MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
4 P.M. – THURSDAY – JULY 15, 2021
ZOOM Conference

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

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

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

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

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

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

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

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. Bi-Annual Career Education Program Review and Strong Workforce Update

VII. CONSENT ITEMS

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

VIII. ACTION ITEMS

A. Approve Emeritus Status for Retired Academic Administrator

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 3560 – Alcoholic Beverages
B. Board Policy 4010 – Academic Calendar

X. FIRST READING – BOARD POLICIES

A. Board Policy 4300 – Field Trips and Excursions

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty

E. Vice Presidents
   1. Instructional Services
   2. Student Services
   3. Administrative Services
   4. Human Resources
F. Office of the President
G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING

4 p.m. – August 19, 2021

Regular Meeting
Zoom Conference

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

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

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF REGULAR MEETING/WORKSHOP **JUNE 10, 2021**
(DRAFT)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting/workshop on Thursday, June 10, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:02 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad
Rick Cassar
William Fischer
George McNeil
Frank Merchat (arrived at 4:13 p.m.)
Anna Pedroza
Jacqueline Simon

Superintendent/President Sunita V. Cooke
Vice President Tim Flood
Vice President Charlie Ng

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. WORKSHOP

A. Fiscal Year 2021/22 Tentative Budget Workshop

Vice President of Administrative Services Tim Flood provided an overview of the FY2021/22 tentative budget.

Flood reviewed the assumptions for FY2020/21 and the Measure MM Bond fund status. He indicated the budget shaped up better than expected and noted expenses are down a bit as a result of working mostly remotely.

Flood reviewed the Governor's May Revise for FY2021/22, which is what the district uses to forecast and build its tentative budget. He noted the improved outlook for tax revenues, with a $75.7 billion surplus resulting from high-income earners that did well through the pandemic. The GAN limit will also be exceeded by $16 billion, which will result in the distribution of funds through the Golden State Stimulus and additional K-12 and community college support. Last year at this time, the upcoming budget year looked bleak. However, because revenues were better than expected and expenses were lower, the district made good

progress on its strategic efforts and maintained a fully balanced budget. The impacts of Covid-19 and the economic recovery, the return to campus and remote work changes, possible Federal initiatives, and declining enrollment trends will continue to be monitored.

Flood presented a balanced budget for the upcoming fiscal year, but noted that the Governor and Legislature are still in negotiations over the final budget allocations that will be included in the 2021/22 state budget act. Flood reviewed the number of student-focused program investments, workforce-focused investments, and technology-focused investments that are being funded and supported, and differences between the Governor's and Legislature's budget packages.

The board looked back at budget directives and priorities for FY2020/21 and reviewed board directives and priorities for FY2021/22. Looking forward to the landscape for 2021/22, Flood noted projected revenue increases driven by property taxes, as well as increased costs in a number of areas, including with CalSTRS, CalPERS, and health care. If expected financial investment returns occur within the state retirement systems, then these increases are projected to level off over the next couple of years.

Cooke shared that she is leading a coalition of community-funded districts and is working with an advocacy firm to stay ahead of the possibility of Basic Aid status being harmed.

Board members addressed questions and provided input in preparation for being asked to approve the tentative budget on June 17, 2021.

B. Fiscal Year 2023-27 Five-Year Capital Construction Plan Workshop

Vice President of Administrative Services Tim Flood provided an overview of the Five-Year Capital Construction Plan, so board members could address any questions with the superintendent/president and provide input before the board is asked to approve the plan and before the submission of the plan to the Chancellor's Office by August 1, 2021.

Flood reminded trustees of the Capital Improvement Program values that are considered for all projects. Currently, 42 projects are in process, with an additional 12 Facilities Master Plan projects upcoming.

Facilities Director Tom Macias provided an overview of the projects at the Community Learning Center. To date, two of the five projects (monument sign and the new Student Services Building) are completed. By the end of summer 2022, all projects at the CLC are expected to be completed. An onsite ribbon cutting is anticipated for the fall at the CLC.

At the San Elijo Campus, 12 projects, three of which are completed (Student Services and Administration Building, B1200 renovation, and B100 renovation), and all remaining projects are expected to be completed by summer 2022. A virtual ribbon cutting for the recently completed projects at the San Elijo Campus is anticipated for this summer.

Kitchell's David Dunn provided an overview of the Oceanside Campus. The completed Athletic Field and temporary swing space village, first for the occupants of the Administration Building during its renovation, and then for the occupants of the Library during its renovation, are completed projects.

It was important to note that we have seen huge escalation in the cost of building supplies, and the cost of goods, along with changes in state regulatory requirements, has had a tremendous impact on projects.

Although the CLC projects are on budget, the San Elijo Campus will need an additional $3 million in funding, and the Oceanside Campus will need an additional $45 million, due to the steep escalation in the cost of materials, and because the majority of projects have yet to be completed. Ways in which to improve efficiencies without compromising quality will continue to be explored in the Facilities Master Plan.

Kitchell's Geoff Bachanas reviewed metrics about the locality of all contract awardees related to Measure MM projects. This is tracked to ensure that, whenever possible, dollars spent go to local businesses and small and historically underutilized businesses. These results have increased by approximately ten percent over last year, as a result of strategic targeting of the bidding process. This continues to be a priority for securing bidding from local firms.

VI. ACTION ITEMS

A. Approve Contract Between Social Tech, Inc. and MiraCosta Community College District

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the contract with Social Tech, Inc.

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

B. Approve Contract Between The Phoenix Philanthropy Group and the MiraCosta College District

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the contract with The Phoenix Philanthropy Group.

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

VII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

Cooke anticipates that September will be the earliest that a board meeting would be held in person on campus, due to the Boardroom being relocated to a portable building, the San Elijo Campus continuing to be closed through the fall semester, and putting the appropriate technology in place to accommodate broadcasting the meeting in a hybrid manner.

VIII. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

MINUTES APPROVAL:

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

One Barnard Drive, Oceanside, CA
Zoom Conference

MINUTES OF SPECIAL MEETING/CLOSED SESSION **June 17, 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, June 17, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 2:50 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Superintendent/President Sunny Cooke
Vice President Charlie Ng

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:50 p.m., the board announced the need to enter closed session to discuss the following topic:

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

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

At 3:59 p.m., the board returned to open session to report the following:

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

No action taken.

VI. ADJOURNMENT

The meeting adjourned at 3:59 p.m.

MINUTES APPROVAL:

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

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

MINUTES OF REGULAR MEETING **June 17, 2021**
(*DRAFT*)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, June 17, 2021, via Zoom conference. President Rick Cassar called the meeting to order at 4:04 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

III. OATH OF OFFICE

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

Dr. Cooke administered the oath of office to Alma Cuevas, the 2021/22 student trustee, and Hannah Schmidtler, the 2021/22 Associated Student Government president.

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

By motion of Trustee McNeil seconded by Trustee Merchat, the minutes of the regular meeting and special meeting/closed session of May 6, 2021, the regular meeting/workshop of May 6, 2021, and the regular meeting and special meeting/closed session of May 20, 2021, were approved.

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

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

None.

VI. CHANGES IN AGENDA ORDER

Item XI.C was moved on the agenda and discussed prior to Consent Items.

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

Consent Items A, M, O, and R were pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Fischer, consent items B through L, N, and P and Q were approved.

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

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

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

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

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

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

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

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

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

VIII. ACTION ITEMS

A. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly

By motion of Trustee McNeil, seconded by Trustee Fischer, the board ratified the Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly.

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

B. Approve Employment Contracts for Vice Presidents

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved employment contracts for the vice presidents.

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

C. Approve Employment Contract for Superintendent/President

By motion of Trustee McNeil seconded by Trustee Fisher, the board approved the employment contract for the superintendent/president.

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

D. Appoint MiraCosta Community College District Independent Citizens' Bond Oversight Committee Student Representative

By motion of Trustee McNeil seconded by Trustee Merchat the board approved the appointment of Austin Quandt as the Independent Citizens' Bond Oversight Committee student representative.

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

E. Approve Change Order to Design-Build Services Contract for Oceanside New Student Services Project

By motion of Trustee McNeil seconded by Trustee Fisher, the board approved the change order to the Design-Build Services contract for the new Student Services project.

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

IX. PERIODIC REVIEW – BOARD POLICIES (Action Required)

A. Board Policy 6540 – Insurance

By motion of Trustee McNeil seconded by Trustee Fischer, the board approved the periodic review and adopted Board Policy 6540 – Insurance.

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

X. SECOND READING – BOARD POLICIES (Action Required)

A. Board Policy 5210 – Communicable Disease (for students)

By motion of Trustee McNeil seconded by Trustee Fischer, the board adopted Board Policy 5210 – Communicable Disease.

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

B. Board Policy 7330 – Communicable Disease (for employees)
By motion of Trustee McNeil seconded by Trustee Fischer, the board adopted Board Policy 7330 – Communicable Disease.

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

C. Board Policy 7240 – Confidential Employees
By motion of Trustee McNeil seconded by Trustee Fischer, the board adopted Board Policy 7240 – Confidential Employees.

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

XI. INFORMATION

A. 2020/21 Board Priorities and Assessment
The board reviewed the 2020/21 board priorities and assessment.

B. 2021/22 Board Priorities
The board reviewed the 2021/22 board priorities.

C. Independent Citizens' Bond Oversight Committee Annual Report
The board reviewed the Independent Citizens' Bond Oversight Committee (ICBOC) Annual Report. Committee Chair Josh Mazur introduced the ICBOC members that were present: Bill Howe, Rigdon Currie, Alec Babiarz, Michael Krival, and Larry Barry.

XII. COLLEGE-RELATED REPORTS

A. Trustees Activities
Trustee Broad attended several year-end events including commencement, the biomanufacturing graduation, the Summer Bridge kickoff, OMNI Honors Program, and the drive-thru graduation. Trustee Fischer attended the Racial Equity Leadership Alliance. Trustee Merchat participated in the Facilities Master Plan update, the biomanufacturing graduation, and the drive-thru graduation. Trustee McNeil reported that he attended many of the same events as others including the webinar for Accountability and Racial Equity, Summer Bridge, and he met the new Director of Housing for Oceanside. Trustee Pedroza attended several of the virtual end-of-year celebrations. Trustee Simon attended a Carlsbad Town Hall meeting about homelessness. President Cassar attended the drive-thru graduations events, the virtual commencement, the monthly SDICCCA meeting, and the UMOJA Summer Bridge kickoff.

B. Students
Newly elected Student Trustee Alma Cuevas introduced herself. Alma is graduating from Oceanside High School, is in her second year at MiraCosta College, and is triple majoring in sociology, psychology, and administration of justice, with plans to transfer to a university to continue her education. Her career aspiration is to become an FBI lawyer or a Supreme Court Justice.

C. Classified Employees

Classified Senate President Carl Banks attended the statewide leadership institute and commented that it was very insightful and informative. During the summer, Banks will be working on committee assignments, and the Classified Senate retreat will be held on July 8. He congratulated Carlos Carrizosa, who was added as a new senator to fill the position recently vacated by Greg Stone.

D. Faculty

Academic Senate President Luke Lara congratulated all on the outstanding graduation events. In July, several constituents will be attending various institutes. He welcomed new Student Trustee Alma Cuevas.

E. Vice Presidents

1. Instructional Services

Vice President Dieckmeyer was on vacation and not in attendance.

2. Student Services

Vice President Wojcik reported that Student Services Department has been working very hard to prepare for fall, especially in counseling, admissions and records, and financial aid. She said that many students miss the face-to-face interactions, and there is still a need for online services as well.

3. Administrative Services

Vice President Flood reported that the Accounting and Purchasing Departments are busy closing down financials in Workday. The Facilities Department is busy with various parking lot projects including striping, sealing, and repairs to motorcycle parking spaces. The first round of interviews for the design-build entities for the Communications Hub, Equity Village, and Student Center are currently taking place. Facilities was very involved in preparations for the Office of Civil Rights (OCR) audit that took place on the Oceanside Campus, and interviews for the Interim Police Chief are underway.

4. Human Resources

Vice President Ng thanked all in the Human Resources Department as they work on Covid-related issues, implement Cal/OSHA regulations, the observance of the the Juneteenth Federal holiday, and wrapping up recruitments. He also thanked the board for approving all of the various Human Resource items on today's agenda.

F. Office of the President

Superintendent/President Cooke explained the mock-OCR comprehensive review that took place this week, and reported that a verbal report will be given to EMT on Monday with a written list of recommendations of things that the college may need to address relating to accessibility. Dr. Cooke congratulated all graduates and reported there were 1,860 awards (an increase over last year). Summer classes started on Monday, and the Research, Planning, and Institutional Effectiveness Office is currently working with colleagues to analyze the results from a recent survey administered to students at the end of the spring semester. The responses were remarkable, and a number of things were learned from the survey, including student challenges/difficulties, and also that students were appreciative and very satisfied with their online classes and support services. Cooke congratulated the deans whose contracts were acted on today, and

said they are a remarkable team. She added that Dean Dana Smith will be retiring at the end of this month, and she thanked the hiring committee for their selection of Antonio Alarcon, who was hired to lead the San Elijo Campus. She also thanked all those who are actively preparing the college for those who will be on campus in the fall, and she thanked Congress and President Biden for recognizing Juneteenth as national holiday. As such, MiraCosta College will be closed tomorrow, June 18, in observance of the new Federal holiday.

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIV. ADJOURNMENT

The meeting adjourned at 5:18 p.m.

MINUTES APPROVAL:

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

Subject: **Bi-Annual Career Education Program Review and Strong Workforce Update**	**Attachment:** 1. **PowerPoint Presentation** 2. All in One Data Sheets CE – Spring 2021 3. MiraCosta Career Education Program and Labor Market Information Booklet
Category: **Presentations**	**Type of Board Consideration:** **Information** ✓ **Consent** **Action**
Recommended: **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

California Education Code 78016 requires the MiraCosta College to review vocational and occupational training programs every two years to ensure that each program meets a documented labor market demand, does not represent unnecessary duplication of other manpower training programs in the area, and is of demonstrated effectiveness as measured by the employment and completion success of its students. Any program that does not meet these requirements shall be terminated within one year. MiraCosta College Administrative Procedure 4102 sets forth the procedures for the two-year program reviews for all career and technical education programs. MiraCosta College employs Strong Workforce Program (SWP) metrics to conduct biannual career education program reviews.

STATUS

The presentation informs and updates the Board of Trustees on the data used to conduct career education biannual program reviews using SWP metrics provided by the MiraCosta College Research, Planning and Institutional Effectiveness Office.

RECOMMENDATION

For information only.

Strong Workforce Program Update and Bi-Annual Career Education Program Review
Spring 2021

Al Taccone, Ph.D., Dean, School of Career Education

Benjamin Gamboa, Associate Dean, Career Education

Strong Workforce Program Update
More and Better Career Education (CE)

- ***$250 Million Strong Workforce Program***
  - *MiraCosta College Local Share: approximately $1,115,000 annually*
- ***Goals:***
  1. *Increase Quantity of CE*
  2. *Increase Quality of CE*
     - *Requirement: Labor Market Demand (evidence)*
  3. *Directed Student Services*
     - *Provide career exploration, job readiness, job placement, work-based learning – leveraging Student Success/Student Equity funds, Local Workforce Investment Board resources etc.*
- ***Local Planning: Strong Workforce Advisory Group (SWAG)***
- ***Regional Planning: Regional Oversight Committee (ROC)***

  Workforce Development Council (WDC)

  SDICCCA Region Career Education Deans' Council

MIRACOSTA COLLEGE

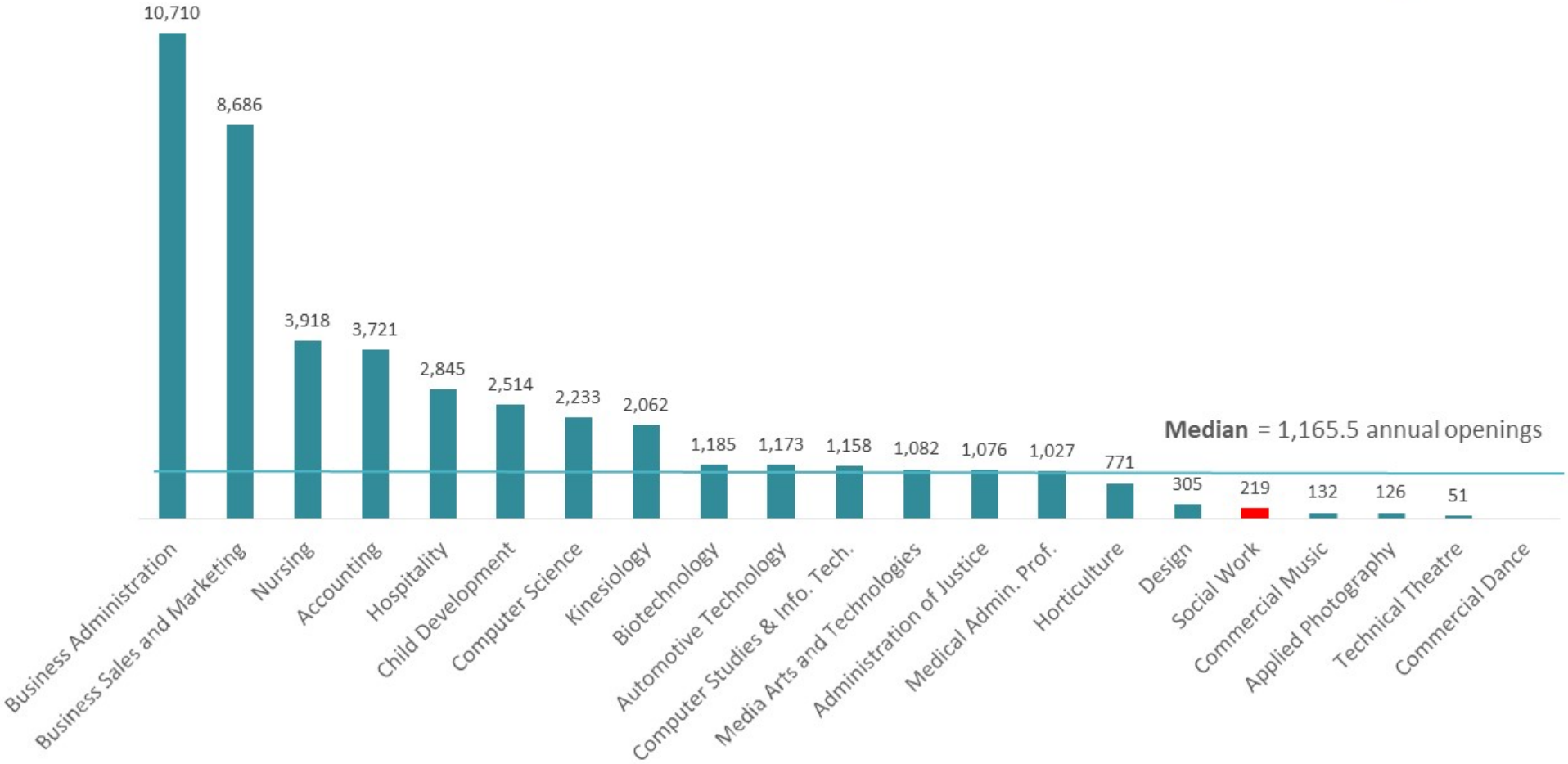
More and Better Career Education (CE)

- *More CE:*
  - *CE Enrollment*
  - *Overall College Enrollment (FTES)*
- *Better CE:*
  - *Skills Gains*
  - *Completion*
  - *Transfer*
  - *Employment Rates*
  - *Employment in Field of Study*
  - *Earnings*
  - *Median Change in Earnings*
  - *Proportion of Student who Attained Living Wages*

MIRACOSTA COLLEGE

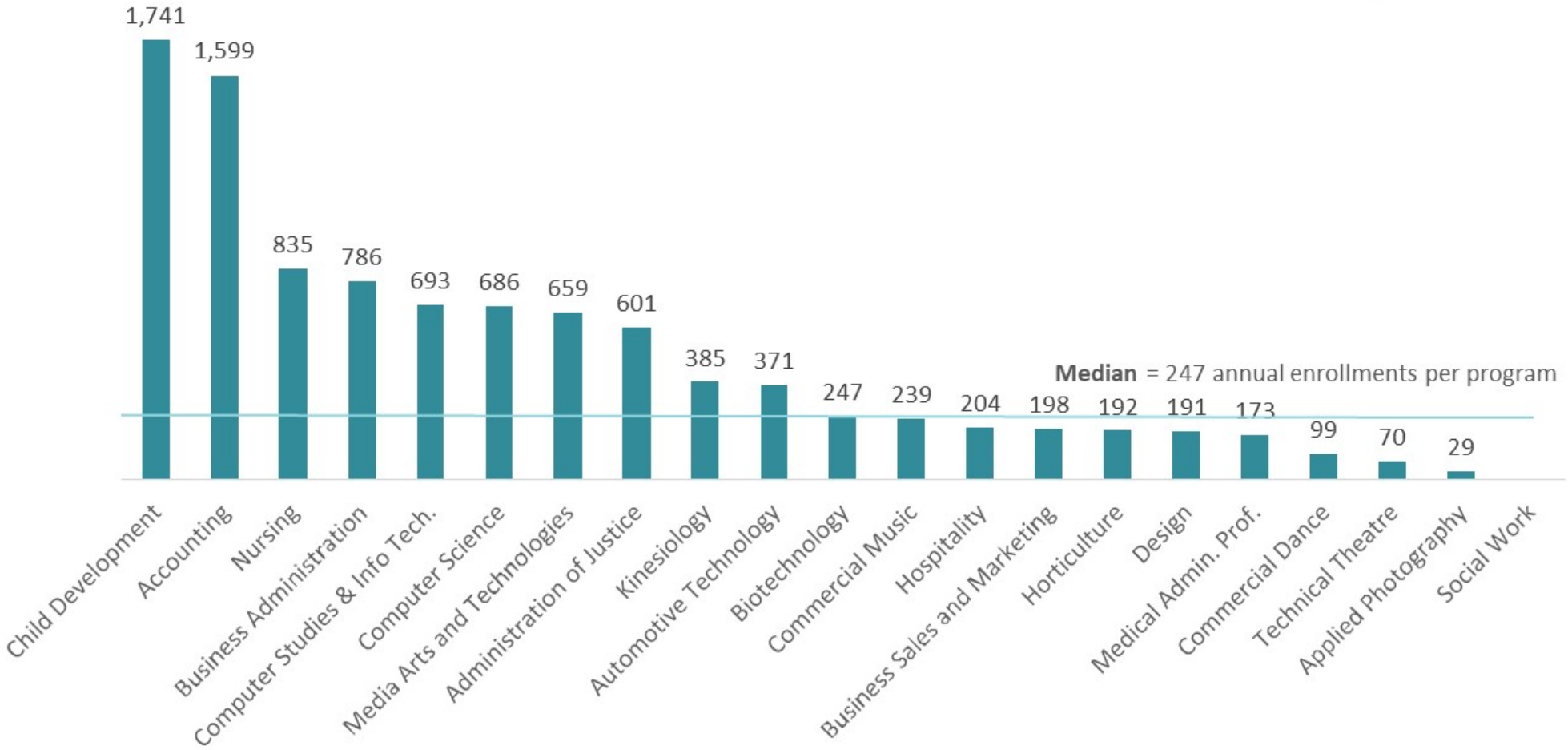
Data source: COE supply and demand tables

Number of Projected Annual Job Openings in San Diego County

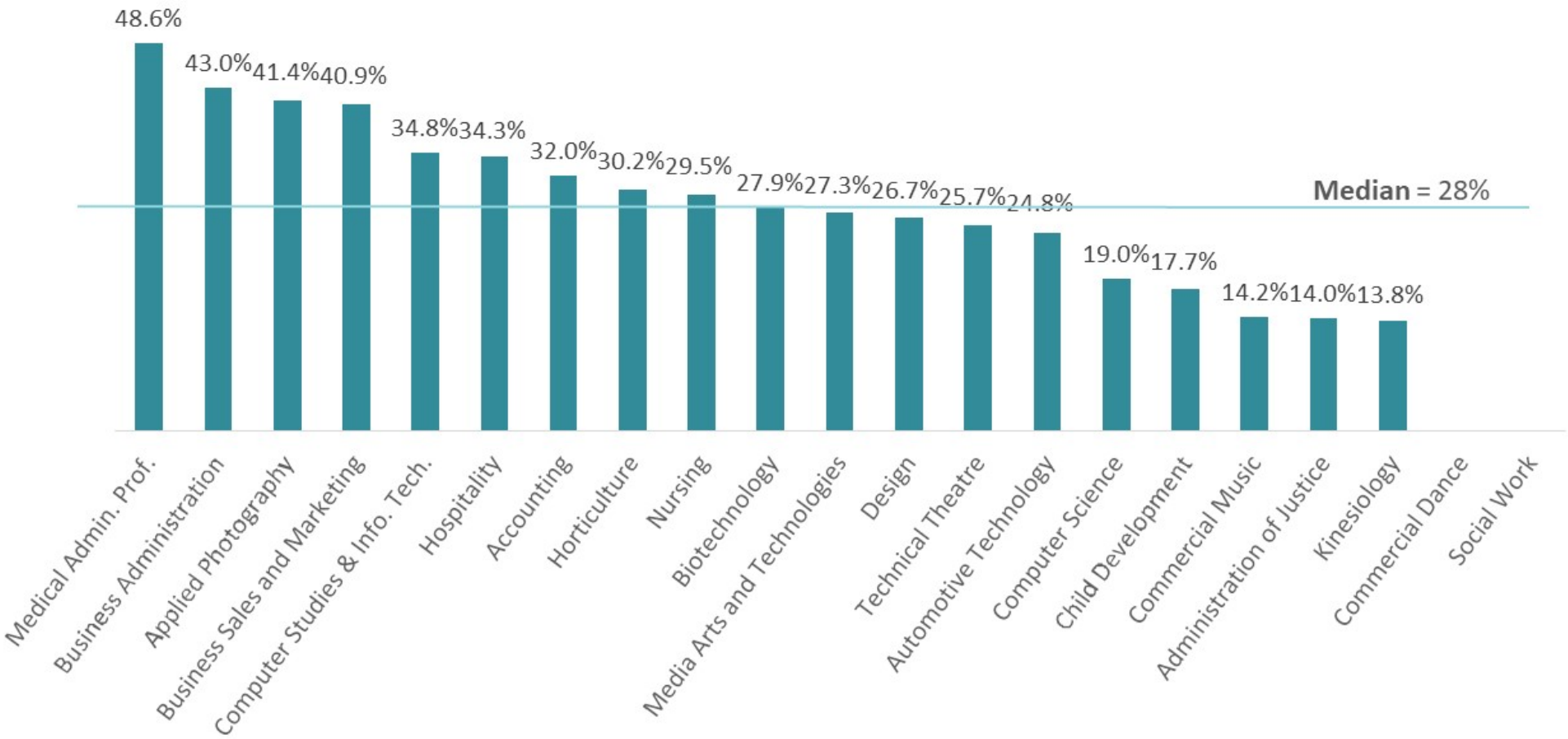


Data Source: Strong Workforce Program Dashboard

Number of Annual Enrollments by Program 2018-2019

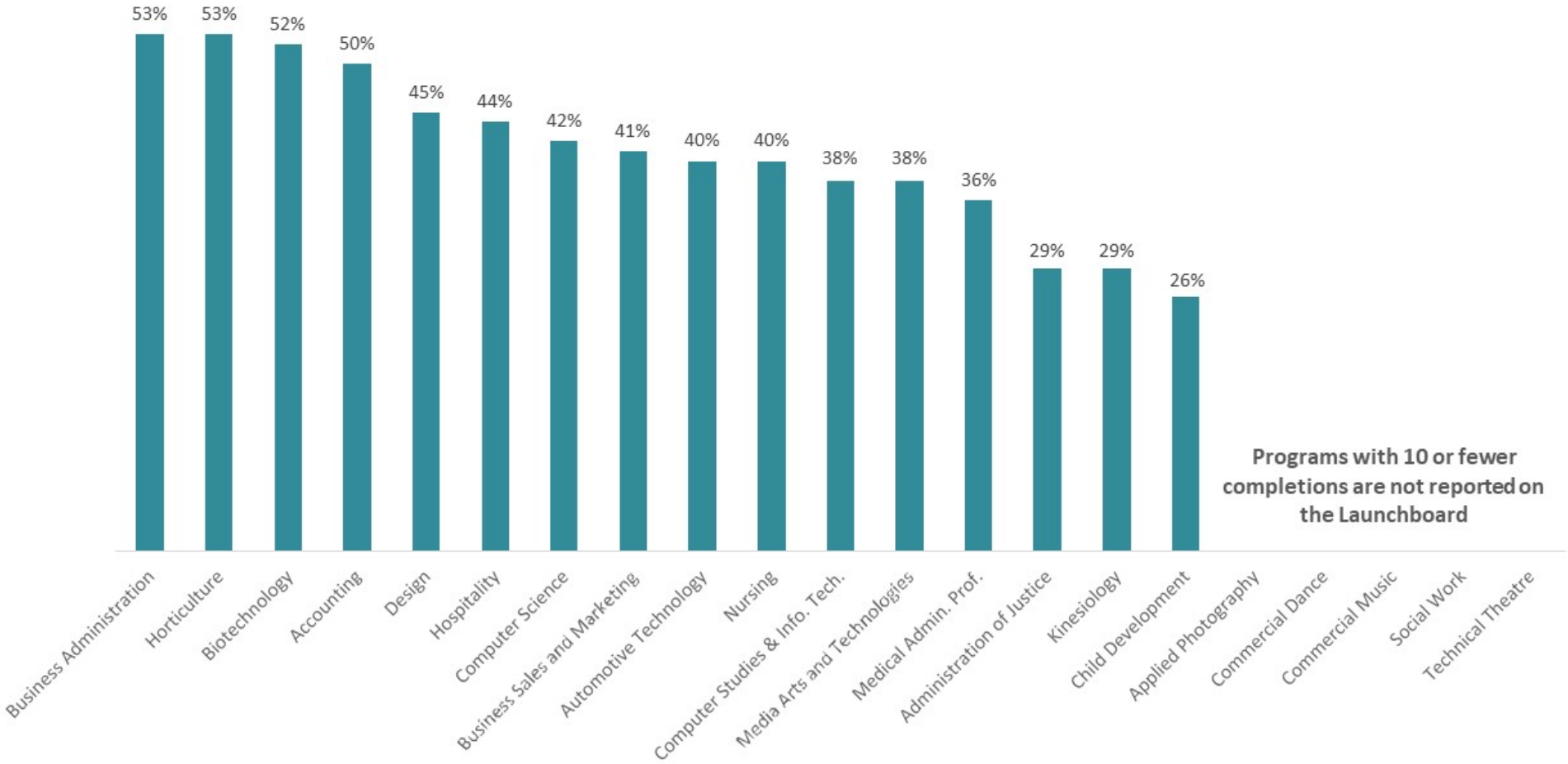


Data Source Strong Workforce Program Dashboard



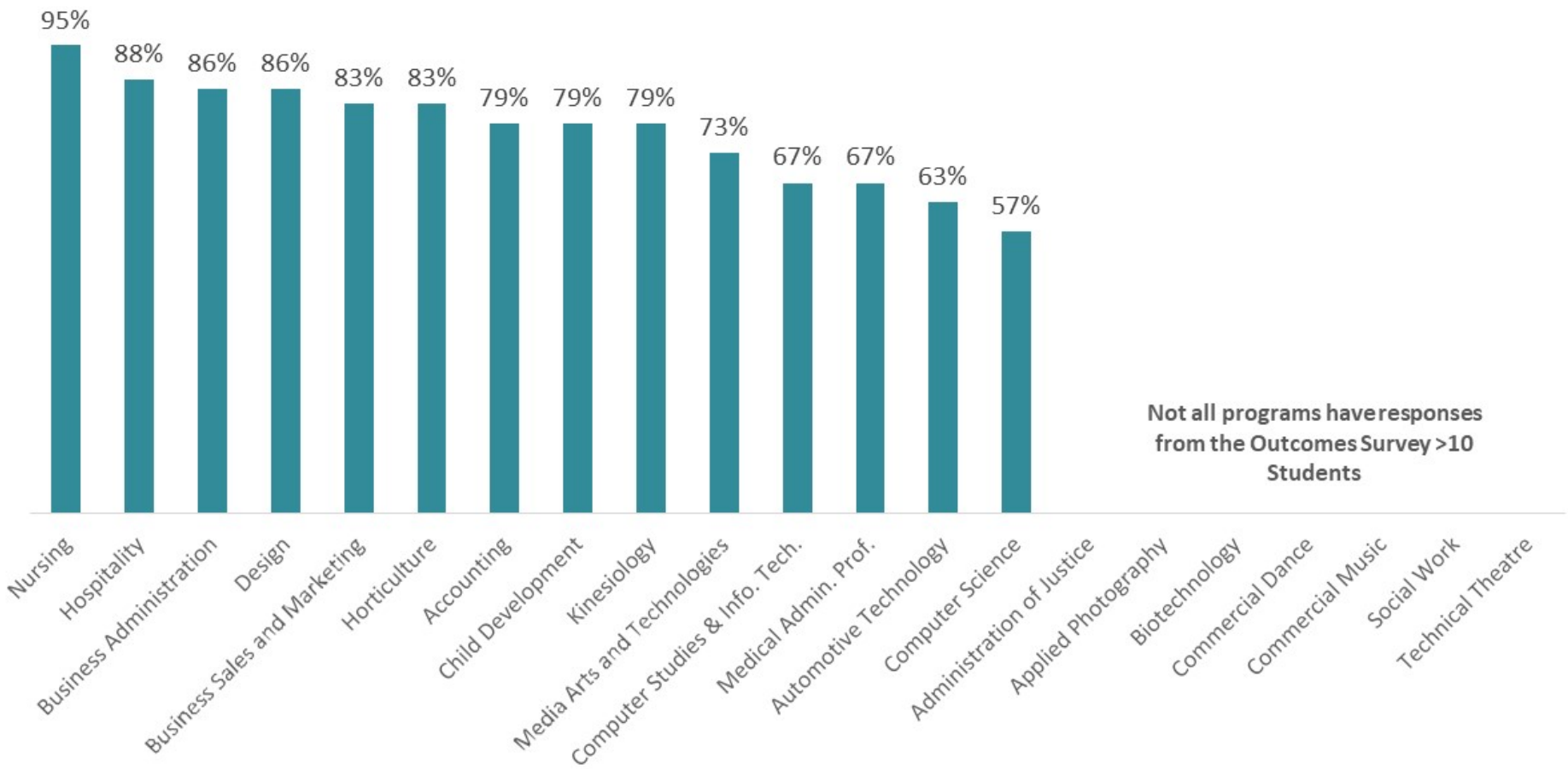
Data Source Strong Workforce Program Dashboard

Strong Workforce Program who Attained the Living Wage 2017-2018

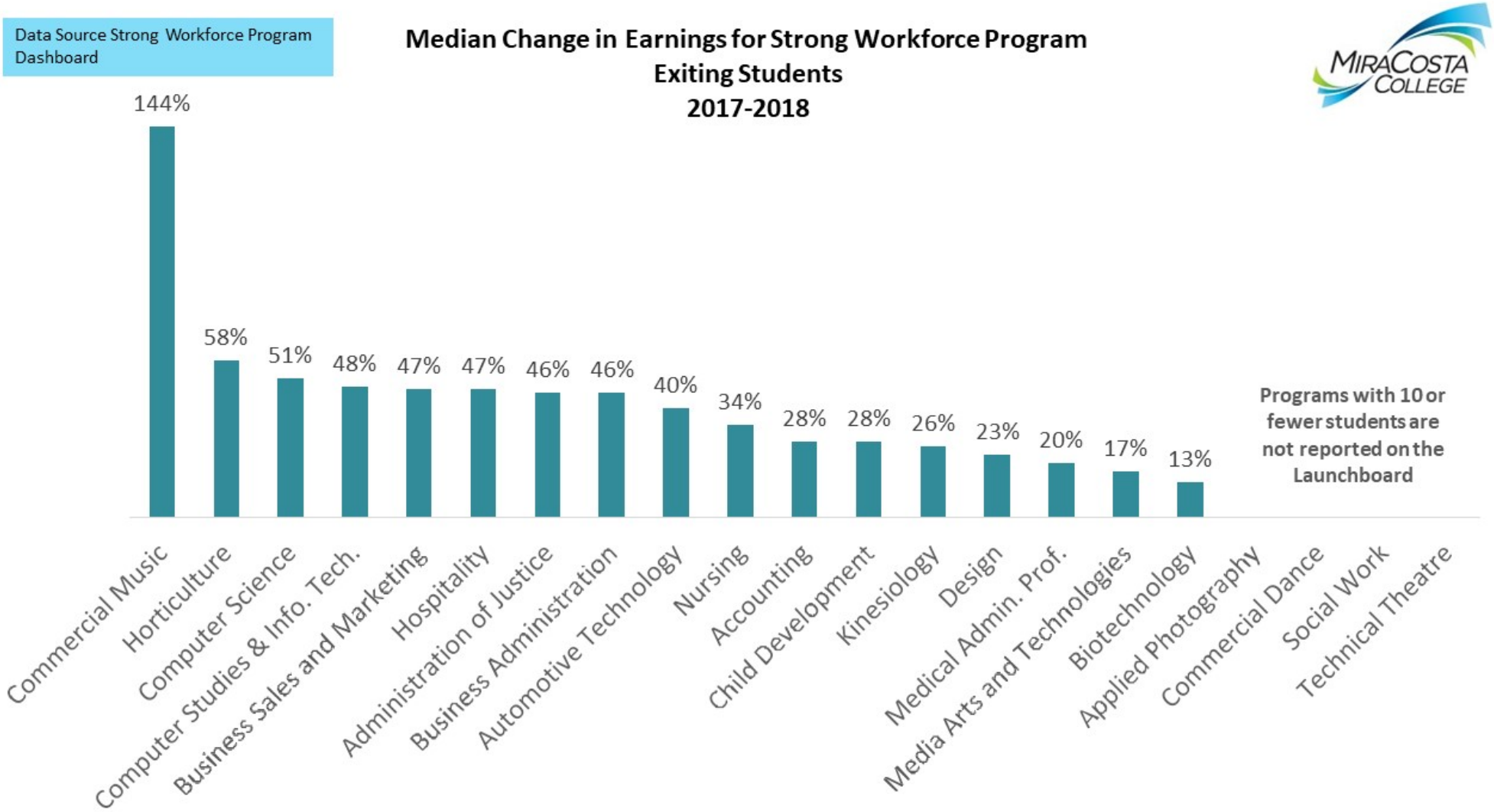


Data Source Strong Workforce Program Dashboard

Strong Workforce Program Students with a Job Closely Related to their Field of Study 2016-2017

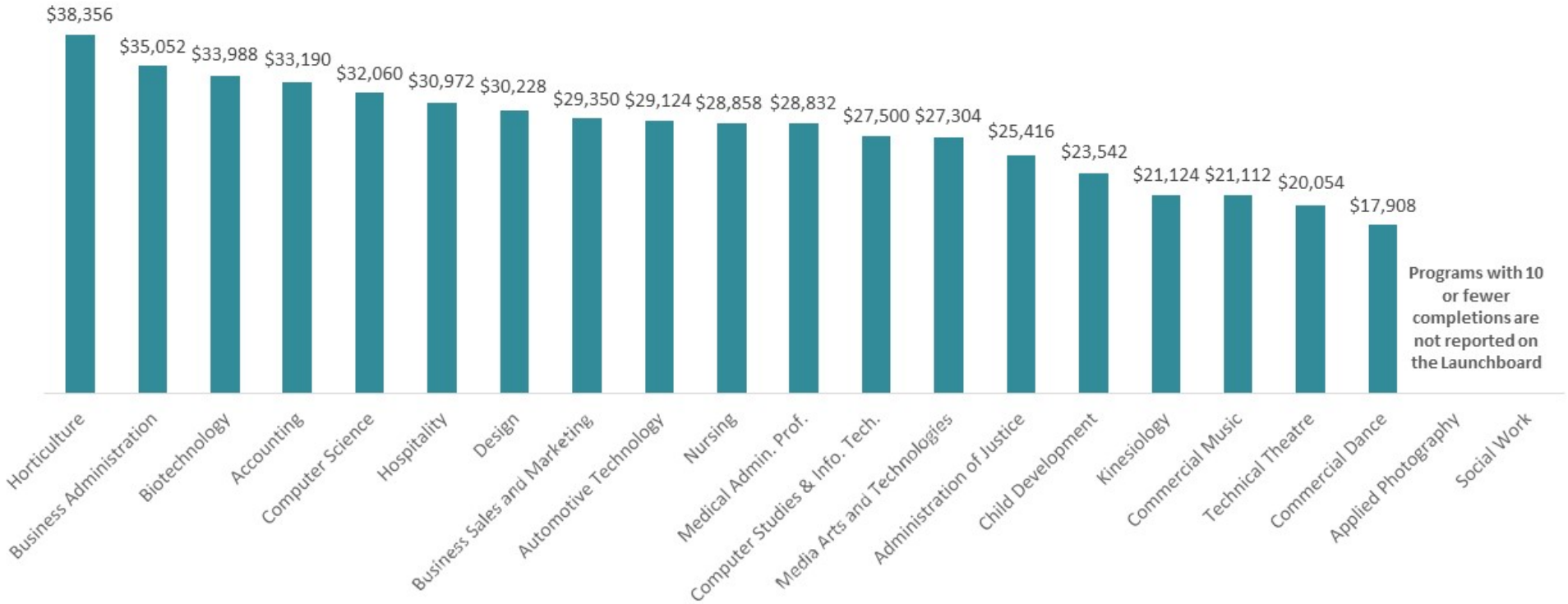


Data Source Strong Workforce Program Dashboard



Data Source Strong Workforce Program Dashboard

Median Annual Earnings for Strong Workforce Program Exiting Students 2017-2018



Biannual CE Program Review

ADMINISTRATIVE PROCEDURE **4102: Career Education**

Procedures for the establishment of an appointment process for related advisory committees and the provisions for documenting the competence of students completing vocational and occupational programs are as follows:

A. Career education faculty seek industry partners to serve on career education program advisory committees. Those committees meet at least once per year with all committee rosters, agendas, and meeting minutes retained on file in the office of the dean of career education.

B. Biannual program reviews are completed for all career education programs. Program reviews document the viability of programs in relation to the local labor market and job availability. Statistics provided by the State Chancellor's Office are used to determine ongoing labor market need and job availability. Ensuring completion of career education program reviews is the responsibility of the dean of career education.

Consistent with federal regulations pertaining to federal financial aid eligibility, the chief instructional officer will ensure that the district complies with the U.S. Department of Education's disclosure requirements for each of the district's gainful employment programs by disclosing federally mandated information about the programs to prospective students. The district shall make the required disclosures available to prospective students in promotional materials and on its website.

The chief instructional officer shall establish procedures to ensure that the district meets these reporting requirements whenever the district intends to add a new gainful employment program.

The MiraCosta College Biannual CE Review Process

1. The Dean of Career Education (CE) compiles and reviews labor market information (LMI) for each CE TOP Code (Career Education and Labor Market Information Booklet).
2. Dean of CE reviews all CE Top Code program LMI and enrollment data.
3. Dean meets with each program's faculty lead individually to discuss LMI and enrollment data and to develop plans, as necessary, to sustain or improve performance.
4. CE Dean submits a report to the Courses and Programs Committee and Institutional Program Review Committee.

   Report includes list of programs (degrees and certificates) that are underperforming in terms of LMI and enrollment with a two-year plan to address labor market and enrollment issues.

Career Education Program and Labor Market Information Booklet

MiraCosta College

CAREER EDUCATION

MiraCosta College Career Education

HANDS DOWN, THE BEST HANDS-ON EDUCATION AROUND

Program & Labor Market Information

MiraCosta College

ACCOUNTING

TOP Code: 0502

Sources: CTE Outcomes Surveys and LaunchBoard

Program Indicators (2017-18)

	MiraCosta College	Regional Median	Statewide Median
Program Students	1,588	11,074	102,685
Completions	39	293	2,269
Transfers	180	1,353	11,908

Student Employment Outcomes (2017-18)

	MiraCosta College	Regional Median	Statewide Median
Attained a living wage	49%	51%	62%
Employed in a closely related field of study[1]	79%	70%	72%
Median change in earnings	29%	27%	33%
Median annual earnings	$33,092	$34,112	$41,316

College Experience[2]

98% Very Satisfied or Satisfied

98% of students from Accounting programs were **very satisfied or satisfied** with the education and training they received at MiraCosta. Reasons included:

Instruction and support:

- My professors made me love what I was studying more than I could have ever thought.
- The professors were all knowledgeable and helpful. I really enjoyed the Accounting program and gained a lot from the experience.

Program:

- The program was great, mainly because I was able to get a really good job right after graduating.
- The classes I needed to take each semester were very easy to find.

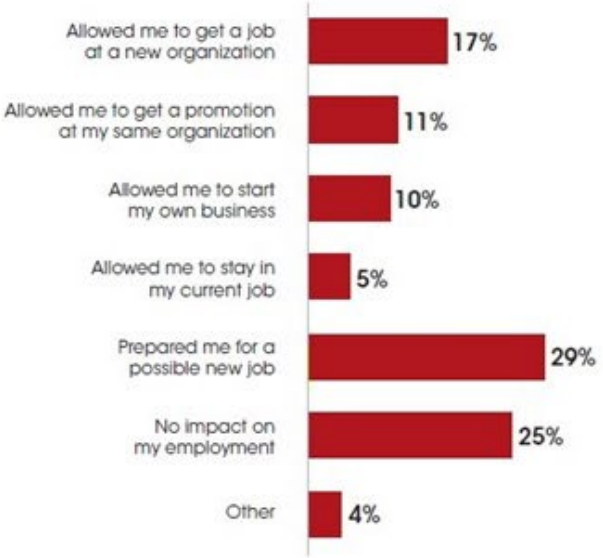
[1] Based on the 2016-2017 cohort.
[2] Findings come from the Career and Technical Education Outcomes Survey (CTEOS) 2016-2019.

MiraCosta College Programs

Associate Degree | Certificate of Achievement or Proficiency

- Accounting
- Bookkeeping
- Income Tax Professional
- Accounting Assistant
- Income Tax Preparer
- Income Tax Professional

Impact of MiraCosta College Coursework[2] (n=108)



MiraCosta College

ACCOUNTING

TOP Code: 0502

Sources: Burning Glass, and EMSI

Top Jobs in Demand

Occupation	Annual Openings	Hourly Wage Range (10th percentile, median, 90th percentile)	Common Job Titles	Typical Training, Experience, and Education Level Required	Top Skills in Job Postings	Soft Skills	Top Certifications Requested by Employers
Middle-Skill Jobs							
Billing and Posting Clerks	674	$14.94 / $23.02 / $31.51	Billing Clerk, Billing Specialist, Billing Analyst	Moderate-term on-the-job training, High school diploma or equivalent	Customer Billing, Billing, Accounting	Microsoft Excel, Communication Skills, Detail Oriented	N/A[a]
Bookkeeping, Accounting, and Auditing Clerks	1,938	$14.54 / $21.97 / $31.82	Bookkeeper, Accounting Clerk, Accounts Payable Specialist	Moderate-term on-the-job training, Some college, no degree	Accounting, Accounts Payable/Accounts Receivable, Bookkeeping	Microsoft Excel, Detail Oriented, Communication Skills	N/A[a]
Brokerage Clerks	65	$19.79 / $26.26 / $37.54	Brokerage Coordinator, Brokerage Services Specialist, Brokerage Specialist	Moderate-term on-the-job training, High school diploma or equivalent	Customer Service, Marketing Materials, Adobe Indesign	Communication Skills, Research, Microsoft Office	Series 7, Insurance License, Insurance Agent Certification
Payroll and Timekeeping Clerks	218	$17.63 / $26.31 / $32.97	Payroll Specialist, Payroll Clerk, Payroll Administrator	Moderate-term on-the-job training, High school diploma or equivalent	Payroll Processing, Accounting, Data Entry	Microsoft Excel, Communication Skills, Detail Oriented	Certified Payroll Professional, Certified Protection Professional, Fundamental Payroll Certification
Tax Examiners and Collectors, and Revenue Agents	32	$19.66 / $34.06 / $52.70	Senior Tax Associate, Tax Analyst, Payroll Tax Analyst	Moderate-term on-the-job training, Bachelor's degree	Tax Returns, Public Accounting, Tax Preparation	Communication Skills, Research, Written Communication	Certified Public Accountant (CPA)
Tax Preparers	122	$10.58 / $22.48 / $58.60	Tax Preparer, Tax Professional, First Tax Professional	Moderate-term on-the-job training, High school diploma or equivalent	Tax Preparation, Tax Returns, Accounting	Writing, Bilingual, Communication Skills	Certified Public Accountant (CPA)
Above Middle-Skill Jobs							
Budget Analysts	58	$28.77 / $40.72 / $58.04	Financial Management Analyst, Budget Analyst, Staff Services Analyst General	Bachelor's degree	Budgeting, Budget Analysis, Accounting	Microsoft Excel, Research, Planning	Security Clearance, Driver's License
Accountants and Auditors	1,455	$22.16 / $36.08 / $67.31	Staff Accountant, Senior Accountant, Accountant	Bachelor's degree	Accounting, Account Reconciliation, Generally Accepted Accounting Principles (GAAP)	Microsoft Excel, Communication Skills, Detail Oriented	Certified Public Accountant (CPA)
Financial Examiners	35	$32.62 / $56.86 / $77.38	Escrow Officer, Financial Institutions Examiner, Escrow Assistant	Long-term on-the-job training, Bachelor's degree	Customer Service, Contact Review, Spreadsheets	Communication Skills, Microsoft Office, Detail Oriented	Certified Escrow Officer, Driver's License, Security Clearance

[a]"Not Applicable" (N/A) denotes cells with an insufficient number of certifications listed in the sampled job postings. "Not Applicable" values may indicate occupations that are unlikely to require certification(s).

Career Education Program All-In-One Data Sheets

MiraCosta College Program Overview

ACCOUNTING

Accounting offers theoretical and practical courses for students interested in tax preparation, billing, finance and banking, bookkeeping, and other accounting careers. Students learn how to construct and analyze financial information for the purposes of making business decisions.

BUSINESS & TECHNOLOGY

WHAT WE OFFER

Certificate Program · Associate Program

- Accounting
- Accounting Assistant
- Bookkeeping
- Income Tax Professional

TOP IN-DEMAND JOBS IN SAN DIEGO REGION

	Hourly Wage Range	Education Required
Bookkeeper/Accounting Clerk	$13.40 – $29.53	Certificate
Accountants/CPAs[1]	$21.79 – $55.30	Bachelor's Degree
Billing Clerks	$12.73 – $26.46	Certificate
Payroll Specialists	$14.94 – $30.52	Certificate
Tax Preparers	$15.03 – $48.09	Certificate

LEARN MORE. EARN MORE.

Wages before and after taking Accounting classes:

92% Wage Gain

$11.14

$21.40

82% of MiraCosta College students are employed after their studies

9% of students are self-employed after their studies

TOP EMPLOYERS IN SAN DIEGO REGION*

General Atomics
H&R Block
Scripps Health
University of California San Diego
Marriott, Inc.
Hilton
KPMG
LPL Financial
Intuit
Suna Solutions

*partial list

MiraCosta College Career Education

HANDS DOWN, THE BEST HANDS-ON EDUCATION AROUND

Career Education at MiraCosta College holds the key to starting an in-demand career in an industry where you're needed the most. San Diego-area businesses need more qualified candidates to fill good-paying middle-skill positions.

38% of jobs in 2017

Middle-skill jobs require more than a high school diploma but less than a four-year degree.

CAREERS IN DEMAND

80% of Career Education graduates are employed within one year after their studies.

Career Education programs prepare students for jobs in sectors with the most demand for middle-skill workers, including:

- ARCHITECTURAL & ENGINEERING DESIGN
- AUTOMOTIVE TECHNOLOGY
- BIOTECHNOLOGY
- BUSINESS & ACCOUNTING
- CHILD DEVELOPMENT
- COMPUTER STUDIES & INFORMATION TECHNOLOGY
- FITNESS SCIENCE / KINESIOLOGY
- HEALTHCARE
- MEDIA ARTS & TECHNOLOGIES
- MUSIC TECHNOLOGY
- PUBLIC SAFETY / ADMINISTRATION OF JUSTICE
- PLANT SCIENCES / HORTICULTURE

CAREER EDUCATION AT-A-GLANCE

Faculty work with businesses to design programs that give you a competitive edge.

INNOVATIVE PROGRAMS + INDUSTRY-ENGAGED FACULTY + HANDS-ON EDUCATION + REAL WORLD EXPERIENCE = YOUR NEW CAREER

START YOUR NEW CAREER

Associate's Degree in 2 YEARS OR LESS | Certificate in 3-12 MONTHS | Skill-building in as little as 8 WEEKS

SMALL CLASS SIZES AT AN AFFORDABLE PRICE

Average class size 26.5 STUDENTS | Classes are $46 PER CREDIT

Financial Aid and Scholarships available

GET STARTED TODAY

Find the MiraCosta Career Education program for you at **miracosta.edu/ce.**

BACHELOR'S DEGREE OPPORTUNITIES

Without leaving the MiraCosta college campus, you can obtain a bachelor's degree:

Biomanufacturing • Nursing • Business Administration
Child Development • Computer Information Technology

Thank you and Questions

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

STATUS

1. Resignation of Hazel Beck, Program Director, VBOC, position P-00148, effective July 9, 2021.

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

   a) Min Choi – Media Arts and Technologies (MAT) Instructor – Graphic Design – School of Career Education, full-time, tenure-track, salary class 5, step 7, $115,012 per year (2021/22 academic salary schedule), effective August 13, 2021.

   BA – Art (Graphic Design) – San Diego State University
   MFA – Graphic Design – Vermont College of Fine Arts

   Professor Choi has served as an associate faculty member at MiraCosta College since spring 2017 teaching Graphic Design. Professor Choi has also served as an adjunct faculty member and a lecturer at San Diego City College and San Diego State University. In addition to teaching, Min has held positions at various companies as a Graphic Designer, Senior Designer, and Art Director. She has also owned and operated her own company, Min Choi Design, since 2014 where she serves as the creative director and designer.

   b) Sean Fanning, Instructor of Theatre Design and Technology – School of Arts and International Languages, full-time, tenure-track, salary class 4, step 1, $86,689 per year (2021/22 academic salary schedule), effective August 13, 2021.

   BFA – Theatre Arts (Technical Theatre) - Sonoma State University
   MFA – Theatre Arts (Design and Technical Theatre) - San Diego State University

Professor Fanning has completed many freelance projects for various organizations as a scenic and theming designer, concept artist, and autoCAD draftsman. He also owns and operates his own design company, Sean Fanning Design. Professor Fanning has served as an adjunct faculty member at San Diego Mesa College and UC San Diego teaching scenic design. He has also served as a graduate staff member and scenic artist at San Diego State University.

3. Employment of the following regular classified employees:

   David Doyle, Building Maintenance Mechanic II, position P-08140, salary range 22, step 2, $5,836.33 per month, full-time, 12 months per year, effective July 6, 2021. David was selected through an open recruitment process.

   Andrea MacDonald, Technology Support Services Coordinator, P-08159, salary range 19, step 1, $4,924.54 per month, full-time, 12 months per year, effective June 22, 2021. Andrea was selected through an open recruitment process.

4. Permanent change of assignment for Kathy Rodriguez, full-time Assistant Registrar, position P-06177, has accepted the classified administrator position of Director of Admissions and Records/Registrar, salary range 15, step 2 (classified administrator salary schedule), $11,665.00 per month, full-time, effective July 5, 2021. Kathy was selected though an open recruitment process.

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

   Margaret Arguello, Box Office Cashier, position P-00090, will serve as a Cashier II, P-07329, salary range 17, step 3, $2,126.40 per month, 16 hours per week, effective August 2 - December 31, 2021.

   Rudolph Guzman, Accounting Technician, P-05114, will serve as an Accountant I, salary range 26, step 1, $6,210.83 per month, full-time, effective July 26, 2021 – June 30, 2022.

6. Temporary change of assignment for the following employees:

   Jesse Leon, Student Help Desk Technician, position P-00236, continues to increase hours from 18 to 40, effective July 1, 2021 - June 30, 2022.

   Philip Walcott, Veterans Specialist, position P-00401, will serve as interim Program Manager, Veterans Services, position P-08139, salary range 31, longevity year 8, $8,926.42 per month, effective June 7, 2021 – June 30, 2022.

   Vanessa DiBenedetto, Administrative Support Assistant III, position P-06172, will serve as interim Veterans Specialist, position P-08138, salary range 24, step 4, $6,626.50 per month, effective June 7, 2021 – June 30, 2022.

   Dan Arey, Vehicle and Equipment Maintenance Assistant, position P-00398, will serve as interim Lead Vehicle and Equipment Mechanic, position P-08144, salary range 28, step 1, $6,387.42 per month, 32 hours per week effective May 3 - June 15, 2021. Dan will increase to 40 hours per week effective June 16, 2021 – June 30, 2022.

7. Temporary additional assignment for the following employees:

   Michael Rybicki, Instructional Associate, Art, position P-00216. Michael will work additional hours to participate on the Instructional Associate, Photography Hiring Committee, effective June 1 – June 30, 2021.

   Sayaka Tachibana, International Student Services Specialist, position P-06213, will serve in an additional assignment as an interim Student Services Coordinator, salary range 26, longevity year 18, $ 3,923.10 per month, 18 hours per week, effective July 1, 2021 – June 30, 2022. Sayaka will continue to serve 22 hours per week in the International Student Services Specialist position during this time.

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

   David Johnson — Athletics
   Felicia Young — Counselor

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

   Malisa Humphrey — Art
   Sam Wohl — Art
   Grant Muagututia — Dance

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

Employee	Job Title	Assignment	Pay Rate	Department	Start Date	End Date
Hector Prado	Assistant Coach	Short-term	$26.84/hr	Athletics and Intramurals	7/16/21	6/30/22
Brad McReynolds Maria Cofer	Assistant Athletic Trainer	Short-term	$33.81/hr	Athletics and Intramurals	7/16/21	6/30/22
Monique Morales	Campus Aide III	Short-term	$18/hr	CARE Program	8/2/21	6/30/22
Ulises Sixto Avendano	Campus Aide III	Short-term	$18/hr	CARE Program	8/9/21	6/30/22
Rebecca Knowles	Box Office Cashier	Substitute	$17/hr	Cashiering Services	7/1/21	6/30/22
Jaimee Siron	Campus Aide III	Short-term	$18/hr	Community Ed and Workforce Dev	7/1/21	12/23/21
Monica Arroyo Michelle Mora	Campus Aide I	Short-term	$14/hr	Financial Aid	7/16/21	6/30/22
Adriana Zamora	GEAR UP Support Staff I	Substitute	$14/hr	GEAR UP	7/19/21	6/30/22
Claire Benham	Campus Aide I	Short-term	$14/hr	Honors	8/2/21	12/17/21
Michael Munson	Accompanist II	Short-term	$45/hr	Music	6/1/21	6/30/21
Daniell Valdez	Receptionist / Switchboard Operator	Substitute	$21.92/hr	Public Information Office	7/1/21	6/30/22
Christopher Martin	Learning Coach	Substitute	$31.92/hr	STEM and Math Learning Center	8/6/21	6/30/22
Carolyn Goodspeed	Student Services Specialist	Short-term	$31.02/hr	Student Equity	7/16/21	6/30/22
Carlos Rodriguez Dominguez Susy Morales	Campus Aide II	Short-term	$16/hr	Student Equity	7/1/21	6/30/22
Ian Clark	Campus Aide III	Short-term	$18/hr	Student Equity	7/16/21	6/30/22

Ashley Gerdo	Student Services Specialist	Short-term	$31.02/hr	Student Equity	7/16/21	6/30/22
Olivia Elmer	Administrative Support Assistant I	Substitute	$21.92/hr	Student Life and Leadership	7/1/21	6/30/22
Ashley Sherrell	Administrative Support Assistant III	Substitute	$30.12/hr	Student Life and Leadership	7/1/21	6/30/22
Edwina Williams	Workshop Presenter	Short-term	$400 stipend	Student Life and Leadership	4/27/21	5/13/21
Olivia Elmer	Campus Aide III	Short-term	$18/hr	Student Life and Leadership	7/16/21	6/30/22
Jaycee Fallatt	Campus Aide III	Substitute	$18/hr	Supplemental Instruction	7/1/21	6/30/22
Lauren Reinhardt Kai Burke Joanne Hernandez Hadyn Harbaugh Heather Mitchell	Apprentice III	Substitute	$16/hr	Supplemental Instruction	7/1/21	6/30/22
Justin Porter	Apprentice III	Substitute	$16/hr	Supplemental Instruction	7/14/21	6/30/22
Luis Bolanos Jimenez Daniel Culley Douglas Emfinger Rachel Fetko Melissa Greenberg Quiemari Mikes Christopher Moore Jason Rosado Dannia Saldivar Steven Yu	Apprentice III	Substitute	$16/hr	Tutoring and Academic Support	7/1/21	6/30/22
Alesi Meyers-Tuimavave Lizbeth Resendiz Perez Kylie Acuna Jessica Harden	Apprentice III	Substitute	$16/hr	Writing Center	7/1/21	6/30/22
John Siebelink Annel Echevarria Evan Littlejohn Ellissa Elder Bridgette Roberson	Apprentice III	Substitute	$16/hr	Writing Center	6/15/21	6/30/22
Jermane Cooper Lisette Abondanza	Learning Coach	Short-term	$31.92/hr	Writing Center	7/16/21	6/30/22

RECOMMENDATION

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

Subject: **Approve Stipend for Classified Administrators and Classified Confidential Administrators**	**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

In response to the COVID-19 global pandemic, the district has put in place many measures to ensure the health and safety of its students, staff, and faculty, while supporting the district's educational mission.

STATUS

Classified administrators and classified confidential administrators have been working remotely while supporting the district and will receive a one-time stipend of $350 for spring 2021 to cover equipment and internet service costs in completing their duties.

The following classified administrators and classified confidential administrators will be eligible for the stipend:

Director of Admissions and Records/Registrar; Executive Director, Community Education and Workforce Development; Bursar; CARE Manager; Director of Facilities; Director of Financial Aid and Scholarships; Director, Noncredit and Adult Education Programs; Director of Public and Governmental Relations, Marketing and Communications; Chief of Police and Campus Safety; Director of Purchasing and Material Management; Director, Student Services; Risk and Safety Manager; Director of Labor Relations, Title IX Coordinator; Director of Fiscal Services; and Director of Health Services.

RECOMMENDATION

Approve stipend for classified administrators and classified confidential administrators, as stated above.

Subject: **Ratify Observance of Juneteenth as a MiraCosta Holiday**	**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

On June 17, 2021, President Biden signed a bill to make June 19 (Juneteenth National Independence Day, Jubilee Day, Liberation Day, Freedom Day, or Emancipation Day) a federal holiday to commemorate the approximate day in which Union soldiers proclaimed freedom to enslaved African Americans in Galveston, Texas, nearly two and a half years after the Emancipation Proclamation. Since the law went into effect immediately, the following day was declared a federal holiday. Juneteenth commemorates the emancipation of African-American slaves in the United States.

STATUS

In support of the college's diversity, equity and inclusion efforts and to commemorate this historical day, and with less than 24 hours' notice of the new federal holiday, MiraCosta College observed Juneteenth on, Friday, June 18.

RECOMMENDATION

Ratify the observance of Juneteenth as a MiraCosta holiday, as stated above.

Subject: **Authorize Execution of Academic Administrator Employment Contract**	**Attachment:** **Employment Contract**
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 MiraCosta Community College District Academic Administrator Association (MCCCDAAA) working conditions manual specifies the procedures for the hiring of academic administrators.

STATUS

After a competitive search and a recommendation by the search committee and the superintendent/president, Antonio Alarcon is recommended to serve as the Dean of Letters, Humanities, and Communication Studies, effective July 26, 2021. The annual salary will be $184,514 full time, non-doctorate, step 2 on the 2021/22 academic administrator salary schedule for deans. His qualifications include:

Master of Fine Arts, Creative Writing, National University
Master of Arts, English, National University
Bachelor of Arts, English and Literary Journalism, University of California, Irvine

Antonio Alarcon has been serving at the San Diego Community College District as the Dean, Instructional Services and Acting Dean, Online and Distributed Learning since July 2018. He was previously employed by Hartnell College as the Dean, Student Success and Support Services, from August 2017 through July 2018, and the Director, Student Academic Support Services, from October 2015 through July 2017. Antonio also served as adjunct faculty in English at Hartnell College and previously served in multiple positions at Cabrillo College.

RECOMMENDATION

Authorize execution of academic administrator employment contract, as stated above.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT CONTRACT WITH ACADEMIC ADMINISTRATOR

This contract ("Agreement") between the MiraCosta Community College District ("District") and Antonio Alarcon, an individual Academic Administrator ("Administrator"), is made as of July 26, 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

1. Position and Term.

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

1.2 Term. The term of this Agreement is one (1) year from July 26, 2021 to July 25, 2022 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 26, 2021 through June 30, 2022, shall be $184,514, and prorated for the number of contract days actually worked.

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	Antonio Alarcon

Subject: **Approve 2021/22 Salary Schedule Increase for Non-Bargaining Unit Members**	**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 following cost-of-living adjustment (COLA) amount is being recommended for non-bargaining unit members of Associate Faculty. The non-bargaining unit members are an unrepresented employee group. The district recommends providing these employees with a 3.0 percent COLA.

STATUS

It is recommended the board approve a salary schedule increase of 3.0 percent for non-bargaining unit members of Associate Faculty effective July 1, 2021.

RECOMMENDATION

Approve 2021/22 salary schedule increase for non-bargaining unit members, as stated above.

Subject: **Approve Professional Expert Employment Contract**	**Attachment:** **Personal Services Contract**
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 Program Director of the Veterans Business Outreach Center (VBOC) was created to administer the VBOC grant through the Small Business Development Center. The incumbent employee serving as Program Director will resign effective July 9, 2021.

The district is authorized by California Education Code, 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.

STATUS

The following professional expert employment contract is recommended with the term commencing on July 10, 2021 to June 30, 2022:

- Keli Anthis, Program Director, VBOC, full-time, annual rate $124,343 (2021/22 professional expert salary schedule).

RECOMMENDATION

Approve employment contract for professional expert as stated above.

MiraCosta Community College District
PERSONAL SERVICES CONTRACT

This contract ("Agreement") between the MiraCosta Community College District ("District") and Keli Anthis ("Anthis"), an individual, is made as of July 10, 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 Anthis for the services described in this Agreement and Exhibits.

C. Anthis 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

2. Position and Term.

1.3 Position. District agrees to retain Anthis and Anthis agrees to be retained by District as Program Director, VBOC. Anthis has the responsibilities and authority that are associated with Anthis's position as defined in the position description and all other duties and responsibilities as assigned or required by the Superintendent/President or designee.

1.4 Term. The term of this Agreement is from July 10, 2021 to June 30, 2022, unless terminated pursuant to the terms of this Agreement.

2. Salary and Benefits.

2.1 Salary. Anthis shall be paid $124,343 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. Anthis shall be entitled to the following District benefits:

- 16.66 hours of vacation accrued per month of service (up to 200 hours annually). Anthis may accrue up to twice the annual allotment in successive contract years;

- Sick leave at the rate of one (1) day per month of service;
- Insurance coverages, and District contribution toward insurance coverages, that is provided to employees of the District employed at 50% or more of a full-time-equivalent; and
- Membership in the California Public Employees' Retirement System ("CalPERS") or the State Teachers' Retirement System ("STRS") contingent on meeting eligibility requirements of either the Public Employees Retirement Law or State Teachers Retirement Law.

2.3 Overtime Status. The parties acknowledge and agree that the position of Program Director, VBOC 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. Anthis acknowledges and understands that the position of Program Director, VBOC, is a categorically, grant-funded position. As such, Anthis's employment is temporary and Anthis 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 Anthis 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 Anthis, Anthis 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 Anthis if Anthis 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 Anthis 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 Anthis 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, Anthis 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 Anthis 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, Anthis 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 Anthis as defined in the terms of this Agreement and Anthis subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Anthis 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.

Anthis represents and warrants that Anthis:

(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

_____
Keli Anthis

Subject: **Approve Reclassification of Existing Position**	**Attachment:** **Job Description:** **Payroll Manager**
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

Human Resources reviewed the Payroll Supervisor job description, duties that have increased over time described in the Request for Classification Review, and a review of internal and external market data.

STATUS

As a result of the review, Human Resources recommends the reclassification of position number P-00296, Payroll Supervisor (Range 35), to Payroll Manager (Range 37) effective July 1, 2021. This results in an approximate increase of $7,515 for the first year.

RECOMMENDATION

Approve reclassification of the existing position as stated above.

Subject: **Approve Classification of New Position**	**Attachment:** **Job Description:** **Program Manager Writing Center**
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

A job description for the new position of Program Manager, Writing Center has been evaluated by the Classification Review Committee (CRC). As a result of a faculty director temporarily taking on a separate assignment, the Program Manager, Writing Center position will backfill the faculty director for the time they are serving on the separate assignment and provide leadership and oversee the daily operations of the Writing Center at all district sites, in collaboration with the faculty director. The Program Manager, Writing Center will work closely with faculty and staff to provide innovative and equitable academic support services for students.

STATUS

The CRC recommended to the superintendent/president, classification of range 31 for the Program Manager, Writing Center, effective August 1, 2021. Entry-level salary is $ 86,097.

RECOMMENDATION

Approve classification of new position, as stated above.

Subject: **Approve JPA Insurance Renewal 7/1/21-7/1/22 and District Insurance Schedule**	**Attachment:** **MiraCosta College Complete Schedule of Insurance Coverage**
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

Board Policy 6540 requires that "a schedule of insurance coverage shall be provided annually to the board of trustees for review and comment."

STATUS

The attached schedules summarize the district's Joint Powers Authority JPA insurance renewal coverage and contributions for the period of July 1, 2021 – July 1, 2022, and includes all additional district insurance policies. This schedule is included in the board's policy and procedures chapter 6 under AP6540 as the 2021-2022 Schedule of Insurance.

This district insurance renewal includes coverage for total property (real and personal property, electronic data processing equipment), general, cyber, auto and employment practices liability, crime, boiler and machinery and workers' compensation. This year's premium is $921,607 for workers' compensation and $824,584 for property and liability for a total of $1,746,191. Property and liability costs rose 19 percent year-on-year, primarily due to cyber and property loss activity around the globe. However, this year's workers' compensation premium is 13 percent lower than last year due to lower injury rates at the district; thus, total premium cost is only $1,609 higher.

RECOMMENDATION

Approve JPA insurance renewal 7/1/21-7/1/22 and district insurance schedule, as stated above.

SCHEDULE OF INSURANCE COVERAGE
MIRACOSTA COMMUNITY COLLEGE DISTRICT
JULY 1, 2021 TO JULY 1, 2022

COMPANY POLICY # - BEST RATING	COVERAGE DESCRIPTION	INSURANCE REINSURANCE LIMITS	JPA SIR	DISTRICT DEDUCTIBLE	TOTAL CONTRIBUTION
Allied World (AWAC) Policy #030567751N Best: A XV	**Blanket Coverage - Real and Personal Property** Includes Rental Interruption for Leased/Purchased Buildings	$500,000,000 Per Occurrence	$100,000	$10,000	$177,529
	Theft, Vandalism & Damage - Personal Property	Included	$100,000	$500	Included
	Theft, Vandalism & Damage - Tablets/Similar Electronic Devices	Included	$100,000	$0	Included
	Flood aggregate	$5,000,000 Aggregate	$100,000	$10,000	Included
Safety National Insurance MOC# SDCSRMJPA 07 2022 Best: A+XV	**Commercial General Liability**, including Bodily Injury and Property Damage, Products and Completed Operations,	$4,000,000	$1,000,000	$10,000	$338,061
	Educators' Legal, Directors & Officers Liability	$4,000,000	$1,000,000	$10,000	Included
	Auto Liability	$4,000,000	$1,000,000	$10,000	$16,916
	Employment Practices Liability	$4,000,000	$1,000,000	$10,000	$155,450
Schools Excess Liability Fund - SELF Memorandum of Coverage	**Excess Commercial General, Employment Practices & Auto Liability**	$50,000,000	$5,000,000	$0	$112,873
Allied World (AWAC) Policy #030567751N Best: A XV	**Auto Physical Damage** Comprehensive - All Owned Veh. (Replacement 2014 & Newer)	ACV	$100,000	$1,000	$2,821
	Collision - All Owned Vehicles (Replacement 2014 & Newer)	ACV	$100,000	$1,000	
	Hired or Borrowed Vehicles	$100,000	$100,000	$1,000	
San Diego County Schools JPA MOC# SDCSRMJPA 07 2022	**Uninsured & Underinsured Motorists Protection**	$60,000	$60,000	$1,000	Included
National Union Fire / AIG Policy #014682979 Best: A XV	**Commercial Crime**				Included
	Faithful Performance	$1,000,000	$75,000	$1,000	
	Loss Inside Premises	$1,000,000	$75,000	$1,000	
	Loss Outside Premises	$1,000,000	$75,000	$1,000	
	Depositors Forgery	$1,000,000	$75,000	$1,000	
	Computer Fraud	$1,000,000	$75,000	$1,000	
Hartford Steam Boiler Ins. Company Policy #FBP2280945 Best: A++ X	**Energy Systems Breakdown** Property Damage	$100,000,000	$5,000	$1,000	$5,059
	Transformers/Miscellaneous Electrical Equipment	Included	$5,000	$1,000	
	Business Income and Extra Expense	Included	$5,000	$1,000	
	Hazardous Substance Cleanup	$1,000,000	$5,000	$1,000	
	Perishable Goods	$1,000,000	$2,500	$1,000	
	Computers	Included	$5,000	$1,000	
Allianz Global Corporate Specialty Policy #MXI93032341 Best: A+ XV	**Electronic Data Processing** Computer Equipment - Hardware	$3,492,048	$0	$500	$15,875
	Detrimental Code - Virus & Worm	$9,000,000 (Occurrence/Aggregate)		$500	
	Media/Data - Software	$100,000 (Blanket All Locations)			
	Earthquake/Flood	$2,500,000 (Occurrence/Aggregate)		5%/$25,000 (Minimum)	
ACE American Ins. Co (Chubb) Policy #WCL C6890982A Best A++XV	**Workers' Compensation** Self-Insured	$900,000	$100,000	$0	$921,607
	Employer's Liability	Included	Included		(Budgeted)
Safety National Insurance Policy #SP4063003 Best A+XV	**Excess Workers' Compensation**	Statutory	$0	$0	Included
		TOTAL CONTRIBUTION:			**$1,746,191**

WORKERS' COMPENSATION BASE CONTRIBUTION COMPARISON
FY 2019-2020, 2020-21 and 2021-2022

MEMBER DISTRICT	EX-MOD 2019-2020	FY 2019-20 ACTUAL CONTRIBUTION	EX-MOD 2020-2021	FY 2020-21 PROJECTED CONTRIBUTION	EX-MOD 2021-2022	FY 2021-22 PROJECTED CONTRIBUTION
CARLSBAD UNIFIED	1.23	$ 1,690,646	1.12	$ 1,557,967	0.98	$ 1,335,241
ENCINITAS	0.89	800,052	0.88	811,700	0.93	858,989
ESCONDIDO UNION ELEM	1.15	2,812,148	1.25	2,963,035	1.27	2,674,395
ESCONDIDO UNION HIGH	0.93	1,093,077	0.92	1,091,354	0.89	1,068,301
FALLBROOK UNION ELEM	0.97	816,754	0.94	776,285	0.88	768,999
GROSSMONT UNION HIGH	0.73	2,027,957	0.75	1,829,930	0.71	1,731,589
LAKESIDE	0.68	462,169	0.67	456,781	0.72	470,485
LA MESA-SPRING VALLEY	1.12	1,988,359	1.20	2,050,708	1.08	1,899,890
MIRACOSTA CC	0.61	46,377	0.58	1,054,054	0.52	921,607
RAMONA UNIFIED	0.75	525,560	0.95	654,865	1.09	742,939
SAN DIEGO COUNTY OFFICE	0.79	1,569,712	0.76	1,560,551	0.75	1,558,656
SAN DIEGUITO UNION HIGH	0.99	1,921,060	0.93	1,702,294	0.88	1,624,120
SAN MARCOS UNIFIED	0.72	2,054,948	0.74	2,048,476	0.82	2,340,000
SANTEE	1.05	987,238	1.10	1,038,136	1.14	1,126,910
SWEETWATER UNION HIGH	0.95	5,309,850	1.00	5,642,322	1.03	5,523,102
SUB-TOTAL	**0.90**	**$ 25,105,907**	**0.92**	**$ 25,238,458**	**0.91**	**$ 24,645,222**

$100/$900/$100/$900/$100,000 SIR LEVELS
SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JPA
PROPERTY & LIABILITY PROGRAM
RECOMMENDED FY 2021-2022 CONTRIBUTIONS
BANKING POOL MEMBERS

	SIR Levels					SIR Levels						
Member District	**$100K General/Cyber Liability**	**$900K X $100K Excess Liability**	**$100K Employ Practices Liability**	**$900K X $100K Employ Practices Excess Liability**	**SELF**	**$100K Auto Liability**	**$900K X $100K Excess Auto Liability**	**$100K * Property**	**FY 2020-21 P & L Contribution**	**FY 2021-22 Total P & L Contribution**	**FY 2021-22 Total P & L & MPP Contributions**	**FY 2021-22 MPP Contributions**
Carlsbad Unified	$ 270,052	$ 116,501	$ 48,913	$ 116,501	$ 203,853	$ 11,752	$ 6,255	$ 340,965	$ 902,192	$ 1,114,792	$ 1,159,194	$ 44,402
Chula Vista Elementary	529,831	302,496	25,285	302,496	524,116	120,758	76,948	673,748	2,245,072	2,555,678	2,616,743	61,065
Encinitas Union	140,694	60,696	25,483	60,696	94,927	7,458	3,969	152,541	463,668	546,464	552,630	6,166
Escondido Union	338,520	146,039	61,314	146,039	263,360	35,486	18,888	450,062	1,195,506	1,459,708	1,498,119	38,411
Escondido Union High	162,962	70,302	29,516	70,302	126,780	40,233	21,415	328,390	690,252	849,900	869,471	19,571
Fallbrook Union Elementary	111,823	48,241	20,254	48,241	93,688	37,572	19,999	131,586	437,791	511,404	522,069	10,665
Grossmont Union High	314,932	151,995	28,488	151,995	288,839	93,587	55,808	761,102	1,525,448	1,846,746	1,892,945	46,199
La Mesa-Spring Valley School District	283,403	128,006	40,427	128,006	207,544	35,401	20,244	325,820	1,000,596	1,168,851	1,196,236	27,385
Lakeside Union	121,286	52,323	21,968	52,323	88,914	18,476	9,834	118,805	408,783	483,929	493,103	9,174
MiraCosta College	228,578	109,483	45,967	109,483	112,873	11,040	5,876	177,529	664,095	800,829	824,584	23,755
Ramona Unified	127,930	55,189	23,171	55,189	94,695	28,443	15,139	189,001	518,815	588,757	606,925	18,168
San Diego County Office of Education	44,222	21,181	8,893	21,181	27,729	42,860	22,813	172,910	320,921	361,789	385,536	23,747
San Dieguito Union High	347,797	150,041	62,995	150,041	234,660	26,973	14,357	513,970	1,311,971	1,500,834	1,534,341	33,507
San Marcos Unified	452,749	195,31	82,004	195,317	371,164	51,394	27,355	619,326	1,755,513	1,994,626	2,030,668	36,042
Santee School District	141,794	61,170	25,682	61,170	121,467	25,037	13,326	208,171	583,534	657,817	676,786	18,969
San Diego County Office of Education - No. 2	-	-	-	-	-	-	-	21,056	16,749	21,056	21,656	600
Sweetwater Union High	824,855	395,501	74,128	395,501	713,231	73,875	39,322	1,010,314	3,321,799	3,526,727	3,621,015	94,288
Sub-Total	**$ 4,441,428**	**$ 2,064,481**	**$ 624,488**	**$ 2,064,481**	**$ 3,567,840**	**$ 660,345**	**$ 371,548**	**$ 6,195,296**	**$ 17,362,705**	**$ 19,989,907**	**$ 20,502,021**	**$ 512,114**

*** Property values reviewed and revised reflecting current building replacement values.**

Subject: **Ratify Student Accident Insurance Renewal**	**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

Board Policies 5205 and 6540 state that the district shall assure that students are covered by accident insurance in those instances required by law or contract in accordance with Education Codes 32221 and 72506. Student accident insurance covers students who are being transported by or under the sponsorship or arrangements of the district. Examples include students on a field trip or meeting at another sanctioned place of instruction or athletic event. It also insures the intercollegiate athletes for medical and hospital expenses resulting from accidental bodily injuries. The basic insurance pays secondary over the primary insurance students carry personally, or primary if students carry no health insurance. The total cost for the period 8/1/20 – 8/1/21 was $80,302.

STATUS

Bob McCloskey Insurance (BMI) specializes in the required student insurance coverages by the district and BMI has made a superior premium proposal compared to the district's traditional insurer. The premium for the coming year, 8/1/2021-8/1/2022, is $55,752, which is $24,550 or 30.5 percent less than the last renewal. This cost is the lowest premium charged in more than a decade.

The coverage deductible for the renewal period remains at $0 per accident, continuing to save money for our students. BMI also meets or exceeds the previous insurer's limits and expanded coverages. Total census unduplicated student count decrease from 19,494 to 19,026.

RECOMMENDATION

Ratify student accident insurance renewal, as stated above.

Subject: **Approval to Utilize the Foundation for California Community Colleges Participation Agreement for Technology Purchases with Dell Marketing, L.P.**	**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

The district has ongoing needs to purchase supplies, technology, software, equipment and other miscellaneous materials in support of students, faculty and staff in support of instruction and student success.

STATUS

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

District staff has determined that purchases made from utilizing Foundation for California Community Colleges (FCCC) agreement #00004206 with Dell Marketing, L.P., for the purchase of supplies, technology, software, equipment and other miscellaneous materials effective March 16, 2021 through May 31, 2023, provides the lowest cost and best overall value to the district for technology purchases. Prior to the COVID-19 pandemic, the district's annual expenditures were approximately $550,000 per year. During the pandemic, the district saw an increased technology need that resulted in approximately $750,000 of technology purchases, with approximately $400,000 that utilized CARES funding. Based upon those amounts and in consideration of a return to campus, the estimated annual cost of purchasing of Dell products is not expected to exceed $750,000, inclusive of any COVID-19 funding for FY2021/22.

Funds to purchase goods and services will be determined based upon individual district departmental budgets, based upon availability.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed to use the above identified FCCC Participation Agreement, #00004206, to utilize the above contract to purchases made within the term of the agreement. All purchases will be procured with district issued purchase orders and will be brought forward for ratification by the board.

Subject: **Ratify Additional Cloud Computing Services**	**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

The district has utilized Amazon Web Services (AWS) Cloud Computing Services to migrate technology services among district data centers since February 2017. These services support providing reliable and secure technology and infrastructure as specified in the Technology Master Plan. Due to the COVID-19 pandemic, the district has experienced a significant increase of usage to effectively support the transition to online education and remote working.

STATUS

Pursuant to Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19 authorizes the superintendent/president and/or their designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff through relocation and the provision of alternative educational program offerings.

This purchase was originally through an agreement established by the State of California Department of General Services under the California Multiple Award Schedule (CMAS) with InterVision Systems, LLC (Contract #3-18-70-2281L) in which services are billed based upon demand for the usage. PO #20000760_PO was initially created for $90,000 in July 2020. With the increasing demand for cloud computing services, a subsequent increase was submitted to the board of trustees for $50,000 in February 2021 on agenda item VII.F. Continual increase to these services necessitates an additional $20,000 to complete the 2020/21 fiscal year.

RECOMMENDATION

This increase has been reviewed by the dean of academic information systems and the director of purchasing and material management in the amount not to exceed $20,000.

Subject: **Approve Renewal of Cloud Computing Services**	**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

The district has utilized Amazon Web Services (AWS) Cloud Computing Services to migrate technology services among district data centers since February 2017. These services assist in ensuring reliable and secure technology and infrastructure as specified in the Technology Master Plan.

STATUS

Pursuant to Public Contract Code section 10298-10299 and 20653, the district may utilize cooperative purchasing agreements awarded through the California Department of General Services (DGS) Procurement Division California Multiple Award Schedule (CMAS) without competitive bidding.

This purchase will be made utilizing an agreement established by the DGS under the CMAS. This CMAS agreement with InterVision Systems, LLC (Contract #3-18-70-2281L) that provides the lowest cost and best overall value to the District with regard to AWS Cloud Computing Services purchases. With the continual increase in cloud-based technology, it is estimated the cost for services will be in the amount of $180,000, plus applicable taxes, for the fiscal year period of July 1, 2021 – June 30, 2022.

Funds to renew the cloud computing maintenance and technical support services are budgeted within the district's maintenance budget.

RECOMMENDATION

Authorize the director of purchasing and material management to proceed with the procurement of $180,000, plus applicable taxes for the Amazon Web Services (AWS) Cloud Computing Services from InterVision Systems, LLC in accordance with the terms and conditions of the California Multiple Award Schedule (CMAS) (Contract #3-18-70-2281L), as described above.

Subject:	Attachment:
Notice of Completion Bid #03-02 SAN 1000 Science Building Alterations	None
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

As a part of correcting deficiencies at the San Elijo Science Building 1000 as outlined by Advanced Environmental Group Inc. (AEG), Facilities has procured pricing for construction services for Bid #03-20 SAN 1000 Science Building Alterations. The project consists of ventilation upgrades, expansion of chemistry storage rooms, addition of lab associate office space, modifications to existing fume hoods to meet current code requirements, and the addition of compressed air in most locations to support expanded programs.

STATUS

This project is 100 percent complete.

RECOMMENDATION

Approve and direct vice president, administrative services to sign and file Notice of Completion for Bid #03-02 SAN 1000 Science Building Alterations.

Subject: **Approve Construction Services Contract for Bid #MM-21-005 San Elijo Underground Utility Project**	**Attachment:** **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 MiraCosta Community College District (MCCD) Project Management Office (PMO) has procured pricing for construction services for the San Elijo Underground Utility Project. The project consists of a new underground storm water retention system and storm drain repairs to two sections of the storm drain pipeline that are identified on campus as being in poor condition. In addition, the project consists of new fire, gas, and water valves, as well as fire pipeline modifications that will allow better isolation of buildings for maintenance purposes.

STATUS

This project has received City of Encinitas approval, and the bidding process for construction on Bid #MM-21-005 closed June 15, 2021, at 2 PM. There were a total of five firms that pre-qualified to bid the project, and a total of four firms submitted a bid, as follows:

Firm	City and State	Base Bid	Allowance	Bid Total
Ahrens Mechanical	San Diego, CA	$910,700	$60,000	$970,700
HPS	Bakersfield, CA	$1,250,000	$60,000	$1,310,000
LB Civil Construction	Poway, CA	$1,185,900	$60,000	$1,245,900
Pro-Craft Construction	Redlands, CA	$1,614,000	$60,000	$1,674,000

Relying on the methods for determining the low bid, and the discretion afforded to MCCD by the legislature, and the reservation by MCCD to include and/or exclude from any contract award for the project the alternative, MCCD has determined to award Ahrens Mechanical base bid amount and the District Controlled Contingency for a total contract award to Ahrens Mechanical of $970,700 (Base Bid: $910,700 + District Controlled Contingency: $60,000).

Furthermore, bid analysis was performed on the Ahrens Mechanical bid proposal, and it is considered the lowest responsive and responsible bidder. Staff is making the recommendation

to proceed with the award of a contract to Ahrens Mechanical in the amount of $970,700, which is within the overall project budget.

RECOMMENDATION

Approve Construction Services Contract for Measure MM, Bid #MM-21-005 San Elijo Underground Utility Project in the amount of $970,700.

Subject: **Approve Lease with Konica Minolta Business Solutions USA, Inc. for Copy Center Color Production Machine**	**Attachment:** **Konica Minolta C4080 Proposal**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✔ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Purchasing and Material Management is looking to expand the Copy Center's menu of services to the district, to include color copies, spiral binding, and other specialized, high volume print requests, services which have historically been outsourced. By offering these services in-house, the Copy Center will provide an improved level of service and cost savings to district departments, along with boosting efficiency and processing times.

STATUS

The lease agreement is for a period of five years, starting fall 2021 through June 30, 2026, for an AccurioPress C4080 machine with an estimated lease cost as follows:

- $1,544/month – lease
- CPC Service Plan includes parts, labor and supplies (less paper)
    - Black and White: $0.0065
    - Color: $0.03
    - $70/month – TI-510 Trimmer Unit
      This accessory is an in-line, 4-knife trimmer unit that allows for fully finished output of projects like business cards and full bleed brochures. $70 is a service-based fee for this accessory.

Annual estimated cost (less cost per page) = $19.368

Funds for the lease agreement are budgeted within the district's unrestricted general fund. 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 Konica Minolta (Contract #00003237), provides the lowest cost and best overall value to the district for technology purchases.

RECOMMENDATION

Approve lease agreement with Konica Minolta Business Solutions USA, Inc. for the AccurioPress C4080 machine in accordance with the terms and conditions of the Foundation for the California Community Colleges agreement (Contract #00003237), as described above.

Subject: **Authorization to Utilize the Foundation for California Community Colleges Administrative Services Agreement, Waxie Sanitary Supply for Janitorial Products**	**Attachment:** **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

Since 2018, the Facilities Department has utilized Waxie Sanitary Supply for its janitorial supplies. The initial implementation focus was on consolidating products and streamlining costs. This process resulted in significant annual savings, standardized products across all district locations, and created Facilities and Maintenance staff efficiencies.

STATUS

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

District staff has determined that it is in the best interest of the district to purchase Waxie Sanitary Supply janitorial supplies using the FCCC Administrative Services Agreement #00004410, valid from May 18, 2021, through May 17, 2024. Based on the district's purchase history, the estimated annual cost of purchasing janitorial supplies is not expected to exceed $110,000. Individual purchase orders will be issued for janitorial supplies after department funds are verified. Funds are budgeted within district unrestricted funds.

RECOMMENDATION

Approve the use of FCCC Administrative Services Agreement #00004410 for janitorial products in an amount not to exceed $110,000.

Subject: **Ratify Increase to United States Postal Service Purchase Order**	**Attachment:** **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

The district maintains a prepaid bulk mailing account with the United States Postal Service (USPS) for ongoing expenses related to mailing mass communications to students, staff, and the public-at-large for various events, as well as information related to college and community business.

STATUS

Pursuant to Board Resolution No. 21-19/20, Emergency Conditions and Response to COVID-19, the superintendent/president and/or their designee is authorized to take any and all actions necessary to ensure the continuation of public education and the health and safety of the students and staff through relocation and the provision of alternative educational program offerings.

Purchase Order #20000242_PO was originally issued for $90,000 in July 2020. Due to the increase in required mailings during the COVID-19 pandemic, additional funds are needed to continue to maintain postage services through the end of this fiscal year. An increase of $25,000 was completed for a total amount of $115,000.

RECOMMENDATION

Ratify increase to USPS purchase order in an amount not to exceed $25,000, for a total purchase order amount not to exceed $115,000 for Fiscal Year 2021.

Subject: **Ratify and Approve Contracts and Purchase Orders—May 28, 2021 through June 23, 2021**	**Attachment:** **Contract and Purchase Order Ratification List**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

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

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

STATUS

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

RECOMMENDATION

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

Contract and Purchase Order Ratification List
May 28 through June 23, 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**
21001191	Hoffman Engineering & Pipeline	Building 4050 Rear Storm Drain Repair	$32,066.00
21001207	Botsford Construction Inc	Art Gallery Power	$10,250.00
21001208	Neuroth Construction, Inc.	OC3000 DSPS Refresh	$47,559.00
21001221	Botsford Construction Inc	OC3400 Quick Copy Remodel	$59,295.00

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**
21001202	salesforce.com, Inc.	Software Agreement (AIS)	$32,700.00
21001209	Southland Technology	Technology Equipment (AIS)	$72,322.86
21001220	Shadpour Consulting Engineers Inc	Contract Services (Fac)	$64,500.00
21001224	Social Tech, Inc.	Consulting (President)	$35,500.00
21001249	McGriff Insurance Services Inc	Insurance (Risk)	$45,319.80

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**
21001218	Hudson Printing	Printing (KHAN)	$15,058.51
21001239	Parron Hall Office Interiors	Furniture (Facilities)	$13,480.46

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**
21001235	EMSI	Software Agreement (Career Ed)	$9,000.00
21001248	Capstone Vietnam	Contract Services (IIP)	$8,050.00

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**
20000880	Liebert Cassidy Whitmore	Legal Services (HR)	$30,000.00

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

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: $475,101.63
Ratify MCC purchase orders 21001170 through 21001260.

Capital Improvement Program Contract and Purchase Order Ratification List
May 28 through June 23, 2021

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

CUPCCAA POs from $5,000 – $200,000			
PO #	**Vendor**	**Description**	**Amount**
21001225	Botsford Construction Inc	04225 Construction Services (OCN)	33,400.00
21001243	Jairo Diaz	04244 Construction Services (OCN)	55,784.50

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MM-19-012 – Commissioning Services Task Change Orders			
PO #	**Vendor**	**Description**	**Amount**

20000834	GMC Commissioning Inc	04001 Change Order 1 (CLC)	1,600.00

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

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

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

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

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

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

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

Subject: **Approve Adult High School Graduates**	**Attachment:** **Adult High School Graduates for December 2020, March 2021, and May 2021**
Category: **Consent Item**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: Diane Dieckmeyer **Diane Dieckmeyer, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Adult high school students complete the requirements for their diplomas throughout the academic year. In order to earn the diploma, students must complete the requisite credits in the designated areas of English, mathematics, natural sciences, world history/geography, American government, economics, United States history, humanities, and electives; demonstrate competency in reading, writing, and mathematics; and earn a minimum of twenty credits in residence.

STATUS

The students listed on the attached document completed the requirements listed above in fall 2020 and spring 2021.

RECOMMENDATION

Approve December 2020, March 2021, and May 2021 Adult High School graduate candidates as presented.

MiraCosta College
Oceanside, California
Graduation Date:
December 31, 2020
High School Diploma

Yovani Beltran
Isaiah Bleu Chavira
Daryl Allen Ennis
Yesenia Davalos de Flores
Julio Gaytan
Thais Christine Guimaraes
Karina Hazan
Zachary E. Hilton
Yadira Patricia Lopez
Erica Lozada
Matthew Mark Meci
Candee Marie Morrow
Meagan Marie Reames
Derek Theodore Tooney Jr

MiraCosta College
Oceanside, California
Graduation Date:
March 31, 2021
High School Diploma

Jordan Arrollado
Abel Cancino Jr.
Hannah Lynn Colston
Barbara Jaqueline Dominguez
Erica Melissa Espinoza
Lady Edith Espinoza-Gonzalez
Jose Sanchez Garcia
Peyton Milan Grba
Tesalonica De Vera Lacaba
Missael Lopez Cantabrana
Roxana C Morales
Suzanne Shaw Paterson
Osiris Raya
Nathan Montgomery Root
Jessica Tapia
Daina Shawn Tsuru

MiraCosta College
Oceanside, California
Graduation Date:
May 31, 2021
High School Diploma

Julian M. Amaya
Anthony Ray Arellano
Anthony Burgos
Beatriz Duran
Bridget R. Esparza
Alejandra Fernandez
Samuel Wellington Gensler
Chanel Brooke Goggin
Jose Angel Lopez
Jose Romeo Luna Hernandez
Karla Andrea Ramirez Molina
Sophia D. Reyes
Alexis Isel Roxas
Jonathan Leo Ruggles
Mary Saavedra
Teresa Sandoval
Diana Sumano
Ana Miriam Toscano Chavez
Kimberly Ruth Valdes
George Vasquez
Noelle Elizabeth Williams

Subject:	Attachment:
Approve Emeritus Status for Retired Academic Administrator	None
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

In accordance with Board Policy 7280, Employee Recognition, and Administrative Procedure 7280.1, Academic Administrators, the names of those retirees who meet the qualifications for Administrator emeritus status shall be forwarded to the board of trustees for approval.

STATUS

Administrator emeritus status is granted to retired or retiring academic administrators of the district who served a minimum of ten years of meritorious service and reflected a sustained commitment to the district and its welfare, as evidenced by at least ten years of college service outside the individual's primary responsibility, including committee work and/or other services verifiable by district records.

Administrator Emeritus recipients are granted the following benefits: a district email account, access to the library, discounts on computer purchases through Academic Information Services, a one-time supply of retiree business cards, if desired, and four tickets per year to athletic, performing arts, or scholarly functions.

Dean of Letters and Communications Studies Dana Smith retired from the district on July 1, 2021, and meets the qualifications for Administrator Emeritus status. The MiraCosta Community College District Academic Administrators Association recommends the title of Dean Emeritus be granted to Dana Smith.

RECOMMENDATION

Approve administrator emeritus status, as stated above.

Subject: Board Policy 3560 – Alcoholic Beverages	Attachment: Board Policy 3560 – Alcoholic Beverages
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

The periodic review of Board Policy 3560 – Alcoholic Beverages has been approved by College Council with no recommended changes, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 3560 is provided for information only.

RECOMMENDATION

Adopt Board Policy 3560 – Alcoholic Beverages.

The superintendent/president is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at events sponsored by the Development and Foundation Office. Alcoholic beverages shall not be served on district property or under an approved facilities use agreement or other, similar district contract arrangement, except in accordance with these procedures.

See Administrative Procedure 3560.

Adoption Date:	6/2/09
Periodic Review:	xx/xx/xx
CCLC Update:	#2, 2/02; #19, 8/11
References:	Business and Professions Code §25608
	34 Code of Federal Regulations §668.46(b)
Steering:	S/P / N/A

Alcoholic beverages are only permitted on district property or facilities used for district-sponsored events in the following cases:

A. The alcoholic beverages are acquired, used, sold, or consumed in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary-arts program, and the instructor or individual has received authorization in writing from the appropriate instructional dean and the district risk and safety manager.

B. The alcoholic beverage is wine or beer produced as part of an instructional program and acquired, used, sold, or consumed in connection with a course of instruction in that program, and the instructor or individual has received authorization in writing from the appropriate instructional dean and the district risk management officer.

C. The alcoholic beverages are served or sold during an event sponsored by the MiraCosta College Institutional Advancement Office, after securing the appropriate licensing.

D. The MiraCosta College superintendent/president authorizes the use of alcoholic beverages at an event that is not sponsored by the foundation, but is deemed appropriate to and consistent with the mission of the district.

Alcoholic beverages will not be served or sold to anyone under the age of twenty-one years. The organizers of events involving alcoholic beverages will exercise due diligence in ensuring that personal safety and conduct issues are addressed, including providing security personnel at the discretion of the district.

No alcoholic beverage can be acquired, possessed, or used at an athletic event sponsored by the district.

Effective Date: 6/2/09, 8/9/11, 5/6/21
Periodic Review: --
CCLC Update: #2, 2/02; #8, 2/05; #12, 2/07; #14, 2/08; #18, 2/11; #19, 8/11; #20, 3/12; #24, 4/14; #25, 11/14; #26, 4/15; #32, 4/18
References: Business and Professions Code §§24045.4, 24045.6, 25608, and 25658
34 Code of Federal Regulations §668.46(b)
Steering: S/P / N/A

Subject: Board Policy 4010 – Academic Calendar	Attachment: Board Policy 4010 – Academic Calendar
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

The periodic review of Board Policy 4010 – Academic Calendar has been approved by College Council with no recommended changes, and the policy is now presented for adoption by the board of trustees.

Administrative Procedure 4010 is provided for information only.

RECOMMENDATION

Adopt Board Policy 4010 – Academic Calendar.

By the end of September of each year, the superintendent/president shall, in consultation with the Academic Senate, submit to the Board of Trustees for approval an academic calendar for the year following the next academic year.

See Administrative Procedure 4010.

Adoption History:	1/19/10, 9/17/14
Periodic Review:	xx/xx/xx
References:	Education Code §70902(b)(12)
CCLC Update:	--
Steering:	AAC / AS

The MiraCosta College Academic Calendar is reviewed and developed annually by a taskforce of the Academic Affairs Committee (AAC). This taskforce will be composed of members of AAC plus additional resource members. These resource members should include the Professional Development Program (PDP) Coordinator, Associated Student Government (ASG), Office of Instruction, and Office of Student Services representatives, and others as needed.

Regulatory Variables

A. Per California Code of Regulations (CCR) §55701, the academic year consists of a minimum of 175 days of instruction. Note that both assessment and "flex" days (as arranged through the Flexible Calendar Program per CCR §55720) are included within the 175 days.

B. Primary terms of the academic year are fall and spring semesters. The academic year begins with the fall semester.

C. There must be sufficient time to meet the minimum required instructional hours for each course, in accordance with the course outline of record.

D. All state and federal holidays are scheduled on the specified days/dates (with the exception of Veterans Day and Lincoln Day, which generally have allowable options). Refer to Education Code §79020 for the list of official academic holidays and laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends. The Board of Trustees may declare other days to be holidays, but must maintain the minimum required 175 days of instruction.

Operating Principles

A. Veterans Day is observed on the federal holiday if all other regulatory constraints are met.

B. Spring break is scheduled for one week following the eighth week of instruction during the spring semester.

Effective: 1/19/10, 4/5/13, 1/18/14, 6/17/21
References: Education Code §79020
CCLC Update: #19, 8/11; #25, 11/14
Steering: AAC / AS

Timeline

A. In the spring semester, the AAC develops an academic calendar for the year after the next academic year and proposes it to the Academic Senate.

B. By mid-September, the Academic Senate approves the recommended academic calendar.

C. The superintendent/president submits the Academic Senate's recommended academic calendar to the Board of Trustees for their approval; the board adopts the academic calendar by the end of October.

Subject:	Attachment:
Board Policy 4300 – Field Trips and Excursions	Board Policy 4300 – Field Trips and Excursions
Category:	Type of Board Consideration:
Board Policies – First 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 4300 – Field Trips and Excursions have been approved by College Council, and the policy is now presented for a first reading by the board of trustees.

Administrative Procedure 4300 is provided for information only.

RECOMMENDATION

For information only.

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

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

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

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

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

See Administrative Procedure 4300.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subject: **Office of Administrative Services Board Report**	**Attachment:** **None**
Category: **Information Item**	**Type of Board Consideration:** ✓ **Information Consent Action**
Recommended: **Tim Flood** **Vice President, Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

Fiscal Services (Katie White, Director)

Workday Project Update

The Financial Business Analyst reviewed and coordinated Workday's spring 2021R1 release with Accounting and Purchasing, with the new release update going into production on March 12, 2021. Accounting tested and validated the accounting processes for additional punchout suppliers. The team reviewed the asset accounting processes with South Orange County CCD and with the district's external auditors to ensure compliance with Ed Code and CCC's audit manual.

Fiscal Independence update

The district's internal auditor, CliftonLarsonAllen LLC (CLA), provided an executive audit report in February 2021, for commercial warrants of their monthly audits that covered July – December 2020 with a "Satisfactory" opinion, which is the highest rating. Other possible ratings are "Needs Improvement" and "Unsatisfactory". The director of fiscal services reviewed and coordinated the internal audit checklist with Payroll/HR and internal auditors on periodic sample testing.

Fiscal Services Operations

The Accounting Department filed calendar year reports and other district-required reports (Form 1099-Misc, IPED, Federal EZ audits, 311 Annual reports). The final audit report from the district's external auditor was reported and filed in mid-February 2021, for year-end June 30, 2020. The interim audit of FY2020/21 was conducted in mid-March. The accounting team has prepared various processes for the FY2020/21 year-end financial close, which will occur for the first time in Workday. The Fiscal Services' budget team coordinated with the budget managers, the Budget and Planning Committee (BPC), and the vice president of administrative services on the tentative budget, which was presented to the board in June. The Cashier's Office continues to support students by phone and limited walk-in hours. The new bursar was hired in March and manages the Cashier's Office, supporting and administering student accounts on receipts of tuition/fees,

and other cashiering activities. Some system update testing and set-ups were completed for PeopleSoft-Student (SURF) and CashNet. In addition, other cash intake software from the Child Development Center and Theatre Box Office were reviewed for implementation.

Purchasing (Mina Hernandez, Director)

In April 2021, the board approved a re-organization of the Purchasing and Material Management Department, resulting in a leaner department with a more appropriate supervisory structure in Purchasing and the Warehouse/Mailroom.

Copy Center

The Copy Center has been researching ways to update its services. An analysis was conducted of its in-house and outsourced requests to identify ways it may better provide district-wide support. As a result, the Copy Center will begin leasing a color production machine with Konica Minolta this fall, which will expand the Copy Center's menu of services to the district to include color copy requests, spiral binding and other specialized, high volume print requests. Historically, these services were outsourced, but by offering these services in-house, requesters should see cost savings, as well as improved level of service. The Copy Center is also working with the Public Information Office on providing support services to its graphic design team.

In preparation for these new added services, the Copy Center is undergoing a renovation, which should be completed this summer. Returning faculty and staff this fall should find the new Copy Center a welcoming area where they will enjoy conducting business.

Purchasing

Purchasing is preparing for its first year-end close in Workday. These activities have included various trainings for district employees on entering new fiscal year requisitions, contracts and blanket purchase requisitions. Additionally, the department continues to work with the Fiscal Services Department on testing and collaborative work related to year-end functions that have impacts to both departments.

Purchasing is utilizing Workday to support the district's equity mission by incorporating business classifications, which builds on the district's Business Diversity Program. This provides a searchable function in Workday for end-users and buyers to identify vendors who are classified as minority-owned, women-owned, disabled veteran owned enterprises, etc. The new e-bid management solution, PlanetBids, provides similar business classification functionality. Since the software's rollout in January, over 1,000 suppliers have registered and shared their business classifications with the district.

PlanetBids has been fully implemented and used for both bond and non-bond solicitations, with increased vendor outreach and savings. Recently, Purchasing utilized the software for an audio-visual equipment Request for Quote that resulted in over $15,000 savings between the original estimate of $82,000 and the final price of $67,000.

The Purchasing Department has complete implementation and pilot group testing for three more punchouts: Amazon, Grainger, and CDW-G. On July 1, these new punchouts rolled out district-wide. Purchasing, Fiscal Services, and AIS have also begun work on the next three

punchouts and are in the beginning project stages with B&H Photo, ThermoFisher Scientific, and Home Depot.

Warehouse/Mailroom

The warehouse office space will be reconfigured to bring the entire team together to ensure all warehouse/mailroom personnel are in one location. In addition, the receiving area is being redesigned, which will add one more receiving station and provide an expanded staging area/work area for incoming shipments.

Facilities (Tom Macias, Director)

Non-Capital Improvement Program Project Updates

Oceanside

- Completed the SAN 1000 Chemistry Prep Lab renovation project.
- Replace roof on T110 and replaced carpeting in T306, T307, T313.
- Completed flooring repair and renovation in the Student Center dining room.
- Changed all filters to Merv 13.
- Completed painting of B2000 classrooms.
- The Student Accessibility Services (formerly DSPS) classrooms and the Student Center Copy Center renovations are in progress.
- The Warehouse Office renovation project is in progress.
- The Parking Lots 2B, 3A, 3B, 3C, 3D, 3E, 7A, 4A, 4B, 4C slurry seal and striping project is in progress.
- The storm drain repair project at the B7000 Horticulture and B4000 Biotech Building is complete.
- Installed new marquis lights at the B2700 Theater and Dance Studio Building.
- Replaced fume hood dampers at B4500 Chemistry/Science Building.
- Completed repairs and installation of new fire main 3-way isolation valves.
- Completed Oceanside B8000 Child Development Center landscape renovation.
- Continued to provide daily disinfecting of classrooms/labs, offices, lobbies, restrooms, flooring and carpeting in all buildings campus wide.

San Elijo/CLC

- Changed all filters to Merv 13 in all active buildings.
- Continued to provide daily disinfecting of classrooms/labs, offices, lobbies, restrooms, flooring and carpeting in all buildings campus wide.

Capital Improvement Program Project Updates

Oceanside

- The Athletic Field renovation and new Athletic Support Building is complete.
- Building 1000 Administration renovation-associated swing space is in the final stages of construction and will be ready to move into by July 2021.
- The B1000 renovation project has been bid out and awarded, with construction scheduled to begin in mid-July 2021.
- The Health and Wellness Hub Project Parking Lot 5A is in construction and expected to be completed in January 2022.

- The Health and Wellness Hub, new Gym, and Allied Health Buildings are in the construction document phase of design.
- The New Student Services Building and the slope stabilization are in the design phase of the project. There are four phases to this project that have allowed GMP Phase 1 Chilled Water upsize and GMP Phase 2 Central Plant upgrade to start construction.
- The New Chemistry and Biotechnology Building is in the construction design phase of the project.
- The Library renovation project is in the schematic design phase.
- The New Arts/Media Building is in the schematic design phase.
- The Strong Workforce Development Trailer is in construction and will be ready to open for spring semester 2022.
- The Communications Hub, Equity Village, and Student Center Renovation project is in the final programming phase and moving into the preliminary schematic design phase.

San Elijo

- B600, B300, B500 and B200 and the new Student Services and Administration Building are complete.
- B100, B400, and B500 renovation projects are in construction and will all be ready to open for spring semester 2022.
- The Site Utilities project is in the bid review process and is expected to be presented to the board for approval at the July 15, 2021, board meeting.
- The Landscape/Demolition of B800/Quad and Monument project is in the process of gathering the user group committee to begin initial programming.

Community Learning Center

- The New Student Services B300 project is complete.
- Building 100 (A) and 200 (B) renovation projects are in construction, and will be ready to open spring semester 2022.
- The Parking and Building C demolition project is in design.

College Police (Benny Perez, Acting Chief of Police)

College Police personnel continued to work at all sites, around-the-clock, in-person to keep the college safe and assist with events, such as the Farmer's Market, food, laptop, and bookstore textbook distribution. Personnel also assisted with supporting a safe environment for the commencement Drive of Champions events.

Police officers received continued training on Safe Colleges, Defensive Tactics, and will begin attending legislatively-mandated Advanced Officer Training in the fall. College Police has implemented and started to gather STOP-DATA information. This information will be submitted to California Department of Justice on an annual basis to allow for tracking of who is contacted by police and why.

Bookstore (Follett)

The bookstore has continued to provide flexibility and assistance with a variety of operations across the district, which included flexible online order pick-up times throughout the semester and a 30-day grace period for returning spring 2021 rental books, giving students additional time to return their textbooks with no late fees. The bookstore has assisted departments with textbooks, supply and graduation purchases, as well as distribution of Math 102 packets to

students for the Math department. Bookstore staff have also provided access and time flexibility for the Copy Center move and renovation.

The bookstore has received 69.3 percent of fall adoptions from faculty to date, and the summer Bookstore voucher accounts were set up and finalized in covering student textbooks, totaling $11,238.90.

Food Services (CulinArt)

We continue to work with Webb Foodservice Designs to outreach and encourage prospective food service providers to provide proposals to service MiraCosta students in the fall. The pandemic has had a substantial impact on the food service and catering industry, with many of the smaller providers having gone out of business. We have received a bid from a reconstituted Culinart, which we are evaluating now. We are also working with Canteen Food Group to have a small “smart market” machines installed in the Oceanside cafeteria area that will ensure access to food, drinks, and snacks for students attending classes on the Oceanside Campus in the fall. Plans are also underway to ensure food service at the San Elijo Campus is ready to start in the spring.