MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
3 P.M. – THURSDAY – AUGUST 17, 2017
OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES
   A. Special Meeting/Closed Session of June 22, 2017
   B. Special Meeting/Closed Session of July 20, 2017
   C. Regular Meeting of July 20, 2017

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

   ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an 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 section 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.

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS
   A. College Police Presentation of Awards
   B. American Heart Association Heart Walk Presentation

VII. CONSENT ITEMS
   A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
   B. Ratify Execution of Personal Services Contracts
C. Ratify Memorandum of Understanding 17–02 between MiraCosta Community College District and MiraCosta Community College District Academic Associate Faculty for Canvas Training and Conversion
D. Ratify and Approve Contracts and Purchase Orders – July 1 through July 31, 2017
E. Approve Purchase Orders for America’s Promise Consortia Member Expenditures
F. Approve Measure MM Bond Program Management Services – Districtwide, Contract Amendment No. 02 for Kitchell
G. Approve Architectural Design Standards and Planning Services Contract
H. #MM-170001 for Steinberg Architects

VIII. SECOND READING AND ADOPTION – BOARD POLICIES
A. Board Policy 7381 – Benefits
B. Board Policy 7400 – Employee Travel

IX. COLLEGE-RELATED REPORTS
A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
1. Instructional Services
2. Student Services
3. Business and Administrative Services
F. Office of the President
G. Superintendent/President

X. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XI. ADJOURNMENT

UPCOMING MEETING
3 p.m. – September 7, 2017
Final Budget Workshop
Oceanside Campus
I. CALL TO ORDER
The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, June 22, 2017, in Room 1054, Building 1000, Oceanside Campus. President David Broad called the meeting to order at 1 p.m.

II. FLAG SALUTE / ROLL CALL
Board members present:
David Broad   Frank Merchat
Rick Cassar   Jeanne Shannon
William Fischer   Jacqueline Simon
George McNeil
Superintendent/President Sunita V. Cooke
Vice President Charlie Ng

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

IV. CHANGES IN AGENDA ORDER
None.

V. DECLARE NEED FOR CLOSED SESSION
At 1 p.m., the board declared a need for closed session to discuss the following:
A. Public Employee Discipline/Dismissal/Release
   (Pursuant to Government Code §54957)
B. Conference with Labor Negotiators
   (Pursuant to Government Code section 54957.6)
Agency designated representatives: Vice President Charlie Ng,
Superintendent/President Sunny Cooke
Employee organizations: (1) Faculty Assembly; (2) Associate Faculty;
(3) Classified Senate; (4) MiraCosta Community College District Academic Administrators Association; (5) MiraCosta Community College District Classified Administrators Association; (6) Unrepresented employees: vice presidents, superintendent/president
VI. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION
At 2:45 p.m., the board returned to open session to report the following:

A. Public Employee Discipline/Dismissal/Release
   (Pursuant to Government Code §54957)
   Discussion. No action taken.

B. Conference with Labor Negotiators
   (Pursuant to Government Code section 54957.6)
   Agency designated representatives: Vice President Charlie Ng,
   Superintendent/President Sunny Cooke
   Employee organizations: (1) Faculty Assembly; (2) Associate Faculty;
   (3) Classified Senate; (4) MiraCosta Community College District Academic
   Administrators Association; (5) MiraCosta Community College District
   Classified Administrators Association; (6) Unrepresented employees: vice
   presidents, superintendent/president
   Discussion. No action taken.

VII. ADJOURNMENT
    The special meeting adjourned at 2:45 p.m.

MINUTES APPROVAL:

David Broad      Sunita V. Cooke, Ph.D.
Board President   Superintendent/President
I. CALL TO ORDER
The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, July 20, 2017, in the Room 134 of the Community Learning Center. President David Broad called the meeting to order at 1 p.m.

II. FLAG SALUTE / ROLL CALL
Board members present:
David Broad    Frank Merchat
Rick Cassar    Jeanne Shannon
William Fischer    Jacqueline Simon
George McNeil

Superintendent/President Sunita V. Cooke
Vice President Charlie Ng

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

IV. DECLARE NEED FOR CLOSED SESSION
At 1 p.m., the board declared the need to enter closed session to discuss the following:
A. Conference with Legal Counsel–Existing Litigation
   (Pursuant to Government Code section 54956.9)
   Case No.: 16CV1024-BEN-JMA
B. Public Employee Discipline/Dismissal/Release
   (Pursuant to Government Code section 54957)
C. Public Employee Discipline/Dismissal/Release
   (Pursuant to Government Code section 54957)

V. RECONVENE IN OPEN SESSION – REPORT ACTION FROM CLOSED SESSION
A. Conference with Legal Counsel–Existing Litigation
   (Pursuant to Government Code section 54956.9)
   Case No.: 16CV1024-BEN-JMA
   Discussion. No action taken.

B. Public Employee Discipline/Dismissal/Release
   (Pursuant to Government Code section 54957)
Discussion. No action taken.

C.  Public Employee Discipline/Dismissal/Release
    (Pursuant to Government Code section 54957)
    Discussion. No action taken.

VI.  ADJOURNMENT
    The meeting adjourned at 2:50 p.m.

MINUTES APPROVAL:

__________________________________________  ______________________________________
David Broad                                      Sunita V. Cooke, Ph.D.
Board President                                  Superintendent/President
I. CALL TO ORDER
The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Thursday, July 20, 2017, in the Community Room of the Community Learning Center. President David Broad called the meeting to order at 3 p.m.

II. FLAG SALUTE / ROLL CALL
Board members present:
David Broad     Frank Merchat
Rick Cassar     Jeanne Shannon
William Fischer Jacqueline Simon
George McNeil   Isiah Titus, Student Trustee

Administrators present:
Superintendent/President Sunita V. Cooke
Vice President Diane Dieckmeyer
Vice President Charlie Ng
Vice President Alketa Wojcik

III. APPROVE MEETING MINUTES
A. Retreat/Budget Workshop of June 15, 2017
B. Regular Meeting of June 22, 2017
By motion of Trustee Simon, seconded by Trustee Shannon, the minutes of the retreat/budget workshop of June 15, 2017, and the regular meeting of June 22, 2017, were approved.
Vote: 7/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

IV. PUBLIC COMMENTS ON ITEMS ON AND NOT ON THE AGENDA
Community member Larry Barry, a supporter of the Measure MM facilities bond measure, requested to receive correspondence and handouts provided to the Independent Citizens’ Bond Oversight Committee.

V. CHANGES IN AGENDA ORDER
None.

VI. PRESENTATION
A. Presentation of Resolution Approving a Preliminary Official Statement, Purchase Contract, Continuing Disclosure Certificate, and Escrow
Agreement in Connection with the MiraCosta Community College District
Election of 2016 General Obligation Bonds, Series A

Mr. David Casnocha, district bond counsel, provided an update on the preparations for the issuance of the first series of Measure MM bonds. He reviewed the components of the Resolution No. 1–17/18, which will be adopted at this meeting.

VII. ACTION ITEMS

A. Adopt Resolution No. 1–17/18–A Resolution of the Board of Trustees of the MiraCosta Community College District, San Diego County, California, Approving a Preliminary Official Statement, Purchase Contract, Continuing Disclosure Certificate, and Escrow Agreement in Connection with the MiraCosta Community College District (San Diego County, California) Election of 2016 General Obligation Bonds, Series A, and Actions Related Thereto

By motion of Trustee Shannon, seconded by Trustee Merchat, the board adopted Resolution No. 1–17/18–A Resolution of the Board of Trustees of the MiraCosta Community College District, San Diego County, California, Approving a Preliminary Official Statement, Purchase Contract, Continuing Disclosure Certificate, and Escrow Agreement in Connection with the MiraCosta Community College District (San Diego County, California) Election of 2016 General Obligation Bonds, Series A, and Actions Related Thereto.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

B. Approve Measure MM Building Program Values

By motion of Trustee Shannon, seconded by Trustee Merchat, the board adopted the following building program values for the Measure MM facilities bond measure projects:

- Ensure effective use of bond dollars through effective controls, compliance with all federal and state laws, and oversight of an independent citizens’ bond oversight committee.
- Ensure fair and open competition for projects, as stated in administrative procedures and bond resolution language.
- Positively impact the local economy through effective outreach and hiring of local employers and workers.
- Utilize apprentices from all state and federally approved apprenticeship programs, as needed.
- Design highly functional and flexible spaces to meet the learning needs of the future.
- Display a theme that ties together the look of the facilities on each of the campus sites owned by the district.

Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

In a Community Learning Center update, Dean Nikki Schaper noted the adult education block grant has allowed an increase in scale with twenty-five new classes in noncredit ESL, Adult High School, GED preparation, and computers. In May, a new multipurpose room opened in the southern end of the district at the La Colonia Community Center, which will facilitate more day and evening classes. The recently approved San Diego Workforce Partnership agreement will allow collaborative efforts with sixteen community agencies focusing on workforce development and credit/noncredit career technical education. During the last year, 3,600 unduplicated adult education students were served in noncredit services. The CLC will be working with the San Diego Workforce Partnership to provide direct recruitment fairs in North County.
VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
B. Approve Interim Administrator Contract
C. Approve Classification of New Positions
D. Approve Termination of Classified Employee and Placement on the 39-Month Re-employment List
E. Approve Load Factors for Music 152A/B, 252A/B, 166A/B, and 266A/B
F. Ratify and Approve Contracts and Purchase Orders – June 1 through June 30, 2017
G. Approve Extension for Measure MM Bond Program Management Services – Districtwide, Contract Amendment No. 01 for Kitchell
H. Approve Request to Destroy Education Records Marked for Destruction – Admissions/Records
I. Approve Request to Destroy Education Records Marked for Destruction – Financial Aid
J. Approve Adult High School Graduates
K. Approve Agreement with Cathedral Catholic High School to Offer Dual-Enrollment Classes through MiraCosta College during Fall 2017 and Spring 2018
L. Ratify Memorandum of Understanding with San Diego County College and Career Readiness Consortium (CCRC) California Career Pathways Trust (CCP’s Promising Practices Project
M. Ratify Cooperative Agreement No. 17–PUENTE-College Council–29 Between the Regents of the University of California on Behalf of the Puente Project and MiraCosta Community College District
N. Ratify Memorandum of Understanding 17–04 with Faculty Assembly
O. Approve Scuba Diving Instructor Program Contract and Open Purchase Order
P. Approve New Fall 2017 Community Education Classes

Items A and K were pulled for discussion.

By motion of Trustee Cassar, seconded by Trustee Simon, consent items except A and K were approved, as presented.

Vote: 7/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Absent: None
Student Trustee: Aye

By motion of Trustee Cassar, seconded by Trustee Simon, the board approved consent item A.

Vote: 6/1
Aye: Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Abstain: Broad
Student Trustee: Aye

By motion of Trustee Shannon, seconded by Trustee Cassar, the board approved consent item K.

Vote: 7/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Abstain: None
Student Trustee: Aye
IX. SECOND READING AND ADOPTION – BOARD POLICIES
A. Board Policy 1100 – The MiraCosta Community College District
By motion of Trustee Shannon, seconded by Trustee Cassar, the board adopted Board Policy 1100–The MiraCosta Community College District, as revised.
Vote: 7/0/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Shannon, Simon
Student Trustee: Aye

X. FIRST READING – BOARD POLICIES
A. Board Policy 7381 – Benefits
B. Board Policy 7400 – Employee Travel
The policies were accepted for a first reading and will be included on a future agenda for adoption.

XI. COLLEGE-RELATED REPORTS
A. Trustees Activities
Trustee Simon attended a City of Carlsbad meeting regarding redistricting election areas. Trustee Merchat attended the recent auto show. Trustee McNeil participated in the Oceanside Independence Day Parade and also attended the graduation of the GEAR UP summer program students.
B. Students
Student Trustee Isiah Titus reported the ASG will soon complete executive appointments. The regional ASG passed a resolution regarding food hunger/pantries.
C. Classified Employees
Classified Senate Council Kim Simonds reported the holiday luncheon will be held on December 1, 2017. The funds received from past luncheon activities has fully funded the Michael Holladay Endowed Scholarship.
D. Faculty
No report.
E. Vice Presidents
1. Instructional Services
A written report was included in the agenda. Vice President Diane Dieckmeyer expressed her pleasure in becoming the new vice president of instructional services.
2. Student Services
A written report was included in the agenda. Vice President Alketa Wojcik noted Oceanside Unified students who are not part of the MiraCosta Promise Program will be able to receive the same financial support through funding from the MiraCosta College Foundation.
3. Business and Administrative Services
A written report was included in the agenda. Vice President Charlie Ng reported the negative declaration environmental exemptions for the Community Learning Center project have been accepted; project design will begin soon.
F. Office of the President
A written report was included in the agenda.
G. Superintendent/President
Dr. Cooke noted faculty will return in the middle of August, and a robust flex week program is being planned, which will focus on guided pathways. New construction and facilities renovations are being completed on the Oceanside Campus this summer.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
None.
XIII. ADJOURNMENT
The regular meeting adjourned at 3:55 p.m.

MINUTES APPROVAL:

David Broad                                      Sunita V. Cooke, Ph.D.
Board President                                  Superintendent/President
BACKGROUND

College Police staff members and community members are being honored for their assistance in saving the life of a community member who was volunteering at an event held in the Concert Hall on the Oceanside Campus on November 16, 2016. While the volunteer was greeting people and checking them in to the event, she experienced a sudden cardiac arrest. Due to the lifesaving efforts of the officers and the citizens involved, the volunteer's life was saved.

STATUS

Community members Kristine Moralez and Debi Idell will receive MiraCosta College’s Life Saving Citation.

Police Officer Timothy Mayr will receive a Commanding Officers Citation.

Police Dispatch Nicole Yax, Police Dispatch Beverly Felt, and Police Secretary Miguel Castillo will receive a Commanding Officers Citation.

Police Chief Robert Norcross, Police Sergeant Benny Perez, and Police Service Officer Jacob Sneary will receive a Life Saving Medal and Citation.

RECOMMENDATION

For information only.
**BACKGROUND**

The college has instituted a wellness program designed to educate and engage employees to make healthier lifestyle choices, to encourage employees to take an active approach to their health, and to increase awareness through efforts such as an annual health expo, wellness workshops, biometric screenings, and health challenges.

**STATUS**

In April 2014, MiraCosta Community College District was declared a Live Well San Diego community college district as part of the San Diego County Board of Supervisors Live Well San Diego Initiative. The Board of Trustees adopted Resolution No. 15–13/14 declaring the commitment to working with County of San Diego and its partners in supporting healthy, safe, and thriving learning communities.

As part of the wellness activities planned for the fall semester, the wellness committee will encourage participation in the American Heart Association’s first annual Heart and Stroke Walk in North County, which will take place at the Oceanside Pier on Saturday, September 30, 2017.

Kaylyn Donahue, American Heart Association business development director, will highlight the association’s premier walking event and the Healthy for Good campaign, a movement to inspire the community to create lasting change in their health and life.

**RECOMMENDATION**

For information only.
<table>
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<th>STATUS</th>
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<tbody>
<tr>
<td>1. Retirement of the following employees:</td>
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<tr>
<td>Katherine Agnos, Library Technician II – Public Services, position 10543426, effective December 30, 2017.</td>
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<td>Evelyn Crogan, Executive Assistant to the Superintendent/President, position 10543506, effective March 16, 2018.</td>
</tr>
<tr>
<td>Carol Ann Quebedeaux, Instructional Division Secretary – School of Letters and Communication Studies, position 10543512, effective October 2, 2017.</td>
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<tr>
<td>MS, Mathematics, California State University, San Marcos</td>
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<tr>
<td>BS, Mathematics, California State University, San Marcos</td>
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<tr>
<td>Professor Mercado has worked for MiraCosta College as an associate faculty member teaching courses in Mathematics since January 2011. She also served as a lecturer for California State University, San Marcos and as associate faculty for Mount San Jacinto College and Palomar College.</td>
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<td>3. Employment of the following regular classified employees:</td>
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<td>Shane Anderson, Instructional Associate – Photography, salary range 25, step 1, $2,496.37 per month, 18 hours per week, 10 months per year, effective August 1, 2017.</td>
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<tr>
<td>Sugeily Cervantes, Financial Aid Assistant, salary range 17, step 1, $4,403.17 per month, full-time, 12 months per year, effective July 6, 2017.</td>
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</tbody>
</table>
Denise Peralta, Early Childhood Education Office Specialist, salary range 20, step 1, $3,600.38 per month, 30 hours per week, 10 months per year, effective August 1, 2017.

4. Employment of the following associate faculty members for the 2017 summer session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

   Sasha Verastegui – Noncredit Counselor
   Markus Berrien – Noncredit Counselor
   Barbara Juncosa – Biotechnology

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

   Vicente Hernandez, Gardener/Groundskeeper, position 10544317, has accepted the position of Irrigation Specialist, salary range 17, step 3, $4,887.50 per month, full-time, 12 months per year, effective July 10, 2017.

   Kevin Mezquita, Media Services Aide, position 10543432, has accepted the position of Instructional Technology Specialist, salary range 27, step 1, $5,879.50 per month, full-time, 12 months per year, effective August 1, 2017.

   Cesar Yanez, Gardener/Groundskeeper, position 10544318, increase in hours from 32 to 40 hours per week, effective August 1, 2017.

6. Temporary change of assignment for the following regular classified employees:

   Tori Fishinger, Development Services Analyst/Events Specialist, position 10543100, will serve as interim Financial Aid/Scholarship Specialist, salary range 19, step 3, $5,177.17 per month, full-time, effective August 18, 2017, to November 17, 2017.

7. Temporary additional assignment for the following regular classified employees:

   Maryam Khalaj, Interim Math Learning Center Specialist, position 10540145, will also serve as an Instructional Assistant II – Retention Services, salary range 17, step 1, $25.40 per hour, 4 hours per week, effective August 18, 2017, to December 31, 2017.

8. Correction to initial salary placement due to the verification of additional work experience and/or additional coursework for the following full-time, tenure-track faculty members:

   Donald Munshower, Counselor – Veteran, Military Affiliated and Active-Duty Military, from salary class 2, step 10 x 1.108 time factor to salary class 3, step 10 x 1.108 time factor, $122,725.40 per year (2017/18 academic salary schedule), effective July 18, 2017.

   Daniel Ante-Contreras, English Instructor, from salary class 5, step 1 to salary class 6, step 2, $87,827 per year (2017/18 academic salary schedule), effective August 11, 2017.

   Violeta Sanchez, English Instructor, from salary class 6, step 3 to salary class 6, step 4, $95,530 per year (2017/18 academic salary schedule), effective August 11, 2017.

   Tyrone Nagai, English Instructor: Developmental English Composition, from salary class 4, step 2 to salary class 5, step 4, $92,905 per year (2017/18 academic salary schedule), effective August 11, 2017.
9. In accordance with Article 12.7 of the Academic Associate Faculty collective bargaining agreement, Edwin Vargas, Computer Science Instructor, requests advancement on the associate faculty salary schedule, from salary class 5 to class 6, due to the completion of a doctoral program, effective September 1, 2017.

10. Catastrophic leave request in accordance with BP 7345 for Judith Foster, Health Education Promotion/Nurse Associate, position 10544063. Judith requests a waiver of the limitation of personal necessity leave. Classified employees are limited to the use of no more than seven days of their accrued sick leave per fiscal year.

11. Request approval of the following short-term and substitute employees. These employees meet the Education Code section 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:

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<thead>
<tr>
<th>Employee</th>
<th>Job Title</th>
<th>Asgnmnt</th>
<th>Dept</th>
<th>Hourly Rate</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Jamal Harris</td>
<td>Campus Aide II</td>
<td>short-term</td>
<td>EOPS</td>
<td>$13/hr</td>
<td>6/05/17</td>
<td>6/30/17</td>
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<td>Crystal Mejicanos</td>
<td>Student Srvcs. Specialist</td>
<td>substitute</td>
<td>Community Ed</td>
<td>$28.52/hr</td>
<td>7/01/17</td>
<td>12/31/17</td>
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<td>Frederick Stanley</td>
<td>Interim CTE Transition</td>
<td>short-term</td>
<td>School of Career Education</td>
<td>$28.52/hr</td>
<td>7/01/17</td>
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<td>Alfredo Ahumada</td>
<td>Student Svcs. Coord.</td>
<td>short-term</td>
<td>Counsel/Spec Svcs</td>
<td>$32.94/hr</td>
<td>7/01/17</td>
<td>6/30/18</td>
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<td>Sonia Martinez</td>
<td>Noncredit Student/</td>
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<td>Community Learning Center</td>
<td>$26.90/hr</td>
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<td>Perilita Ricardoz</td>
<td>Faculty Support Asst.</td>
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<td>Mark Siy</td>
<td>GEAR UP Support Staff I</td>
<td>short-term</td>
<td>GEAR UP</td>
<td>$10.50/hr</td>
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<td>12/31/17</td>
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<td>David Sears</td>
<td>Custodian</td>
<td>short-term</td>
<td>Facilities</td>
<td>$22.41/hr</td>
<td>7/17/17</td>
<td>12/31/17</td>
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<td>Marissa Mevis</td>
<td>Apprentice III</td>
<td>replacement</td>
<td>Biology</td>
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<td>12/31/17</td>
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<td>Randall Lowe</td>
<td>Gardener/ Grndskeeper</td>
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<td>Ivan Fernandez</td>
<td>Campus Aide II</td>
<td>short-term</td>
<td>EOPS</td>
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<td>8/01/17</td>
<td>12/31/17</td>
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<td>Karina Barajas</td>
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<td>Deva Stone</td>
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<td>EOPS</td>
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<td>8/01/17</td>
<td>12/31/17</td>
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<td>Alexis Adams</td>
<td>TASC Entry-Level Tutor</td>
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<td>Retention Services</td>
<td>$11/hr</td>
<td>8/01/17</td>
<td>6/30/18</td>
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<td>Mayra Angon</td>
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<td>Baltazar Camarena</td>
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<td>Camryn Capizzi</td>
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<td>Darrin Carroll</td>
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<td>Rodrigo Colocho</td>
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<td>Andrew Connolly</td>
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<td>Kimberly Contreras</td>
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<td>Kristin Corbin</td>
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**RECOMMENDATION**

Ratify recommendations of superintendent/president in approving personnel actions, as stated above.
MIRA COSTA COMMUNITY COLLEGE DISTRICT

Agenda Item VII.B
August 17, 2017

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Attachment:</th>
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<tr>
<td>Ratify Execution of Personal Services Contracts</td>
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<th>Category:</th>
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<tr>
<td>Consent Items</td>
<td>Information  Consent  Action</td>
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<th>Recommended:</th>
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<tbody>
<tr>
<td>Charlie Ng, Vice President Business and Administrative Services</td>
<td>Sunita V. Cooke, Ph.D. Superintendent/President</td>
</tr>
</tbody>
</table>

**BACKGROUND**

MiraCosta College has been awarded two new grants—Center of Excellence and Deputy Sector Navigator—Small Business. An urgent need exists for staff to perform work required by the grants. Education Code section 88003.1 (b) (2) allows for personal services contracts to be used when services to be performed are not available through the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

**STATUS**

The following individuals are recommended for personal services contracts, with the following annual salaries, prorated for days worked between August 14, 2017, to June 30, 2018:

- Tina Ngo Bartel, Director, Center of Excellence for Labor Market Research – $103,692
- Jennifer Patel, Deputy Sector Navigator – $111,245

**RECOMMENDATION**

Ratify execution of personal services contracts, as stated above.
Subject:
Ratify Memorandum of Understanding 17–02 Between MiraCosta Community College District and MiraCosta Community College District Academic Associate Faculty for Canvas Training and Conversion

Attachment:
Memorandum of Understanding 17–02

Category:
Consent Items

Type of Board Consideration:
Information Consent Action

Recommended:
Charlie Ng, Vice President Business and Administrative Services

Approved for Consideration:
Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Subsequent to negotiations with the Associate Faculty that resulted in the 2015–2017 MiraCosta Community College District and the MiraCosta College Academic Associate Faculty Agreement, a decision was made to transition the district's course management system from Moodle and Blackboard to Canvas. The district has agreed to allocate funding to support faculty work necessary to transition course materials and design components from the Blackboard or Moodle course management systems into the Canvas course management system. The district made a similar agreement with the full-time faculty in April 2017.

The district and the Associate Faculty have also agreed to modify the terms of Article 16.1 related to professional growth activities. The terms of the memorandum of understand (MOU) would allow Associate Faculty members to voluntarily participate in Canvas course management training via in-person or online seminars, self-paced seminars, webinars, or watching workshop videos at any time between July 1, 2017, and August 20, 2018. Associate Faculty members would be eligible to apply to have Canvas training hours credited toward their flex completion requirements during the regular academic semester.

STATUS

The district and the Associate Faculty have negotiated the terms and conditions of work to be performed and compensation to be paid, and agreed to an MOU.

RECOMMENDATION

Ratify Memorandum of Understanding 17–02 between MiraCosta Community College District and MiraCosta Community College District Academic Associate Faculty for Canvas Training and Conversion.
MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Associate Faculty
17-02

The District and Association hereby agree to the following Canvas Training and Conversion project:

A. **Conversion**

1. The District shall provide funding equivalent for up to 1,554 work hours to support associate faculty work necessary to transition course materials and design components from the currently used Blackboard or Moodle course management systems into the Canvas course management system.

2. The District and the Association have mutually agreed upon eligibility criteria used to determine the compensation to be received by individual associate faculty members for the work required to convert existing instructional materials from Blackboard / Moodle into Canvas.

3. **Eligibility Criteria:** Only associate faculty members who have prepared instructional materials in Blackboard / Moodle on or before August 3, 2017 and participate in the Canvas Survey in Fall 2017 ("Survey") are eligible to receive compensation under the terms of this agreement.

4. **Conversion Compensation Process and Amount:** Associate faculty members who meet the eligibility criteria above will receive a one-time payment for the number of hours approved as determined by the Survey. The payment will be made at the associate faculty member’s hourly rate in place at the time of completion of the conversion (from EXHIBIT A of the CBA).

5. To receive compensation, eligible associate faculty members must submit an approved certification form (Appendix A) to their dean certifying that they have completed the number of hours for which they will receive payment. Eligible associate faculty members must complete and submit the certification form no later than August 20, 2018.

6. The transition of course materials into Canvas must be completed by August 20, 2018.

B. **Training**

1. An instructional associate faculty member may voluntarily participate in training on the Canvas course management system via in-person or online seminars, self-paced seminars, webinars, or watching workshop videos at any time between July 1, 2017 and August 20, 2018 ("Canvas Training").

2. An instructional associate faculty member who completes Canvas Training may record this training in MyFlex to have it considered for Flex credit during the next regularly scheduled academic semester.

3. The Professional Development Program Committee shall have the discretion to credit or not credit the Canvas Training activity for Flex completion purposes.

4. The training allowed under the terms of this agreement must be completed by August 20, 2018.

Sunita V. Cooke, PhD

Krista Warren

Superintendent/President
MiraCosta Community College District

President
Associate Faculty
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. ($88,300), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, business and 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 of business and 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 Account Act (CUPCCAA) with a current bid limit of $175,000 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.

RECOMMENDATION

Ratify and approve contracts and purchase orders, as listed in the attachment.
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 - $175,000

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<td>Robeck Electrical Maintenance</td>
<td>Install and service parking lot ticket machines (Fac)</td>
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<td>Micro Grow Greenhouse Systems Inc.</td>
<td>Greenhouse repairs (Hort)</td>
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<td>Vaughn Irrigation Services Inc.</td>
<td>Water line backflow replacement, qty 2 (Fac)</td>
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<td>A C C O Engineered Systems</td>
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## POs from $25,000 – $88,300

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<td>Reach Local Inc.</td>
<td>Promotional marketing (PIO)</td>
<td>12,000.00</td>
</tr>
<tr>
<td>40987</td>
<td>Clear Channel Broadcasting</td>
<td>Billboard advertising (PIO)</td>
<td>16,000.00</td>
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<tr>
<td>40998</td>
<td>ImageSource</td>
<td>Software download and scanner maintenance (AIS)</td>
<td>12,853.59</td>
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<tr>
<td>41008</td>
<td>S A R S Software Products Inc.</td>
<td>Annual software renewal (Std Svcs)</td>
<td>10,900.00</td>
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<td>41014</td>
<td>College Scheduler LLC</td>
<td>College Scheduler services (Std Svcs)</td>
<td>20,000.00</td>
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<tr>
<td>41082</td>
<td>Foundation for CA Comm Colleges</td>
<td>Blackboard software license renewal (AIS)</td>
<td>19,832.00</td>
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<tr>
<td>41186</td>
<td>ThyssenKrupp Elevator Corp</td>
<td>Elevator/wheelchair lift service agreement (Fac)</td>
<td>22,740.72</td>
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<td>41187</td>
<td>Millipore Corporation</td>
<td>Equipment maintenance agreement (Fac)</td>
<td>10,313.03</td>
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<td>41188</td>
<td>M J K Architecture</td>
<td>Architectural services – Bldg 4000 (Fac)</td>
<td>15,500.00</td>
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<td>41189</td>
<td>I B M Corporation</td>
<td>Annual SPSS subscription (AIS)</td>
<td>18,620.00</td>
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<tr>
<td>41197</td>
<td>Edmentum Inc.</td>
<td>GED license for WEB-based study – CLC (IS)</td>
<td>22,427.09</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
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<td>40989</td>
<td>Foundation for California Comm Coll</td>
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<td>41001</td>
<td>Garda C L West Inc.</td>
<td>Armored car services – Cashier’s office (BAS)</td>
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<td>41012</td>
<td>CollegeSource Inc.</td>
<td>TES online services (Std Svcs)</td>
<td>7,534.00</td>
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<tr>
<td>41115</td>
<td>Colad Group Inc.</td>
<td>MiraCosta College pocket folders (PIO)</td>
<td>8,106.23</td>
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<tr>
<td>41141</td>
<td>GradLeaders Inc.</td>
<td>Software for Career Center (AIS)</td>
<td>8,000.00</td>
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<tr>
<td>41146</td>
<td>Advantage Mailing Inc.</td>
<td>Fall 2017 Continuing Ed postcards (Comm Ed)</td>
<td>5,539.02</td>
</tr>
<tr>
<td>41162</td>
<td>Arenson Office Furniture</td>
<td>Task chair, qty 38 (Fac)</td>
<td>5,490.72</td>
</tr>
<tr>
<td>41173</td>
<td>Music Theatre International</td>
<td>Royalties fee: musical score and libretto (Arts)</td>
<td>5,993.00</td>
</tr>
<tr>
<td>41190</td>
<td>Cardionics</td>
<td>Software upgrade (Nurs)</td>
<td>7,003.75</td>
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<tr>
<td>41210</td>
<td>California Community Colleges</td>
<td>Student Right to Know publication (Std Svcs)</td>
<td>5,900.00</td>
</tr>
<tr>
<td>41236</td>
<td>Proquest Information and Learning Co</td>
<td>Electronic products subscription (Lib)</td>
<td>6,400.00</td>
</tr>
<tr>
<td>41269</td>
<td>School Health Corporation</td>
<td>AED device and supplies, qty 4 (Pol)</td>
<td>7,567.51</td>
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<tr>
<td>41272</td>
<td>California Forward</td>
<td>2017 CA Economic Summit sponsorship (Pres)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>41277</td>
<td>Parron Hall Office Interiors</td>
<td>Podium, qty 2 – Bldg 7000 (Fac)</td>
<td>6,535.86</td>
</tr>
<tr>
<td>41307</td>
<td>Automated Regional Justice</td>
<td>ARJIS user/connection services (Pol)</td>
<td>9,992.00</td>
</tr>
<tr>
<td>41312</td>
<td>California Business Education Assoc</td>
<td>Workshop presentation (SBDC)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>41320</td>
<td>ProForce Law Enforcement</td>
<td>Equipment/supplies (Pol)</td>
<td>6,610.46</td>
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<tr>
<td>41323</td>
<td>EdutainmentLIVE LLC</td>
<td>ITProTV course/labs/exams, qty 100 (VocEd)</td>
<td>5,000.00</td>
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<tr>
<td>41345</td>
<td>Biz Strategies Inc.</td>
<td>Consulting services (SBDC)</td>
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<tr>
<td>41351</td>
<td>Dooley Enterprises Inc.</td>
<td>Ammunition (Pol)</td>
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<tr>
<td>41365</td>
<td>Hitachi ID Systems Inc.</td>
<td>Password manager support/maintenance (AIS)</td>
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<td>41366</td>
<td>Singeewire Software</td>
<td>Software maintenance (AIS)</td>
<td>5,250.00</td>
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<tr>
<td>41373</td>
<td>L + L Printers</td>
<td>2017-18 Catalog printing services (IS)</td>
<td>6,140.00</td>
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<td>41376</td>
<td>Scantron Corporation</td>
<td>Software maintenance agreement (AIS)</td>
<td>9,032.00</td>
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<td>County of San Diego, RCS</td>
<td>Radio network access (Pol)</td>
<td>7,848.00</td>
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<tr>
<td>41386</td>
<td>IMPAC Government Services</td>
<td>GoDaddy subscriber services (VocEd)</td>
<td>8,684.95</td>
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</table>
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 of business and administrative services.

<table>
<thead>
<tr>
<th>PO #</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>41411</td>
<td>Trace3</td>
<td>Panorama software and annual support (AIS)</td>
<td>9,681.25</td>
</tr>
<tr>
<td>41429</td>
<td>Grainger</td>
<td>Generators – OCN, SEC, CLC, TCI (Fac)</td>
<td>9,411.21</td>
</tr>
<tr>
<td>41439</td>
<td>Public Safety Consulting Inc.</td>
<td>Investigative services (Pol)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>41450</td>
<td>Paul E Crost</td>
<td>Mediation services (HR)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>41458</td>
<td>Coulter Ventures LLC</td>
<td>Fitness equipment (KHAN)</td>
<td>9,316.23</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
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<td>9,316.23</td>
</tr>
</tbody>
</table>

Construction Contract Change Orders

<table>
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<tr>
<th>PO #</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>America’s Promise</td>
<td>SoCal Promise – Training and Employment</td>
<td>Reimbursables</td>
</tr>
<tr>
<td>N/A</td>
<td>USDA Office at TCI</td>
<td>Facility Use Agreement Termination</td>
<td>($120.00)</td>
</tr>
</tbody>
</table>

Total Contract Expenditures: $1,891,441.51

Ratify Purchase Orders 41264 through 41471.
Subject: Approve Purchase Orders for America’s Promise Consortia Member Expenditures

Attachment: Consortium Memorandum of Understanding

Category: Consent Items

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

MiraCosta College Community Education and Workforce Development (CEWD) has been awarded $6 million for the four-year U.S. Department of Labor America’s Promise grant, which commenced on January 1, 2017. The purpose of the America’s Promise grant program is to strengthen the pipeline of skilled workers to expand an economic region’s middle-to-high skilled workforce within one or more prioritized industry sector(s), thereby creating economic opportunities for America’s workforce to gain the necessary skills to fill in-demand jobs and increase the long-term competitiveness of an economic region. MiraCosta CEWD has gathered a grant consortium for this application consisting of the MiraCosta College Technology Career Institute (TCI), Grossmont College Career Technical Education (CTE), Cuyamaca College CTE, and the Chaffey College InTech Center to offer technical-skills training for careers in Blue Tech, aerospace, engineering, advanced manufacturing, and information technology industries. In addition, CEWD has engaged as consortia members in three San Diego economic development councils and the San Diego Maritime Alliance.

STATUS

Community Education and Workforce Development created a memorandum of understanding for all consortia members to sign, and the final signed document is attached to this docket item. The consortia members require governing board approval for purchase orders allowing each to submit invoices and be paid over the course of the four-year grant period (January 2017 through December 2020). CEWD seeks approval for the following expenditures for each consortia member:

1. Grossmont/Cuyamaca Colleges – $1,667,578
   - Expansion and creation of tuition-free coursework through the Grossmont and Cuyamaca colleges’ CTE departments in SOLIDWORKS certification, pre-engineering, mechatronics, computer science, cyber security, drone technology, and 3D additive manufacturing.
   - Staff to manage grant project
2. Chaffey College – $400,000
   • Expansion of tuition-free industrial maintenance mechanic program and industrial maintenance electrical and instrument program at the Chaffey College fee-based InTech Center.
   • Part-time staff to manage grant

3. The Maritime Alliance – $400,000
   • Creation of approximately twenty career profile videos in Blue Technology fields
   • Promotion of Blue Tech and Blue Economy in San Diego County
   • Promotion of the MiraCosta College TCI, in particular the engineering technology course

4. North San Diego Economic Development Council – $80,000
   • Promotion of the MiraCosta College TCI
   • Co-sponsor events in North County to promote work-skills pathways
   • Advertise upcoming classes through their industry network
   • Assist students with job placements

5. San Diego Regional Economic Development Corporation – $50,000
   • Promotion of MiraCosta College TCI
   • Promotion of Blue Technology and Blue Economy in San Diego County
   • Co-sponsor workforce development events with Technology Career Institute

6. East County Economic Development Council – $50,000
   • Assist Grossmont/Cuyamaca colleges with grant goals through promotion of the Grossmont/Cuyamaca work-skills programs in CTE
   • Co-sponsor events with Grossmont/Cuyamaca
   • Assist with industry outreach to promote grant programs

**RECOMMENDATION**

Approve purchase orders for America's Promise consortia member expenditures, as outlined above.
CONSORTIUM MEMORANDUM OF UNDERSTANDING

between
MiraCosta College
and
Consortium Member Institutions named in Article 1.0 herein

This Memorandum of Understanding ("MOU") is made and entered on January 27, 2017, to outline the respective roles, duties and obligations of the three (3) member colleges and four (4) member economic development organizations ("Consortium Members" or "Consortium") that as collective Consortium Members have formed the SoCal’s Promise: Providing Regionally Accessible Training and Employment to Low-skilled and Indigenous Populations in Blue Tech, Aerospace, Engineering, Advanced Manufacturing and IT Industries.

This MOU is in response to the award of federal funds ("Grant Award") to the SoCal’s Promise Consortium Members from the America’s Promise Grants Program (FOA/ETA 16-12) under the Federal Award Id. No. (FAIN): HG-30133-17-60-A-6.

The federal awarding agency is: Department of Labor, Employment and Training Administration (DOL/ETA), CFDA #: 17.268- H-1B Job Training Grants.

RECVITALS

WHEREAS, the Consortium Members consist of one (1) "Lead Institution" and seven (7) "Member Institutions and Organizations" (identified below in Article 1.0) that comprise the eight (8) member consortium from Southern California that formed SoCal’s Promise and are the beneficiaries of the Grant Award; and

WHEREAS, MiraCosta College, as the Lead Institution of SoCal’s Promise, has specific obligations to coordinate fiscal and administrative activity of the Consortium Members related to the Grant Award; and

WHEREAS, the Consortium Members seek to confirm their grant obligations to (i) carry out their respective programmatic functions and reporting duties, (ii) successfully meet the performance requirements of the grant, and (iii) acknowledge their acceptance of their respective obligations thereunder; and

WHEREAS, the benefits conveyed under the grant are being shared between the eight (8)
Consortium Members, and each respective member signing this MOU has agreed to the terms and conditions set forth herein.

NOW THEREFORE, the parties agree as follows:

1.0 CONSORTIUM MEMBERS: The eight (8) Consortium Members of SoCal’s Promise listed below have joined together to receive a Consortium award under the controlling grant as co-grantees and are signatories of this MOU:

LEAD INSTITUTION

1. MiraCosta College

CONSORTIUM MEMBER INSTITUTIONS and ORGANIZATIONS

1. MiraCosta College
2. Chaffey College
3. Grossmont College
4. Cuyamaca College
5. The Maritime Alliance
6. North San Diego Economic Development Council
7. San Diego Regional Economic Development Corporation
8. San Diego East County Economic Development Council

2.0 TERM. This MOU will be in effect from January 1, 2017 through December 31, 2020, in association with the Department of Labor, Employment and Training Administration America’s Promise program, CFDA #: 17.268- H-1B Job Training Grants.

3.0 GOALS AND PRIORITIES. Consortium Members are united in their commitment to the following overarching goals that provide the framework for the performance requirements of the grant:

(a) Create or expand regional partnerships that make a commitment – or a “promise” – to provide a pipeline of workers to fill existing job openings, meet existing employer needs for expansion, fuel the talent needs of entrepreneurs, and attract more jobs from overseas. Funds will be used to cover tuition and the costs of training-related activities on a first-dollar basis ensuring that training and education are free to individuals.
(b) Facilitate regional worker opportunities to obtain high-wage, high-skill employment or reemployment in growth industry sectors.

(c) Introduce or replicate innovative and effective methods for designing and delivering instruction that address specific industry needs and lead to improved learning, completion, and other outcomes for eligible workers and other adults.

(d) Demonstrate improved employment outcomes.

4.0 ROLE OF LEAD INSTITUTION. The Lead Institution will coordinate fiscal and administrative activity for the Consortium award. In addition to the requirements outlined in 29 CFR Part 95, including 29 CFR 95.51 (Monitoring and reporting program performance), the fiscal and administrative duties of the Lead Institution include, but are not limited to the following:

4.1 Communication

The Lead Institution will be the entity that communicates with ETA on behalf of the Consortium award. Questions from Member Institutions will be transmitted to ETA via the Lead Institution.

To carry out the programmatic functions of the grant, the Lead Institution will communicate regularly with members of the Consortium, and will share information and technical assistance provided by the Department of Labor or the Federal Project Officer (FPO) assigned by the Department of Labor to oversee the grant. To facilitate Member Institutions receiving information related to technical assistance or changes in policy, Member Institutions will cooperate in the development of a communication process that promotes effective and efficient communication between the Lead Institution and the Member Institutions.

4.2 Monitoring

The Lead Institution, as the prime grantee, will perform monitoring for Member Institutions (the Consortium member sub-recipients), as required in 29 CFR 95.51. The Lead Institution will track programmatic and fiscal progress against goals, and work to correct problems related to achievement of programmatic and fiscal goals of the Consortium projects, in accordance with 29 CFR Part 95, and compile outcome measures and fiscal reports.
4.3 Reporting – Combined Quarterly Narrative Programmatic and Fiscal Reports

As the prime recipient, the Lead Institution will submit, on behalf of the Consortium, a quarterly narrative progress report that compiles the activities of the Consortium members, to provide a holistic picture of the Grant Award, as well as the progress of the individual Member Institution/Organization. The Lead Institution will also submit an annual performance report on behalf of the Consortium. Additionally, the Lead Institution must submit the quarterly financial reports using ETA Form 9130.

Report due dates: Quarterly reports are due forty-five (45) days after the end of the quarter. The final financial closeout report is due 90 calendar days after the grant period of performance ends.

4.4 Prior Approval Requests

The Lead Institution will submit to the Grant Officer all requests under the Grant Award, including those of Consortium Member Institutions, to acquire equipment and capital expenditures, as well as requests for approval of rearrangement (renovation) and alterations, as dictated by the cost principles located in OMB Circular A-21 at:

http://www.whitehouse.gov/omb/grants_circulars

Consortium members must submit a detailed description list of all equipment sited within the budget submitted to the Lead Institution for review and submission to the FPO within 80 days of the Notice of Award date.

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

4.5 Provision of Technical Assistance and Training

The Lead Institution will provide Member Institutions with technical assistance and training related to programmatic, fiscal, and reporting requirements.

4.6 Project Evaluation

America’s Promise grantees and their sub-recipients may be required to participate in a Federal evaluation of the America’s Promise grant program. If SoCal’s Promise is selected for inclusion in a DOL evaluation, consortium members will be required to participate as a condition of award. The Lead Institution will notify consortium members regarding any detailed information about the national evaluation. The national evaluation
may include an Implementation assessment across grantees as well as an impact and/or outcomes analysis of all or selected sites within or across grantees.

As a part of the national evaluation, consortium members must agree to: (1) make records on participants, employers, and funding available; (2) provide access to program operating personnel, participants, and operational and financial records, and any other pertaining documents to calculate program costs and benefits; and (3) facilitate the assignment by lottery of participants to program services (including the possible increased recruitment of potential participants); and 4) follow evaluation procedures as specified by the national evaluator under the direction of DOL including after the grant period of performance.

4.7 Reimbursement of Expenses

The Lead Institution shall make quarterly reimbursement payments to the Member Institutions (grant sub-recipients) upon their submittal of an itemized invoice and quarterly expense report. (See Article 6.2 below.)

5.0 LEAD INSTITUTION CONTACT: The key contact for the Lead Institution under the grant is:

Ms. Linda Kurokawa, Director, Community Education & Workforce Development, MiraCosta College (760) 795-6824 / lkurokawa@miracosta.edu

6.0 ROLE OF MEMBER INSTITUTIONS. Member Institutions are those institutions listed in Article 1.0 of this MOU who have joined together to become a consortium with the Lead Institution to jointly receive a Consortium Grant Award under the America’s Promise program. As a Consortium Member, Member Institutions and Organizations delegate certain authorities to the Lead Institution for the Consortium. As sub-recipients of the grant, Member Institutions and Organizations must follow all the terms and conditions of the Grant Award, per 29 CFR 95.5. Member Institutions and Organizations shall not deviate from the approved grant Statement of Work (contained within the Grant Agreement attached hereto as Exhibit 1) and budget allocation without prior written approval by the Lead Institution and, as applicable, the Grant Officer.

6.1 Report submittals to the Lead Institution

Quarterly Invoice and Quarterly Expense Report: Member Institutions must each submit a quarterly invoice and quarterly expense report to the Lead Institution. (See Article 6.2 below).
Quarterly Narrative Progress Report: Member Institutions and Organizations must each submit a quarterly narrative progress report to the Lead Institution. The report must tie quarterly expenditures to activities that occurred during the reporting period and be aligned with the grant objectives and work plans.

The above reports will facilitate the Lead Institution’s submission of consolidated Consortium Member narrative progress reports and financial data reports in compliance with 29 CFR Part 95.

Quarterly Data Report: Member College Institutions will collect grant-related training and placement data and report quarterly to the Lead Institution.

Submittal Deadlines: Quarterly reports (including invoices) must be submitted no later than twenty (20) days after the end of the quarter (i.e., April 20, July 20, October 20, and January 20). Timely submittals will provide the Lead Institution the time necessary to consolidate all Consortium Member reports and meet the deadline for submitting grant required consolidated Consortium quarterly reports to the Department of Labor / Employment and Training Administration (DOL/ETA) in compliance with 29 CFR Part 95.

Submittal Process: Narrative reports and monthly data reports will be emailed to: Linda Kurokawa, Director, Community Education & Workforce Development, lkurokawa@miracosta.edu

Report Formats: The Lead Institution will provide standardized report formats. Member Institutions and Organizations will utilize the standardized formats and will cooperate with the Lead Institution by accepting any format revisions that may become necessary to best meet terms of the grant or improve the submittal process.

6.2 Quarterly reimbursement submittals (invoices and expense reports) to the Lead Institution

Quarterly Invoices and Quarterly Expense Reports: To receive grant reimbursement, Member Institutions and Organizations must each submit, (i) a quarterly invoice, (ii) a quarterly expense report, and (iii) supporting time certification sheets for all personnel hours invoiced for payment. The submittals will be made electronically to the Lead Institution by no later than twenty (20) days after the end of the quarter. Submittal formats will utilize the templates attached hereto as Exhibit 2 (Invoice), Exhibit 3 (America’s Promise Grant Quarterly Expense Report), and Exhibit 4 (America’s Promise Grant Employee Time Report). Note that Exhibit 4 (page 2) includes a sample of a properly completed America’s Promise Grant Employee Time Certification Sheet.
**Submittal Process:** Signed invoices and expense reports, together with the supporting employee time certification sheets will be emailed to:

Fred Stanley, Interim Financial Technician, fstanley@miracosta.edu

**Payments:** Following the receipt and approval of the Member Institution and Organization's itemized invoice and quarterly report summarizing expenses, the Lead Institution shall make reimbursement payments no more than once per quarter. The Lead Institution will endeavor to make such payments within sixty (60) days from receipt of invoice, provided there are no revisions required to correct discrepancies or conform to grant requirements. The total of such payments shall not exceed the total grant agreement amount itemized per each Member Institution and Organization.

**Supporting documentation:** The Lead Institution reserves the right to request additional information, including but not limited to reasonable cost backup and/or justification for submitted invoices and reports.

### 6.3 Consortium Collaboration

Member Institutions and Organizations shall work together with the Lead Institution to develop and adopt a collaboration model that reduces duplication of effort and resources where possible within the Consortium. This includes developing content across multiple institutions; developing content at one institution and allowing other institutions to use the content in their courses; and/or designating a home institution or institutions in the Consortium to confer credential(s), while other institutions contribute to the program through course development and delivery.

### 7.0 JOINT REQUIREMENTS OF THE LEAD AND MEMBER INSTITUTIONS.

To ensure the successful execution of the project and compliance with the Department of Labor reporting requirements, the Lead and Member Institutions and Organizations additionally agree to:

- (a) Assign representatives to and actively participate in Project Management Council and all workgroups (i.e., recruitment, marketing, grants/fiscal management, curriculum development, data analyst, and others as needed);
- (b) Participate in all ETA training activities related to grantee orientation, financial management and reporting, performance reporting, product dissemination, and other technical assistance training as appropriate during the grant period. These sessions may
occur via conference calls, through virtual events such as webinars, or in-person meetings.

8.0 GRANT COMPLIANCE. Each Consortium Member will refer to the grant and the references therein to guide its compliance with the intent of the grant to maximize the intended benefits to the citizens of the San Diego and Inland Empire Region.

In performing its responsibilities under the grant agreement, each Consortium Member hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:
29 CFR Part 97, for State/Local Governments and Indian Tribes;
OR 29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:
2 CFR 225, for State/Local Governments and Indian Tribes;
2 CFR 220, for Institutions of Higher Education;
OR 2 CFR 230, for Non-Profit Organizations.

Other Requirements (As Applicable):
29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document and attachments

9.0 GRANT TERMS AND CONDITIONS. As stated in this MOU, each Consortium Member understands its obligations to meet the grant terms and conditions. An outline of the terms and conditions outline can be referenced in the Table of Contents, page 4 of the Grant Agreement, attached hereto as Exhibit 1.

10.0 AUDITS. Entities that receive federal funds are subject to audit requirements that are commonly referred to as single audits. Consortium Members shall comply with OMB Circular A-133 single audit requirement. Member Institutions and Organizations will grant the Lead Institution the right to review its annual audit reports.

11.0 NON-COMPLIANCE BY MEMBER INSTITUTIONS. Since each Member Institution and Organization is responsible for ensuring it is in compliance with grant requirements, the Lead
Institution is required to report to ETA any concerns with programmatic, fiscal or administrative performance found as a result of project monitoring.

11.1 Withholding of funds

The Lead Institution shall have the right to withhold reimbursement of Member Institutions that fail to meet any material grant or federal accounting requirements.

11.2 Right to collect and/or offset amounts due to overpayments

If, through any cause, or at any time, the Lead Institution is denied reimbursement from the DOL for a portion of its grant reimbursement submittal relating directly to a Member Institution’s invoice payments hereunder, the Member Institution and Organizations shall promptly repay the Lead Institution all such amounts as a result thereof. The Lead Institution shall have the right, at its sole discretion, to collect invoice overpayment amounts as determined by the Lead Institution to be due the Lead Institution from the Member Institution, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice the Member Institution and Organization has failed to repay the Lead Institution.

12.0 MEMBER INSTITUTION AND ORGANIZATION DROP OUTS. If any Member Institution or Organization identified in the grant application as a Consortium member plans to drop out of the Consortium, that Member Institution or Organization, together with the Lead Institution, must: (i) provide to the Grant Officer in a written letter of intent to withdraw from the Consortium and terminate the Grant Award; and (ii) jointly along with the Lead Institution contact the Grant Officer to discuss next steps. The Department of Labor has reserved the right to re-evaluate a consortium award following any change in the Consortium membership and may terminate all awards under the Consortium if deemed appropriate. If a Consortium Member Institution or Organization drops out, the funds and activities committed to it in the grant application may not be shifted automatically to another Consortium Member Institution or Organization or to a new institution; the Lead Institution must contact the Grant Officer to discuss options for replacement grants within the Consortium.

13.0 INDEMNIFICATION AND LIABILITY. By executing this MOU, each party agrees to work together in good faith to deliver workforce services for employer partners and the San Diego and Inland Empire target population within the scope of this MOU and the Grant Award attached as Exhibit 1. However, the Consortium Members are not legally “partners” to the extent that term encompasses joint and several liabilities. Each Consortium Member is deemed a separate
legal entity under the MOU and is separately and solely responsible for all related liability for,
and the defense of, any and all claims made by its employees, agents, subcontractors, tenants,
or other third parties due to actual or alleged damages because of personal injury or death or
damages to property, or other costs, losses or charges arising out of or attributable to, in whole
or in part, to any work they have performed hereunder, including any violations of local, state, or
federal laws or regulations.

14.0 LIST OF EXHIBITS. The following exhibits are hereby incorporated in and made a part of
this MOU as if set forth in full herein and are an integral part of this MOU:

   Exhibit 1: Grant / Agreement Notification of Award / Obligation – Agreement # HG-
   30133-17-60-A-6, signed and dated by Grant Officer Brinda Ruggles on December 20,
   2016.

   Exhibit 2: Invoice Template (1 page)

   Exhibit 3: America’s Promise Grant Quarterly Expense Report (1 page)

   Exhibit 4: America’s Promise Grant Employee Time Report (2 pages)

15.0 ORDER OF PRECEDENCE. The terms and conditions of this MOU hereby incorporate the
Grant Agreement Order of Precedence should there be any conflicting language or obligations.
That order of precedence is as follows:

   (1) Sections 271 and 272 of the Trade Act of 1974 (19 USC 2371 and 2372);

   (2) The Health Care and Education Reconciliation Act of 2010, Pub. L. No. 111-152;

   (3) The Consolidated Appropriations Act of 2014 (Pub. L. 113-76);

   (4) Other applicable Federal statutes and their implementing regulations;

   (5) Terms and Conditions of the Grant Award; Grant Agreement # HG-30133-17-60-A-6;

   (6) This MOU.

16.0 MODIFICATIONS. This MOU, together with the exhibits identified above, constitutes the
entire agreement between Consortium Members and supersedes all prior written or oral
understandings. This MOU and said exhibits may only be amended, supplemented, modified, or
canceled by a duly executed written instrument.
IN WITNESS WHEREOF, the Lead and the Member Institutions have executed this MOU on the date referenced by their signatures.

SIGNED:

Dr. Sunita Cooke, Superintendent/President

Date

7/17/17

Dr. Henry D. Shannon, Superintendent/President

Date

4/21/17

Member Institution: MiraCosta College

Member Institution: Chaffey Community College

Dr. Nabil Abu-Ghazaleh, President

Date

1/30/17

Juliana M. Barnes, President

Date

Member Institution: Grossmont College

Member Institution: Cuyamaca College

Michael B. Jones

July 13, 2017

Date

Michael Jones, President

Date

Member Organization: The Maritime Alliance

Matthew Sanford, Director, Economic Development

Date

Member Institution: San Diego Regional Economic Development Corporation

Jo Marie Diamond, President/CEO

Date

Member Institution: San Diego East County Economic Development Council

SIGNED:

Mike Cully, CEO

Date

02/07/2017

Member Institution: San Diego North Economic Development Council
CONSORTIUM MEMORANDUM OF UNDERSTANDING

EXHIBIT COVER PAGE

Exhibit 1
Grant / Agreement Notification of Award / Obligation – Agreement #TC-26434-14-60-A-6
(Signed and dated by Grant Officer Brinda Ruggles on December 20, 2016)

Exhibit 2
Invoice Template
(1 page)

Exhibit 3
America’s Promise Grant Quarterly Expense Report
(1 page)

Exhibit 4
America’s Promise Grant Employee Time Report
(2 pages)
BACKGROUND

On July 20, 2017, the board approved a thirty-day, no-cost extension to Kitchell’s ninety-day initial term until August 31, 2017, on Request for Qualifications/Proposal #05-17 for Measure MM Bond Program Management Service Contract (“Agreement”).

STATUS

District staff has been working with Kitchell to determine the full scope of program management services required to manage the Measure MM bond program. Staff and outside legal counsel, John P. Dacey, Esq., have reviewed the Agreement and proposed Contract Amendment No. 02 as to form and content and have approved same, subject to board approval, for a three-year term with a total not-to-exceed basic services compensation amount of $9,868,311, and reimbursable expenses not to exceed $327,300 for the same three-year term. The current Agreement also provides the district with two additional one-year options with Kitchell after the three-year term. Not-to-exceed amounts for basic services and reimbursable expenses for each option period are to be negotiated at a later date(s).

RECOMMENDATION

Approve Measure MM Bond Program Management Services—Districtwide, Contract Amendment No. 02 for Kitchell, as stated above.
Subject: Approve Architectural Design Standards and Planning Services Contract #MM-170001 for Steinberg Architects

Attachment: None

Category: Consent Items

Type of Board Consideration: Information

Recommended: Charlie Ng, Vice President
Business and Administrative Services

Approved for Consideration: Sunita V. Cooke, Ph.D.
Superintendent/President

BACKGROUND

With the passage of Measure MM by the voters on November 8, 2016, the district is seeking the services of an architecture firm to update its current design standards prior to commencement of design and construction of Measure MM improvements and new capital projects. Design standards are used as a guide to establish minimum levels of performance and quality, and to identify preferred or standardized products for the district to provide consistency between existing and future construction projects. In support of Measure MM goals, these design standards are necessary for all upcoming projects.

STATUS

Steinberg Architects will identify standard products and materials in the creation of design standards specific to the district. They will also supply interior space standards, which include the quality of interior space, acoustics, interior lighting, and use of technology. Furniture, fixtures, and equipment standards will also be produced, which will address general classrooms, lecture rooms (fixed seating), offices and office areas, conference rooms, lounge spaces, common areas, and study areas. The cost for these design standard services was negotiated for a fixed fee of $160,200.

RECOMMENDATION

Approve architectural design standards and planning services contract #MM-170001 for Steinberg Architects, as detailed above.
BACKGROUND

Board policies and administrative procedures receive periodic review. Revisions to board policies are presented to the Board of Trustees for review and approval.

STATUS

Board Policy 7381–Benefits is a new board policy directing the establishment of administrative procedures to assure compliance with the regulatory mandates for employee benefits. The new policy was reviewed and approved by College Council and presented for first reading by the Board of Trustees on July 20, 2017. The policy is now presented for second reading and adoption.

RECOMMENDATION

Adopt Board Policy 7381–Benefits.
The superintendent/president shall establish administrative procedures to assure compliance with all regulatory mandates regarding benefits and to encourage and support employees to increase their health awareness.

Eligibility criteria for each employee work group shall be contained in the appropriate contract or working conditions manual.
BACKGROUND

Board policies and administrative procedures receive periodic review. Revisions to board policies are presented to the Board of Trustees for review and approval.

STATUS

Revisions to Board Policy 7400–Employee Travel have been reviewed and approved by College Council, and were presented to the Board of Trustees for a first reading on July 20, 2017. The policy is now presented for second reading and adoption.

RECOMMENDATION

Adopt Board Policy 7400–Employee Travel, as presented.
Overview

MiraCosta Community College District’s policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

Authorization and Responsibility

The superintendent/president shall establish authorization for travel expenditures and publicize procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include prepaid travel, travel advances, reimbursements, and travel expense claims.

The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

All travel outside of California must be approved in advance by the superintendent/president.

For prepaid travel or travel advances, employee travel must be authorized at least 14 days in advance of the travel. Unauthorized absence from work is not covered by liability insurance policies.

The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

The superintendent/president shall establish procedures regarding the attendance of other employees, including trustees, at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

Travel will normally be limited to meetings held within the United States. The superintendent/president shall promulgate regulations for securing authorization for travel expenditures and the securing of advances for said expenditures.

All travel outside the United States must be approved in advance by the superintendent/president.

See Administrative Procedure 7400.
**JULY–AUGUST 2017 HIGHLIGHTS**

**Career Studies and Services** (Dr. Al Taccone, Interim Faculty Director Robbi Rosen)

Career Center faculty and staff ramped up collaborations with Academic Information Services (AIS) and the Public Information Office (PIO) in July when MiraCosta’s new Job and Internship Network (JAIN) was launched to employees. With additional involvement from the Office of Student Life and Leadership (SLL) and Associated Student Government, JAIN will be launched to faculty during flex week and to students just prior to the start of the fall semester. Funds from a prior CTE enhancement grant and a current Strong Workforce program grant have enabled the Career Center to provide the interactive JAIN program campus-wide. With Career Center assistance, students will develop customized profiles, choose the types of preferred positions and employers from which to receive notifications, upload resumes, cover letters and applications, and arrange interviews. During each College Hour, members of the Career Center team will share information about JAIN and invite students to create a profile and explore employment options. Once employment is obtained, students can report jobs and internships on JAIN, which helps their profiles to remain current and helps the district obtain and report employment data.

**Math Learning Center** (Mike Fino, Scott Fallstrom)

This summer the Math Learning Center (MLC) saw students coming in larger groups than in the previous summer due, in large part, to the college offering two, new, higher-level math courses—Calculus III and Differential Equations.

Most of the construction on the shared group-study rooms is complete. The furniture is set for delivery, and the rooms will be open for use beginning in the fall.

Beta testing on the new student tracking system is under way, and as of fall, the MLC hopes to have this ready for use at the San Elijo Campus, as well as some testing at the Oceanside Campus and the Community Learning Center (CLC). The MLC is hiring an additional ten to twenty new student tutors to deal with increased usage rates, as well as to help replace the previous MLC staff who have transferred to four-year schools. In mid-August, new and returning tutor training will take place.
The Tutoring and Academic Support Center (TASC) experienced steady services at the CLC for the summer session led by CLC Coordinator Jon Fuzell and Lead Tutor Erika Guerrero-Callejas. In developing the new academic support team, the TASC received 183 new tutor applications for entry-level tutor positions for the upcoming 2017/18 academic year. Retention Services Secretary Amy Paopao, Retention Services Specialist Janine Washabaugh, and TASC Faculty Director Edward Pohlert interviewed more than ninety candidates and selected forty-three new tutors to join thirty returning tutors. Several disciplines, including accounting, astronomy, biology, chemistry, child development, Chinese, computer science, economics, math, psychology, and sociology will offer tutoring.

TASC looks forward to the new academic year as a new STEM Learning Center in the library is in the final stages of completion with instructional assistants, tutors, and faculty. Collaboration with Dr. Theresa Bolanos, chemistry instructor, and other key science faculty has resulted in an initial foundation that will drive the STEM Learning Center vision. Over the past two months, remodeling of the space to accommodate this move will improve services to TASC students. In addition, the new supplemental instruction (SI) program will commence this fall with TASC Liaison Taylor Bashara.

A national retreat for the Association of Colleges for Tutoring and Learning Assistance (ACTLA) was held July 28 and 29 in Santa Maria. Dr. Edward Pohlert attended as the ACTLA education advocacy coordinator and covered an agenda that included 2018 conference planning, establishing online tutoring standards, and program development.

The college’s First Year Experience (FYE) Program is expanding to over 350 students and will now be called First Year Forward (FYF). A remaining FYE cohort of twenty-five new students will be managed by TASC and referred to as the HEART (Honesty, Excellence, Ambition, Resilience, and Togetherness) learning community. Alfredo Ahumada, FYE specialist, is being promoted to the FYF coordinator position in the Student Equity Department. TASC is thankful for Alfredo’s years of service. Alfredo has made TASC a more responsive, equity-minded, and resilient department.

School of Behavioral Sciences, History and Continuing Education (Dr. Nikki Schaper)

This month, Continuing Education hosted the Oceanside Chamber of Commerce Sunset Mixer. Over fifty local businesses met at the Community Learning Center for an evening of networking with MiraCosta students, staff, and faculty. Students reported making fruitful connections with employers. Continuing Education staff gave a full tour of the campus to attentive chamber members, who were impressed by the services available to students and expressed an interest in hiring Continuing Education students. Continuing Education personnel attended the Oceanside Samoan cultural celebration and distributed information about programs and services to the community. In addition, July marked the year-end reporting of adult education students at the Chancellor’s Office. The report showed close to 4,000 students received services and attended adult education classes during the 2016/17 academic year.

Small Business Development Center (Dr. Al Taccone, Sudershan Shaunak)

Helping Small Businesses Get Government Contracts

On July 21, sixty-four small business owners participated in the Small Business Development Center and Veterans Business Outreach Center “Meet the Buyers” event held at the Supplier Diversity Council. A panel of experts and buyers from different agencies shared information on
how to connect with government contracts. Participants also met and talked with representatives from twelve agencies, prime contractors, large corporations, and resource partners. As an additional benefit, seven small businesses were able to make a “Shark Tank”-like pitch to buyers from six organizations.

Representatives from the office of Congressman Scott Peters and County Supervisor Christine Gaspar encouraged the participants to seek procurement opportunities with the federal government and the County of San Diego.
Admissions and Records

Academic Information Services has completed the essentials of building the bridge that enables PeopleSoft to export data from transfer credit into Degree Works. This means it is now possible to enter a student’s credit from external sources into the database that MiraCosta uses and display it in myEdPlan.

Additionally, testing has begun on an automated upload process for advanced-placement test scores.

The goal is to begin gradually ramping up capacity to enter external education as students request that their transcripts be evaluated.

The evaluators are putting the finishing touches on the group of spring 2017 graduates.

<table>
<thead>
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<th># of students who petitioned (headcount)</th>
<th># of students awarded degrees or certificates</th>
<th># of petitions reviewed (AA/AS/CA)</th>
<th># of petitions awarded (AA/AS/CA)</th>
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</thead>
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<tr>
<td>1,266</td>
<td>1,045</td>
<td>2,480</td>
<td>1,913</td>
</tr>
</tbody>
</table>

For fall 2017, 5,988 applications were received by the end of July. The headcount and FTES numbers are currently up very slightly but are expected to flatten by the start of the fall term.

Athletics

Enrollment in athletics courses has been strong—men’s soccer had forty-six students, women’s soccer had twenty-six students, and women’s volleyball had twenty-two students enrolled during summer.

The Intramural Sports Program schedule for the fall semester includes twenty-eight events ranging from hiking and dodgeball to soccer and volleyball. The program is free for all enrolled students.
Two women’s beach volleyball student-athletes, Roni Long (University of Pacific) and Maile Sellers (University of Louisiana at Monroe), have made commitments to Division 1 institutions on scholarship.

College Police

College Police staff members have been preparing for parking for the fall semester. With the loss of one student parking lot on the Oceanside Campus, it will be challenging to accommodate parking for all student vehicles. New temporary spaces have been identified and will be in use. In addition, lighting and other safety aspects for all four district sites have been assessed and known issues have been addressed.

Counseling

Since May 26, the Counseling Department has provided a targeted intervention for 134 first-time/continuing probation students in ten workshops and other probation-specific appointments.

Counselors have been busy this summer helping students enroll in fall classes, as well as assisting with Spartan Start and preparing for the upcoming new-student orientations.

EOPS

EOPS served 730 unduplicated students for the 2016/17 academic year, a growth of five percent from the previous academic year. The unduplicated count of 730 will increase funding to the program and will determine the EOPS cap for upcoming years. EOPS served thirteen percent of the total students awarded a BOGW-A or -B for 2016/17.

Academically, EOPS students are thriving. Ninety-five percent of this student group met academic progress, and eighty-eight percent met program requirements by the end of spring 2017.

New EOPS student orientations started in June and will continue until the first week of the fall semester. The goal is to bring about 200 new EOPS students for fall 2017. Book vouchers will be available the second week of school so students can have access to their textbooks before the semester begins and take advantage of used textbook prices at the bookstore.

Financial Aid

Financial Aid staff members have been working diligently to review and process files in time for the first 2017/18 disbursement in mid-August.

Additionally, the staff continues to focus on implementing changes for the 2017/18 academic year based on recently passed state legislation. The “Completion Grant” will provide an additional $2,000 ($1,000 per semester) for students who complete thirty units in one academic year. The BOG Fee Waiver, the state’s largest aid program, will undergo a name change this year, and by fall 2018 will be known as the California College Promise Grant. More information on this transition will be shared throughout the year as various pieces are implemented.

Statistics:
- 2016/17:
  - Unduplicated FAFSA ISIRs received to date: 15,393 (includes students who choose not to enroll at MiraCosta College).
• Students waiting to be awarded: 6
• As of July 24, 2017, the processing time for a student’s file is one week.
• Number of BOG fee waivers granted to date: 9,355, for a total of $7,089,671 in fees waived.
• CA DREAM APP students (BOG or Cal Grant): 346

• 2017/18:
  • Unduplicated FAFSA ISIRs received to date: 11,985 (includes students who choose not to enroll at MiraCosta College).
  • Students waiting to be awarded: 453
  • As of July 31, 2017, the processing time for a student’s file is nine weeks.
  • Number of BOG fee waivers granted to date: 5,666, for a total of $2,695,508 in fees waived.
  • CA DREAM APP students (BOG or Cal Grant): 271

GEAR UP

On July 17 and 18, GEAR UP team members Julie Johnson, Viraj Katarey, and Ismariceli Antonio, Jack Friedman, and Omar Canseco, along with Study Smart tutors, presented at the National GEAR UP Conference in San Francisco. Presentation topics included “Student Leadership and Outreach to Regional Industry Sectors: Building a Strong American Workforce” and “All Inclusive Access to Comprehensive SAT Prep during the Academic Instructional Day.” Both sessions were well attended and well received.

Health Services

Dr. Don Hanley, part-time supervisor of the marriage and family therapy (MFT) interns, retired after twenty-four years of serving MiraCosta College and mentoring many MFT interns over the years.

Health Services welcomed Nick Mortaloni as the first full-time mental health counselor.

Five marriage and family therapy (MFT) interns who have completed their 3,000 counseling post-masters hours will be replaced soon. Ten mental health peer educators are also being hired and will assist with peer outreach on campus via classroom presentations, tabling events at College Hour, and other events surrounding education on mental health topics.

Institute for International Perspectives

The International Office experienced one of its highest summer enrollments with 109 international students, which included eleven new international students. IIP also had a record number of international students transferring after spring 2017. So far, fifty-one students have transferred to other schools—more than fifteen to UC schools and more than twenty to CSU campuses.

On July 13, IIP hosted U.S. Department of State representative Maureen James, from Educational and Cultural Affairs, to meet with two Tunisian scholarship students. Additionally, fifteen junior high and high school students from Fuji City, Japan, visited Oceanside and attended MiraCosta’s College for Kids and English language classes between July 26 and August 1.
School Relations/Diversity Outreach

On July 1, members of the outreach staff, several MiraCostans, and their families participated in the Oceanside Independence Day Parade. The MiraCosta entry displayed “Thanks for Supporting Prop MM” banners.

Interviews for Student Ambassadors took place throughout July, resulting in the hiring of seventeen new ambassadors and six returning ambassadors. Student Ambassadors participated in training and a team-building retreat in August.

Student Services Specialist Lisa Montes coordinated the Latino Book and Family Festival, which took place on Saturday, August 12. Several speakers and presenters and over eighty vendors hosted booths at the event.

Service Learning

A new team of student advocates was hired and trained to continue to help with food pantry services and to promote on- and off-campus service opportunities. The student training was a collaborative effort between other programs on campus—outreach, social justice and student equity, student activities, financial aid, sociology faculty, retention services, career services, and visits to the Community Learning Center and the San Elijo Campus.

The food pantry was accessed 340 times this summer. The service learning coordinator continued working with the San Diego Food Bank and was able to secure a refrigerator for the food pantry. Soon, Service Learning will start purchasing food from the San Diego Food Bank and provide a monthly farmers’ market for students.

Students from three different service learning classes participated in community service projects as part of their summer courses at three community partner sites—Laurel Apartments Food Distribution, North County Lifeline La Casita Summer Program, and the Vista Boys and Girls Club.

Student Life and Leadership

In July, the Student Activities Office changed its name to the Office of Student Life and Leadership (SLL) in order to reflect the department’s focus on campus engagement and cocurricular learning outside of the classroom. The office has also focused on supporting the new Associated Student Government (ASG) student leadership in their preparation and development for the upcoming year. Finally, SLL worked with ASG to change the layout of the student activities identification card to a more contemporary look. Production begins with fall registration.

Student Equity

On July 19, JP Schumacher, Cristine Sidela, Jodi Mulhall, and Sean Davis presented at Mt. San Antonio College on the MiraCosta College Mana Program. The professional development event, jointly planned by JP Schumacher, director of student equity, and Aida Cuenza-Uvas, Arise director at Mt. San Antonio, brought together six community colleges to share promising practices that effectively serve Native Hawaiian and Pacific Islander (NHPI) students. Empowering Pacific Islander Communities (EPIC), a Los Angeles-based nonprofit, also conducted a training for representatives from American River, Coastline, Irvine Valley, MiraCosta, Mt. San Antonio, and Highline College (Des Moines, WA). The in-depth training
covered the diverse histories and cultures of the Pacific Islands, NHPI student needs, and effective practices for NHPI student success.

Testing

The Academic Proctoring Center on the Oceanside and San Elijo campuses provided over 1,000 proctored exam appointments for students during July. Additionally, the Testing Center, in conjunction with the Math Department, continued to hold registration sessions for its second session of Bridge to Success in Math 64 this summer. Over fifty students registered for the program, which is a free, intensive review of math concepts covered in intermediate algebra-level classes. Students who successfully complete the program will retake the math assessment and have a higher probability of improving their math course placement so they can enroll in the next transfer-level math course or meet math competency for an associate’s degree. The first session of the summer, held the week after spring semester finals, had a 100 percent success rate of students placing out of Math 64 into transfer-level math courses.

Veterans

Veterans Services welcomed new full-time counselor, Donny Munshower, to the department this month. Donny has a background of working with military-affiliated students and is a welcome addition to the team.

Four student veterans participated in an art project called “A Time to Heal,” with artist Trinh Mai. The completed projects will be on display beginning Saturday, July 29, at the Oceanside Museum of Art. The projects will be on display at the MiraCosta College Library later in the fall semester.
Purchasing and Material Management (Susan Asato, Director)

Purchasing and Material Management is preparing for the fall semester to have in place equipment and supplies for the start of classes in August. The department has completed the review and renewal of all district contracts for the new fiscal year. Staff continues to work with Kitchell and their bond project management staff to begin work on Measure MM projects. Purchasing staff continue to train Kitchell in policy, workflow, and procedures, including a comprehensive library of bid and contract documents and web/technical start-up assistance.

Fiscal Services (Katie White, Director)

Staff provided content for the general obligation bond rating meeting and finalized Concur Travel project configuration requirements. The remaining tasks are internal set-ups for workflows, training documentation, pilot testing, and end-user training. The Payroll and Accounting departments continued with the fiscal year-end activities and set-ups for the new fiscal year. The new fiscal year’s budget changes are under way with the latest state budget information. The 2017 actuarial study for OPEB (Other Post Employment Benefit), used to assess the district’s OPEB liability amount, is in final draft form.

Student Accounts (Jo Ferris, Director)

The Cashier’s Office is in the process of customizing current processes while maintaining adequate controls and ensuring integrity and accountability of these processes. As fall 2017 begins, there have been changes to the dropping process due to nonpayment. The first drop was ten weeks after enrollment began and then weekly thereafter. Classes have been held for students who have filed all of their paperwork for financial aid, which is the first step to applying financial aid awards to tuition and fees. Academic Instructional Services and the Veterans Services implemented an online letter of intent for veterans, which will process a student deferment without the student needing to come to campus to process the form. Setup and calculation of tuition, fees, and waivers has been completed for the students starting their biomanufacturing bachelor’s degree program in August.
Human Resources (Sheri Wright, Director)

There are currently seven classified searches and one administrator search under way, and another thirty-seven classified recruitments have been approved but have not yet been posted. Additionally, there are nine classified positions and two classified administrator positions waiting for approval to replace individuals who have moved into new positions or have resigned or will retire.

Labor Relations/Title IX (Hayley Schwartzkopf, Director)

The district continues to work on negotiating a successor agreement with the Associate Faculty. In July, the director negotiated an MOU with the Associate Faculty related to the Canvas course management system conversion and training. The director and members of the Classified Senate worked to develop and schedule staff development trainings for fall 2017, to update the Classified Senate Employee Manual, and to discuss the scope and timeline for the finalization of the classification and compensation study. The director finalized the implementation of an online Title IX training module for students, which is set to launch on August 7, 2017.

Risk Management (Joe Mazza, Director)

Quotes for earthquake insurance were obtained and a vendor was selected. The plan selected is $15,000,000 per occurrence with a deductible of 2.5 percent per unit (building, contents, property in the yard) and a minimum $50,000 deductible per occurrence. The annual insurance premium with an effective date of July 10, 2017, is $32,628.

Facilities (Tom Macias, Director)

Work continues on the initial Measure MM implementation plan, which is being managed by Kitchell. The master program schedule and budget updates are nearing completion and the team is working on issuing the request for qualifications/proposals for geotechnical, civil engineering, and architectural and engineering services in the near future.

Below is an update on all the 2017–2021 Five-Year Construction Plan and summer 2017 maintenance projects:

- Work continues to progress on the new Art/Music storage buildings, Theater and Dance Building, and the summer 2017 maintenance projects. All summer maintenance projects are on schedule to be completed prior to the start of the fall semester.

- The CEQA process for the Measure MM projects is in progress and the notices of exemption for the San Elijo Campus and the Community Learning Center sites have been signed off. Coastal Commission review for the San Elijo Campus is ongoing, as well as the environmental impact report for the Oceanside Campus. One item of note is that district staff and consultants will be meeting with a group of neighbors who have some feedback on the proposed new parking lot on the east side of the Oceanside Campus.
Office of Institutional Advancement

Enrollment Marketing

Getting prepared for the fall semester, the Office of Institutional Advancement has been involved in enrollment marketing with targeted emails issued weekly to prospective, current, and past students. Also, two text-message notification reminders have been issued to encourage students to review the open sections. On monitors located at the various campus sites, ads have been generated to promote open courses. In July and August, on US 101 and Encinitas Blvd., a billboard of a college graduate and the theme “Make It Happen” was strategically placed to promote the district and fall enrollment. Finally, the college worked with Pandora, iHeart Radio, and CBS to elevate the district and encourage enrollment.

Design

Graphics were designed for the launch of JAIN, the district’s new job and internship network. Meanwhile, the fall Arts/Events brochure has been sent to the printer and will hit mailboxes in late August. Video production is under way for flex week, and videos will be emailed to faculty and staff.

Media and Promotion

MiraCosta College had twenty-two news article mentions in July, and PIO provided branded promotional items for fourteen outreach events, including Spartan Start events, EOPS orientation, RN new-student orientation, the President’s Circle visionary lunch, and the Summer Bridge end-of-program luncheon.

President’s Circle and Heritage Society Visionary Luncheon

The Office of Institutional Advancement (IA) coordinated a stewarding event for the college’s top donors. Dr. Cooke served as the event host and shared information about Guided Pathways, the MiraCosta Promise, Measure MM, and the STEM Learning Center. The event was well attended, bringing together more than thirty donors, administrators, faculty, and staff.
**Payroll Giving**

The MiraCosta Promise payroll-giving campaign was officially launched with an email to “all governance” from Dr. Cooke. The email paved the way for the IA staff to encourage participation via the college website—payroll-giving form, FAQs, unique giveaway opportunity, and completed a step-by-step timeline. The Foundation staff and several board members will be on hand to answer questions during All College Day festivities.

**Classified Senate Endowed the Michael Holladay Fund**

The Classified Senate executed the Michael Holladay Endowed Fund agreement, initiating the final steps to match and fully endow the scholarship, which is the Classified Senate’s first-ever endowed scholarship.

**MiraCosta Promise**

The MiraCosta Promise case statement has been designed, approved, and used to promote the program. The document will serve as the definitive written document to use when developing press releases, flyers, etc.

**Business Roundtable**

Steps were taken to expand Career Center internships with Business Roundtable members. The Business Roundtable executive committee approved the plan, which will be presented to the full membership during the upcoming fall breakfast via a presentation and the revised Business Roundtable brochure.

**Office of Research, Planning, and Institutional Effectiveness**

The RPIE Department is expanding as staff is being built out by the addition or replacement of one part-time and two full-time research analysts. This increased capacity will allow better support for the data and decision-making needs of many programs, services, and student success efforts, including Student Equity, SSSP, Strong Workforce, and the Adult Education Block Grant (AEBG). The office also helps coordinate the college’s Guided Pathways initiative and is supporting recent institutional effectiveness efforts in a review of integrated program review, outcomes assessment, planning, and resource allocation processes and tools. Finally, the office staff recently completed an annual retreat, where they reviewed progress on the 2016/17 departmental goals and either revised or established new goals for the coming year.