a 90 percent success rate.

Black/AA students who used the center but did not have an embedded consultant succeeded at 69 percent and corresponding Hispanic students succeeded at 87 percent. When these populations had no writing consultant and did not use the WC, their success rates were 57 percent and 52 percent respectively.

Letters, Humanities and Communication Studies (Dana Smith, Robert Bond, Mary Gross, Jake Strona, Maria Figueroa, Jeff Murico)

The Letters Department has invested significant time and effort into the classrooms regularly used by English instructors. All of its classrooms on the Oceanside and San Elijo campuses are outfitted with Active Learning Stations. Each of the five stations per classroom have Chromebooks, mini-whiteboards, desks-on-wheels, and networked wall-mounted monitors. Active Learning Stations increase opportunities for hands-on, collaborative learning; they support flipped-classroom and other hybrid models for teaching and learning, and they align with researched-based, effective practices that support just-in-time skill building. Every Letters classroom is truly multi-modal and multi-configurable, which allows instructors to nimbly respond to students' interests, goals, and needs.

The Letters Department has also invested significant time and effort into discipline-specific professional development for its more than 80 instructors, fulltime and associate, through multi-year initiatives for collaborating, organizing, and sharing effective practices for teaching and learning. They have established communities of practice and small group mentorship with the following areas of focus:

- develop successful online pedagogy, well before the pandemic (Writing with Machines)
- restructure courses in response to AB 705 (Highly Supported English)
- partner with the Writing Center to provide sound practices for utilizing embedded writing consultants in composition classes
- make culturally responsive and culturally sustaining pedagogies central to all programs and courses (modeled after PUENTE and MANA)

- revise ENGL 100, a gateway course, with sensitivity to post-pandemic teaching and learning (online learning is not going away!)

Department chairs in the School of Letters, Humanities and Communication Studies generously share their departmental initiatives with each other, so it is likely that communities of practice will emerge in other departments as well. Promoting discipline-specific professional development promises a significant return on investment, all to the benefit of students' learning.

Library (Dr. Scott Conrad, Michelle Ohnstad, Glorian Sipman)
The MiraCosta librarians and library staff continued to provide robust online instruction and services to students in numerous ways during the spring 2021 semester:

- MiraCosta librarians staffed online chat (with a Zoom option) 7 days per week and:
    - picked up over 2,300 chat sessions
    - received an average rating of 3.86 out of 4 for the chat service from students

- In addition to online chat, MiraCosta librarians provided direct instruction to students in multiple online venues:
    - embedded in 25 sections of ENGL courses (52/100, 100, and 201)
    - offered 27 online instruction sessions
    - participated in 25 Student Orientation to Online Learning sessions with Jim Julius

- MiraCosta librarians provide targeted and dedicated support to our CLC students:
    - staffed a CLC Library Zoom Room for CLC students to get their questions answered by a librarian
    - supported the CLC Reading Festival featuring Michael Gauden, a once-homeless person who is now an author, motivational speaker, musician, and activist
    - the Library acquired an additional 125 PlayAways (audio books) for the CLC PA collection

- Twenty-three students, enrolled in LIBR201 Honors (Media and Information Literacy), presented at the Spring OMNI Research Showcase on a variety of topics such as algorithmic bias and mitigation, smartphone addiction, eSports, social media, conspiracy theories, online privacy, and media bias.

- The Library collaborated with faculty across different disciplines to develop and host the Misinformation Forums, which highlighted the problematic ways that technology has amplified misinformation. The forums allowed for discussions between students, staff, administration, and faculty on topics including the Psychology of Misinformation, Health and Science Misinformation, Social Media Bias, and the Future of Misinformation. Over 200 participants attended the five live Zoom sessions, and there were over 500 views of the recordings afterward. The Library also developed a *Misinformation* page, where Forum resources were included for future learning. This page had over 800 views.

- The Library highlighted online displays for the following History and Heritage Months: Black History Month, Women's History Month, Arab Middle Eastern Muslim American + (AMEMSA+), Asian Pacific Islander Heritage Month. These displays were viewed 593 times.

- Over 150,000 eBook chapters and online learning videos from O'Reilly for Higher Education (https://library.miracosta.edu/safari) have been used by MiraCosta College students and faculty during this academic year alone. This online Library resource supports research and learning in curriculum areas of computer science, graphic design, technology, business, career development, and many more subjects.

- Looking ahead, the Library will begin getting ready for summer technology loans. Over 400 students borrowed equipment for the spring semester.

Honors Scholar Program (Dana Smith, Christopher Sleeper)

In alignment with the college's efforts toward equity, diversity and inclusion, the Honors Program eliminated its entrance requirements this year and welcomes any student to participate in honors. As a result program participation grew over 100 percent, and now over 400 students are members of the program. This is a major milestone for the Honors Program. In the years to come this significant change will allow more students to become Certified Honors Scholars, participate in honors research conferences, and transfer to four-year universities.

The Spring OMNI Research Conference was the largest honors event this year. With over 80 students presenting and hundreds of attendees observing, the Spring OMNI Research Conference showcased a robust spectrum of learning opportunities taking place in honors education. The conference took place virtually and featured a mix of live and pre-recorded presentations. To simulate the feel of a professional conference, every presenter provided a live question-and-answer period at the end of their presentation.

Numerous students participated in virtual conferences and webinars in California and around the country. Twenty students participated in the UCI-HTCC Research Honors conference in April. Two-time conference presenter Kaitlyn Hume and four-time conference presenter Melina Sam received Exemplary Achievement scholarships. Five students presented at the Western Regional Honors Conference hosted by Southern Utah University. Jade MacEoghain, a five-time conference presenter, presented at the 2021 Richard Macksey Undergraduate Humanities Symposium hosted by John Hopkins University in April.

Eighteen students achieved Certified Honors Scholar status, fifteen students completed UCLA TAP Certification requirements, and fourteen students completed UC Irvine's certification requirements. All five MiraCosta students who received the prestigious MiraCosta Academic Medal of Merit participated in the program.

The Honors Navigator leadership program, the first of its kind in the state, celebrated its ten-year anniversary. The Honors Navigator leadership program maintains a 100 percent transfer rate and its alumni continue to achieve significant success. One of its distinguished alumna, Brittany Vevaina, will be attending Harvard's Kennedy School to begin a master's program in public affairs this fall. Brittney also received a prestigious Thomas Pickering foreign service scholarship that covered all the tuition costs in addition to a monthly stipend.

Career Studies and Services (Dr. Al Taccone, Donna Davis)

Collaboration is the hallmark of MiraCosta College's Career Center. While working remotely presented unique challenges to traditional collaborations, the Career Center team creatively overcame them.

Faculty teaching Portfolio and Presentation (DESN 290), Career Exploration and Portfolio Development (CSIT 195), and Contemporary Nursing Practice and Leadership (NURS284) each collaborated with the Career Center team to develop lessons related to employment readiness. The Career Center curated materials from its web pages and created videos on resumes, cover letters, and interview techniques. Further, students created accounts on MiraCosta's Job and Internship Network (JAIN), uploaded their resumes, which the Career Center team reviewed and provided feedback. In two of the classes, students were required to participate in mock interviews via Zoom with Career Center team members. The students surveyed had very positive things to say about the classes and their experiences participating in the process.

While internship enrollments dipped during COVID, faculty and employer involvement remained high as the CASCADE project (cybersecurity) wrapped up and the CADENCE project (business) gears up. The Experiment, a program that helps students receiving federal work-study funds participate in internships in private industry, was implemented and was featured in the article "Pay Day" in the spring 2021 issue of *Transforming Lives*.

Forty employers attended the Career Center's annual Job and Internship Fair, which is double the number of those attending the inaugural virtual Job and Internship Fair, also held during the pandemic. To prepare students, the Career Center's Employment Services Team offered "Prepare for the Fair" workshops throughout the week on the topics of resume writing, networking, interviewing, and navigating the virtual event.

Career Counselor Stacey Mathis hosted MiraCosta alumni to speak as panelists at the Career Center's Black Student Success Career Alumni Panel, offered during Black Student Success Week. Black Student Success Week was also the week of GradFest at MiraCosta, so the department collaborated with Interim Program Manager of Student Life and Leadership, Kathy Rodriguez to cross-market and encourage participation in the both sets of events.

The "First in the Fam' but not Alone: Empowering 1st-Gens through Career Readiness" student conference grew out of a collaboration between Associate Sociology Professor Kat Soto-Gomez and Student Employment Coordinator Viviana Rodriguez to inform and empower first generation college students. It was funded with Strong Workforce grant funds.

Six members of the Career Center team have been serving on Academic and Career Pathways (ACP) Success Teams as Career Liaisons during the 2020/21 academic year, attending meetings and events held by their respective teams and meeting with ACP team members who share their role. Several also participated in the ACP Transfer Fair, held on Saturday, March 6.

Career Peers, the student assistants in the Career Center, also collaborate on institution-wide ACPs and provided direct outreach to students. They also worked on the retention project, which is a collaborative project with PIO and Outreach to contact students and encourage them to continue their studies by asking about the support services they may need in order to successfully participate in classes for the next semester. The graduation project is the Career Center's outreach project to encourage graduating students to update or create their Job and Internship (JAIN) profiles and opt in to receive job announcements related to their respective

ACPs. The Career Peers outreach to these graduating students to assist them with their JAIN accounts and with meeting with members of the Career Center team for more in-depth assistance.

The Career Center also collaborates with local and regional partners. Communications instructor, Dr. Rachel Hastings invited the Career Center team to participate in the NCHEA "Careers During COVID" Conference, where Career Center faculty and staff served as resume reviewers and mock interviewers. The San Diego Hardhats Toastmasters Club invited the Career Center to offer a mock Toastmasters meeting. Employment Services Program Manager, Nina Lovejoy spearheaded the event, collaborating with Honors Coordinator Christopher Sleeper, Business and Technology ACP Instructional Faculty Liaison (IFL), Annie Ngo and Languages, Communications, and Humanities ACP IFL Dr. Rachel Hastings to market the event to students and to invite their participation. The event was a success, earning the student participants an opportunity to attend 3, free Toastmasters events; further, Nina and the collaborating faculty are looking into creating a student Toastmasters club. Finally, the MiraCosta process for helping students prepare for internships and employment was featured at the April meeting of the Strong Workforce Program's Work Group 4: Work-Based Learning and Job Placement. Internship and Employment Technical Specialist, Erica Gheorghin; Student Employment Coordinator, Viviana Rodriguez; Internship Coordinator, Mike Green; Work-Based Learning Liaison, Robyn Allyn; Employment Services Program Manager, Nina Lovejoy; and Faculty Director, Donna Davis participated in the presentation.

The student multi-job application for campus employment, piloted in 2020, officially launched in late spring 2021. Collaborating partners include several Student Services Division departments that hire student leaders. Student leaders were invited to create brief videos to share why students would want to use the multi-job student application to apply for similar positions. Career Center Campus Aide, Dianne Preciado edited their individual videos into a recruitment video.

The Writing Center uses a different application and interview process to hire its writing consultants, including asking students to participate in group interview and Task Oriented Social Exchange (TOSE). Writing Center Faculty Director, Denise Stephenson and Writing Consultant, Michael Farrow asked the Career Center to collaborate to create a video to help students become familiar with and less anxious about group interviews and the TOSE. The group interview video is now posted alongside the virtual interview video created last semester on the Career Center's interview web page.

Operationally, along with several other departments, the Career Center launched two new online tools. Chatbot is on online tool that answers questions students pose about available services. QLess is a tool that will be implemented when the campus re-opens to assist students with forming a digital queue to access services in the Career Center.

Nursing and Allied Health (Sandy Comstock, Sue Simpson)

The Registered Nursing program accepted twenty new student nurses for the fall 2021 semester. Orientation will be held in July 2021 via zoom. Eighty-five percent of these students possess bachelor or associates degree in another discipline. Almost 500 applications were received for these twenty seats.

The LVN-RN transition program had to be reduced by 50 percent this summer due to clinical placement reductions. Balboa Medical Center has helped quite a bit with placements.

The CNA, Home Health, and LVN programs are continuing as usual. The new Medical Assistant program (MA) has been quite successful with twenty new students enrolled for the fall. These students will be assigned to clinics and doctor's offices in the spring 2022 semester. Kaiser Permanente has greatly assisted with these placements.

The county gave two training sessions for administering the covid-19 vaccines. Both faculty and students were present for the training and were then permitted to assist giving vaccines. They have been giving these throughout the county all semester.

The Board of Registered Nursing moved their five-year re-accreditation visit from the spring 2021 semester to fall 2021. The official date remains pending.