



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

**REGULAR MEETING
4 P.M. – THURSDAY – JANUARY 21, 2021
Zoom Conference**

AGENDA

- I. CALL TO ORDER**
- II. FLAG SALUTE / ROLL CALL**
- III. APPROVE MEETING MINUTES**
 - A. Special Meeting/Closed Session of December 17, 2020
 - B. Organizational Meeting of December 17, 2020
- IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA**

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

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

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

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

- V. CHANGES IN AGENDA ORDER**
- VI. PRESENTATIONS**
 - A. Legislative Update

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Classification of New Positions
- C. Authorize Execution of Academic Administrator Employment Contract
- D. Approve Adult High School Graduates
- E. Ratify and Approve Contracts and Purchase Orders — November 21 through December 31, 2020

VIII. ACTION ITEMS

- A. Authorize Utilization of Foundation for California Community Colleges (FCCC) and Trustees of the California State University Contracts
- B. Approve Not To Exceed Guaranteed Maximum Price for Construction Phase Services for Oceanside Health and Wellness Hub New Parking Lot 5A&B Project and Change Order to Oceanside Health and Wellness Hub New Parking Lot 5A&B Project Design-Build Services Contract to Memorialize Same

IX. SECOND READING – BOARD POLICIES

- A. Board Policy 2740 – Board Education

X. INFORMATION

- A. Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2021
- B. Sunshine the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2021
- C. Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021
- D. Sunshine the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2021

XI. 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

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING

4 p.m. – February 18, 2021

Regular Meeting and Preliminary Budget Workshop Zoom Conference

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

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



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

**One Barnard Drive, Oceanside, CA
Zoom Conference**

MINUTES OF SPECIAL MEETING/CLOSED SESSION

**December 17, 2020
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Thursday, December 17, 2020, via Zoom conference. President Rick Cassar called the meeting to order at 2:31 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad

Frank Merchat

Rick Cassar

Anna Pedroza

Bill Fischer

Jacqueline Simon

George McNeil

Superintendent/President Sunny Cooke

Vice President Charlie Ng

JPA representative Brandy Jensen

Legal Counsel Sam Sherman

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

None.

IV. DECLARE NEED FOR CLOSED SESSION

At 2:31 p.m., the board announced the need to enter closed session, along with Superintendent/President Sunny Cooke, Vice President Charlie Ng, and legal counsel, to discuss the following topics:

A. Conference with Legal Counsel

Anticipated Litigation Number of Potential Cases: 1

(Pursuant to Government Code section 54956.9(d)(2))

JPA Claim #19-05458

B. Conference with Labor Negotiators

Anticipated Litigation Number of Potential Cases: 1

(Pursuant to Government Code Section 54957.6)

Agency designated representatives: Superintendent/President Sunita V. Cooke,
Vice President, Human Resources Charlie Ng

Employee organizations: All

C. Public Employee Discipline/Dismissal/Release

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code section 54957)

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

At 3:50 p.m., the board returned to open session to report the following:

A. Conference with Legal Counsel

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code section 54956.9(d)(2))
JPA Claim #19-05458

No action taken.

B. Conference with Labor Negotiators

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code Section 54957.6)
Agency designated representatives: Superintendent/President Sunita V. Cooke,
Vice President, Human Resources Charlie Ng
Employee organizations: All

No action taken.

C. Public Employee Discipline/Dismissal/Release

Anticipated Litigation Number of Potential Cases: 1
(Pursuant to Government Code section 54957)

No action taken.

XI. ADJOURNMENT

The meeting adjourned at 3:50 p.m.

MINUTES APPROVAL:

Rick Cassar
Board President

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



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

MINUTES OF REGULAR MEETING

**December 17, 2020
(DRAFT)**

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in open session on Thursday, December 17, 2020, via Zoom conference. President Rick Cassar called the meeting to order at 4:01 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

Administrators present:

Superintendent/President Sunny Cooke
Vice President Diane Dieckmeyer (absent)
Vice President Tim Flood
Vice President Charlie Ng
Vice President Alketa Wojcik

III. BOARD ORGANIZATIONAL ACTION

A. Administer Oath of Office to Board Members

B. Election of Officers

1. President

By motion of Trustee Broad, seconded by Trustee McNeil, Rick Cassar was elected as president of the board of trustees for 2021.

Vote: 7/0

Aye: Broad, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: Cassar

Absent: None

2. Vice President

By motion of Trustee Broad, seconded by Trustee Cassar, Anna Pedroza was elected as vice president of the board of trustees for 2021.

Vote: 7/0

Aye: Broad, Cassar, Fischer, McNeil, Merchat, Simon

Abstentions: Pedroza

Absent: None

3. Board Secretary and Assistant Board Secretary

By motion of Trustee Broad, seconded by Trustee McNeil, Dr. Sunita Cooke was elected secretary of the board of trustees, and Julie Bollerud as the assistant secretary of the board of trustees to serve until the 2021 organizational board meeting.

Vote: 7/0

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

Abstentions: None

Absent: None

C. Fix Dates, Times, and Locations of 2021 Board Meetings

By motion of Trustee McNeil, seconded by Trustee Fischer, the 2021 board meeting schedule was approved, as presented. Regular meetings will begin at 4 p.m.

Vote: 7/0

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

Abstentions: None

Absent: None

IV. APPROVE MEETING MINUTES

A. Regular Meeting of November 19, 2020

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the regular meeting of November 19, 2020, were approved.

Vote: 7/0

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

Abstentions: None

Absent: None

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. Foundation Overview and FY 2020 Accomplishments

Associate Vice President, Institutional Advancement and Executive Director Cynthia Rice reviewed the institutional advancement structure, the board membership, the Foundation goals for 2020/21, and provided details regarding the comprehensive campaign. She reported the Foundation booked \$4 million this year, and total assets are valued at \$16.9 million.

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions

B. Approve Increase to Hourly Pay Rates

C. Approve New Classes for Community Education and Workforce Development for Spring 2021

D. Approve Updated Course Agreement with Carlsbad Unified School District for Spring 2021 Dual Enrollment Program

- E. Approve Annual Program Components for the Oceanside Unified School District CCAP Dual Enrollment Program**
- F. Approve Updated Course Agreement with San Dieguito Union High School District for the Spring 2021 Dual Enrollment Program**
- G. Approve Construction Services Contract for Bid MM-20-017 CLC 100 & 200 Renovation**
- H. Ratify and Approve Contracts and Purchase Orders—November 1 through November 20, 2020**

Consent Items G and H were pulled for discussion.

By motion of Trustee McNeil seconded by Trustee Fischer, consent items A through F were approved.

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

By motion of Trustee McNeil, seconded by Trustee Merchat consent items G was approved.

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

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

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

IX. ACTION

- A. Approve Award of a Design-Build Services Contract for RFQ/P #MM-20-006 Oceanside New Arts Media Building; Approve Resolution 7-20/21**

By motion of Trustee McNeil seconded by Trustee Merchat, the board adopted Resolution No. 7-20/21: Approve the Use of a Design-Build Contract for the Oceanside New Arts Media Building Project Pursuant to Education Code Section 81702(A).

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

- B. Adoption of Sole Source Exceptions Findings; Approval of Resolution No. 8-20/21; and Rescission of Approval of Sole Source Exceptions**

By motion of Trustee McNeil seconded by Trustee Simon the board adopted sole source exceptions findings, adopted Resolution No. 8-20/21: Sole Source Findings and Approval of Exception Pursuant to Public Contract Code Section 3400 (C) (3), and rescinded both Axis Digital Video Cameras and Milestone Video Management Software as previously approved sole source exceptions.

Vote: 7/0
Aye: Broad, Cassar, Fischer, McNeil, Merchat, Pedroza, Simon

Abstentions: None
Absent: None

X. SECOND READING – BOARD POLICIES

A. Board Policy 1200 – District Mission

By motion of Trustee McNeil, seconded by Trustee Broad the board adopted Board Policy 1200 – District Mission.

Vote: 7/0

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

Abstentions: None

Absent: None

B. Board Policy 4235 – Credit for Prior Learning

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Board Policy 4235 – Credit for Prior Learning.

Vote: 7/0

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

Abstentions: None

Absent: None

XI. FIRST READING – BOARD POLICIES

A. Board Policy 2740 – Board Education

Proposed edits to Board Policy 2740 were reviewed and discussed, and the policy will be placed on a future agenda for adoption.

The board modified the last sentence of the board policy to read, “Newly elected or appointed trustees will be provided an orientation and an opportunity for a mentor.” Additionally, the board requested that the administrative procedure, section C.2.J, be amended to indicate the board chair may appoint (rather than will appoint) a mentor for new trustees. Dr. Cooke will take the friendly amendment to Administrative Procedure 2740 to College Council.

XII. INFORMATION

A. Annual Financial and Budget Report – 311

The Annual Financial and Budget Report was provided for information.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Pedroza attended the Student Conduct/Police Advisory Committee meeting and reported on the excellent job they are doing, she also attended part of the RAFFY celebration. Trustee Simon attended the district’s Human Resources webinar on December 2. Trustee Fischer attended the PADEI meeting earlier this week. Trustee Broad attended the RAFFY celebration, the Board Facilities Liaison meeting, and the Foundation Board meeting. Trustee Merchat attended the Board Facilities Liaison meeting and challenged the board in 2021 to increase the number of males in our student population. President Cassar thanked Trustee Merchat for the expertise he brings to the Board Facilities team. He reported that he attended the monthly SDICCCA meeting and learned that other districts had a large turnover of their board members during this past election, and that

MiraCosta was the only board with all incumbents returning. He attended the RAFFY celebration and congratulated Jamie Gonzaga and his team for the tremendous job they are doing for our former foster youth.

B. Students

Student Trustee Kristina Quandt reported she attended the CCLC Women's Caucus meeting and enjoyed listening to the strong female speakers. She stated that she learned so much and was very happy she was invited to attend. Also, in this finals week, she has been working on college applications.

C. Classified Employees

Classified Senate President Carl Banks reminded all of the End-of-Year celebration taking place tomorrow starting at 2 p.m. He thanked the PIO staff for their help in putting it together and thanked Luke Lara for co-hosting with him.

D. Faculty

Academic Senate President Luke Lara thanked everyone for their sacrifices over the last semester, and for keeping our students at the center of our work. He thanked Administration, Classified Senate, and the Associated Student Government for being great partners. He said a lot of work was accomplished in equity and student success, with the greatest accomplishment being responsive to our students. He emphasized the importance of our published schedule, and said we are far ahead of many other colleges around the state in clearly communicating about the different modalities and expectations of each course. Tomorrow he will be co-hosting the End-of-Year celebration and will be announcing two winners of the Leon Baradat Award.

E. Vice Presidents

1. Instructional Services

No report.

2. Student Services

Vice President Wojcik reported the college raised \$6,500 in the Holiday Angels campaign to distribute gift cards to EOPS students and their families. Student Services staff members are currently working on enrollment for spring, and reaching out to students by phone.

3. Administrative Services

Vice President Flood reported that we are in the process of completing the independent financial audit and the annual 311 report and thanked the team for their hard work in getting this together, along with preparing and mailing 1099's and 1098T's. During this winter break, Facilities is working hard on projects and sidewalk replacements. Purchasing is excited about bringing on Planet Bids, which is an electronic bid process, which is a web-based system that allows contractors to submit their bids proposals and documents electronically.

4. Human Resources

Vice President Ng acknowledged the work of the Human Resources and Payroll Departments, and their many adjustments due to Covid. Not only are they managing their own stress levels, but continually helping others with issues and stresses. In addition, they have been implementing workday, assisting with fiscal independence, and trying to ensure payroll runs smoothly.

F. Superintendent/President

Superintendent/President Cooke said that she is very mindful of what our faculty, board, staff, and students have been going through during this past semester, and she hopes that all can recharge during the winter break and enjoy being with family. It has been a challenging year and she applauds all for showing up every day and putting students and colleagues in the forefront. Dr. Cooke specifically recognized the PIO and Advancement Offices on the year-end report and the holiday video, and applauded our AIS Department for making sure our information systems are proactive and safe. Some of these protections such as multi-factor authentication are not in place at other colleges and they are struggling with data breaches. She invited all to be at tomorrow's End-of-Year event and wished everyone Happy Holidays.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.


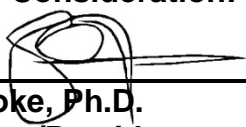
XV. ADJOURNMENT

The meeting adjourned at 5:48 p.m.

MINUTES APPROVAL:

Richard Cassar
Board President

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

| | |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Legislative Update | Attachment: None |
| Category: Presentations | Type of Board Consideration:  Information Consent Action |
| | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND




The board of trustees receives periodic presentations on pertinent topics.

STATUS

Kristen Huyck, director of public and governmental relations, marketing, and communications, will provide a general overview of the political climate as it relates to community colleges and the “tier 1” bills by the California State Legislature and the Governor.

RECOMMENDATION

For information only.

| | |
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| Subject: Ratify Recommendations of Superintendent/President in Approving Personnel Actions | Attachment: None |
| Category: Consent Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div> |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

STATUS

1. Retirement of Dana Smith, Dean, School of Letters, Humanities and Communication Studies, effective June 30, 2021.

2. Employment of the following classified employees:

Brayan Astorga, Student Services Coordinator, First Year Forward, salary range 26, step 1, \$32,561.55 per year, 18 hours per week, effective December 17, 2020. Brayan was selected through an open recruitment process.

Nora Escobedo, Support Assistant, Noncredit Adult Education, position P-07516, salary range 12, step 1, \$4,026.66 per month, 40 hours per week, 12 months per year, effective December 15, 2020. Nora was selected through an open recruitment process.

Josie Bollerud, Admissions and Records Specialist, salary range 20, step 1, \$5,069.39 per month, 40 hours per week, 12 months per year, effective January 4, 2021. Josie was selected through an open recruitment process.

Sonia Martinez, Admissions and Records Specialist, salary range 20, step 1, \$2,027.76 per month, 16 hours per week, 12 months per year, effective January 4, 2021. Sonia was selected through an open recruitment process.

Duncan Payton Mortaloni, Student Services Coordinator, Student Life and Leadership, salary range 26, step 2, \$2,862.34 per month, 18 hours per week, effective January 22, 2021. Duncan was selected through an open recruitment process.

Juan (Carlos) Velasco, Administrative Support Assistant I - Transfer Center, position P-06166, salary range 9, step 1, \$1,660.24 per month, 18 hours per week, 12 months per year, effective January 6, 2021. Juan was selected through an open recruitment process.

Jochen Riesebieter, Custodian, position P-07559, salary range 10, step 2, \$4,006.51 per month, 40 hours per week, 12 months per year, effective January 4, 2021. Jochen was selected through an open recruitment process.

3. Permanent change of assignment for Lezlie Martinez, Administrative Support Assistant I - Counseling, position 10543148, has accepted the position of Admissions and Records Specialist, position P-07001, salary range 20, step 2, \$5,348.97 per month, 40 hours per week, 12 months per year, effective December 21, 2020. Lezlie was selected through an open recruitment process.
4. Temporary increase in hours for Kaarina Towey, interim Testing Services Specialist, position P-07027, from 32 to 38 hours per week, effective January 4 – June 30, 2021.
5. Temporary reclassification per Section H.5.0, Classified Senate Employee Manual, for the following classified employees:

Timothy Mayr, Police Officer, position P-00309, will serve as acting Police Sergeant, classified salary range 34, longevity year 6, \$9,539.58 per month, full-time, effective January 12 - February 11, 2021.

Ubense Perez, Police Sergeant, position P-00315, will serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 4, \$12,101 per month, full-time, effective January 12 - February 11, 2021.

Carlos Carrizosa, Police Officer, position P-00308, will serve as acting Police Sergeant, classified salary range 34, step 1, \$7,595.50 per month, full-time, effective February 12 – March 11, 2021.

Ralph Garcia, Police Sergeant, position P-00314, will serve as acting Chief of Police and Campus Safety, classified administrator salary range 14, step 1, \$10,454 per month, full-time, effective February 12 - March 11, 2021.

6. The following faculty member has given notice of their intent to advance on the academic salary schedule Angela Beltran-Aguilar, Math Instructor – School of Math and Sciences, position P-00566 requests advancement on the academic salary schedule due to the completion of SAC approved coursework, from salary class 4 to class 5, effective July 1, 2021.
7. Employment of the following associate faculty members for the 2021 spring session, payable in accordance with the Collective Bargaining Agreement for Academic Associate Faculty:

| | |
|-----------------|------------------|
| Paolo Zuniga | Art |
| Joel Solbach | Chemistry |
| Halia Hadi | Computer Science |
| Lauren Milliken | Horticulture |
| Wendy Hasbrooke | Nursing |
| Brittany Romero | Nursing |

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

Peter Friedman – Chemistry

WHEREAS Academic Senate is satisfied that the candidate exhibits a unique combination of relevant education and extensive experience that makes the candidate unusually well qualified to teach the specific course, and

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

WHEREAS Academic Senate notes that, the candidate exhibits a strong background in general education,




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

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

| Employee | Job Title | Assignment | Department | Pay Rate | Start Date | End Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|------------------------------------------------|-----------------|-------------------|-----------------|
| Jim Hawkes | Campus Aide III | Substitute | Admissions and Records | \$17/hr | 1/4/21 | 6/30/21 |
| Clara Catherina Cojulun Rojas | Theatre Aide III | Short-term | Drama/Theatre | \$15/hr | 1/22/21 | 3/31/21 |
| Tereza Zafra-Lopez | Student Services Specialist | Substitute | Student Equity | \$29.52/hr | 1/4/21 | 6/30/21 |
| Kristopher Apple | Accompanist I | Short-term | Dance | \$26/hr | 2/1/21 | 5/27/21 |
| Emely Trujillo | GEAR UP Support Staff I | Short-term | GEAR UP | \$13/hr | 1/22/21 | 6/30/21 |
| Frida Villeda | Campus Aide III | Short-term | Student Equity | \$17/hr | 1/22/21 | 6/30/21 |
| Carlee Anderson Matthew Aoto Jordan Aquino Elizabeth Garza Alfredo Hernandez Camilla Jacobsen Katrina Kellenberger Naomi Morales Sara Barcik Weissman Cameron Collieran Erick Pineda Elnaz Roodaki Ethan Lamping | Apprentice III | Substitute | STEM Center/MLC | \$16/hr | 1/4/21 | 6/30/21 |
| Trong Tuan Tran | Apprentice III | Substitute | STEM Center/MLC | \$16/hr | 1/6/21 | 6/30/21 |
| Cristina Zafra Lopez | Testing Services Specialist | Substitute | Academic Proctoring Center | \$27.85/hr | 1/4/21 | 6/30/21 |
| Laurie Morrell | Workshop Presenter | Short-term | Classified Senate | \$680 stipend | 2/19/21 | 6/25/21 |
| Robert Chu | Administrative Support Assistant III | Short-term | Center of Excellence for Labor Market Research | \$29.25/hr | 1/22/21 | 6/30/21 |

RECOMMENDATION

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

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Approve Classification of New Positions | Attachment: Job Descriptions: <u>Instructional Designer</u> <u>Training Specialist</u> |
| Category: Consent Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div> |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUNDInstructional Designer

A job description for the new position of Instructional Designer has been evaluated by the Classification Review Committee (CRC). The Instructional Designer position was created to address an ongoing need for assistance with instructional design and development. The Instructional Designer will work closely with faculty and instructional staff to review and enhance course design that incorporates appropriate instructional delivery methods and learning technology solutions.

Training Specialist

A job description for the new position of Training Specialist has been evaluated by the Classification Review Committee (CRC). The Training Specialist position was created to address ongoing professional development and training requirements necessitated by continual systems upgrades, process changes, and mandated training. The Training Specialist is responsible for developing and implementing a variety of training programs for faculty, administrators, and staff, and collaborating in the development, planning, and implementation of professional development and training goals, objectives, and activities.

STATUSInstructional Designer




The CRC recommended to the superintendent/president, classification of range 30 for the Instructional Designer, effective February 1, 2021. Entry-level salary is \$81,203.

Training Specialist

The CRC recommended to the superintendent/president, classification of range 22 for the Training Specialist, effective January 1, 2021. Entry-level salary is \$64,456.

RECOMMENDATION

Approve classification of new positions, as stated above.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Authorize Execution of Academic Administrator Employment Contract | Attachment: Employment Contract: Benjamin Gamboa |
| Category: Consent Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div> |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The MiraCosta Community College District Academic Administrator Association (MCCCDAAA) working conditions manual specifies the procedures for the hiring of academic administrators.

STATUS

After a competitive search and a recommendation by the search committee and the superintendent/president, Benjamin Gamboa is recommended to serve as the Associate Dean of Career Education, effective January 25, 2021. The annual salary will be \$148,923, full time, non-doctorate, step 1 on the 2020/21 academic administrator salary schedule for associate deans. His qualifications include:

Master of Business Administration, University of Redlands
B.S., Political Economy, Regis University

Benjamin Gamboa has been serving at San Diego Miramar College as the Associate Dean, Strong Workforce Programs since March 2018 and concurrently as Acting Vice President, Instructional Services for six months since June 2020. He was previously employed by the San Bernardino Community College District as a Senior Research and Planning Analyst from June 2013 through February 2018; a Purchasing Agent from May 2005 through May 2013; and an adjunct Economics Instructor from January 2016 through May 2020. He also has five years of experience as a consultant and independent contractor with the Research and Planning Group for the California Community Colleges developing and delivering curriculum for their "Leading from the Middle Academy," which trains deans and faculty leaders on how to make systemic change at their college.

RECOMMENDATION

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT EMPLOYMENT CONTRACT WITH ACADEMIC ADMINISTRATOR

This contract ("Agreement") between the MiraCosta Community College District ("District") and Benjamin Gamboa, an individual Academic Administrator ("Administrator"), is made as of January 25, 2021.

Recitals

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

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

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

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

Terms and Conditions

1. Position and Term.

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

1.2 Term. The term of this Agreement is one year (1) year from January 25, 2021, to January 24, 2022, and is renewable by June 30 each year.

2. Salary and Benefits.

2.1 Salary. Administrator's annual salary shall be as set forth on the Academic Administrator's Salary Schedule that is agreed to between the District and the Academic Administrator's Association and included in the Academic Administrator's Manual. The salary will be

paid according to District's customary payroll practices. All payments of salary or other compensation payments will be reduced by any applicable withholdings and deductions (including voluntary withholdings). The Administrator's salary for the period January 25, 2021, through June 30, 2021, shall be \$148,923, and prorated for the number of contract days actually worked.

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

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

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

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

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

7. Provisions of Government Code Sections 53243.3-53243.4.

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

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

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

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

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

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

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

9. Representations and Warranties.

Administrator represents and warrants that Administrator:


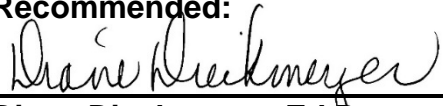

- (A) has read this Agreement and understands its provisions; and
- (B) is freely and voluntarily signing this Agreement.

MiraCosta Community College District

Administrator

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

Benjamin Gamboa

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Approve Adult High School Graduates | Attachment: MiraCosta College Adult High School Graduates: January – December 2020 |
| Category: Consent Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information  Consent Action </div> |
| Recommended:  Diane Dieckmeyer, Ed.D. Vice President, Instructional Services | Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

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

STATUS

The students listed on the attached document completed their requirements in the spring, summer and fall 2020.

RECOMMENDATION

Approve Adult High School candidates as presented for January 2020, August 2020, September 2020, October 2020, and December 2020.

**MiraCosta College Adult High School Graduates, Oceanside, California
January – December 2020**

Graduation Date: January 31, 2020

Adavesa Z. Rocha
Jessica Ann Saavedra
Kenneth Joonha Song

Graduation Date: March 31, 2020

Jose Natividad Alferez Nuñez
Charlie Arellanes
Maria Elena Avedaño Luz
Araceli Fonseca
Melly Gordillo
Merai Naddour

Graduation Date: May 31, 2020

Ruby Lily Ascencio
Alexander Konstantinovich Baikov
Emily Anne Bingham
Mignelia Velazquez Bird
Agnes G. Fields
Elizabeth Gonzalez
Natee Sarayut Jumnainpol
Tyteonna Renaye Kinnard
Jacob E. Lynch
Haydee Viridiana Rios Medina
Alexander Mejia

Lorena I. Pastrana de Molano
Maria Esther Murillo-Cervantes
Rochelle Alicia Orozco-Vargas
Sara Parsons
Jonathan George Pingree Pugmire
Salma Said
Juan Carlos Valdez Santana
Irwin Oliver von Winckelmann
Alyvia Jordan Wolford
Sherry M. Yost

Graduation Date: July 31, 2020



Gerardo Aparicio
Rebeka Margarita Bonilla
Luwam G Hagos
William Joseph Pisciotta
Ava Christina Stapleton
Cynthia S. Teall
Mei Lin Vicente

Graduation Date: August 31, 2020

Cindy Gonzalez
Victoria Hernandez
Joel Kubler
Ma. Reyna Del Carmen Moreno Ornelas

Graduation Date: October 31, 2020

Luz Maria Alvarado
Jayzell Flores
Edgar Herrera
Alicia Jimenez
Tiauna Kroenke
Zalea Kristie Ortiz
Nicelyn Raices
Roselia Ramirez Maldonado

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Ratify and Approve Contracts and Purchase Orders — November 21 through December 31, 2020 | Attachment: Contract and Purchase Order Ratification List |
| Category: Consent Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around; align-items: center;"> Information ✓ Consent Action </div> |
| Recommended:  <hr/> Tim Flood Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

Board Policy 6330—Purchasing and Contracts requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 et seq. (\$95,200), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended, unless determined by the vice president, administrative services to be a legally unenforceable obligation.

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

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

STATUS

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

RECOMMENDATION

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

**Contract and Purchase Order Ratification List
November 21 through December 31, 2020**

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

| CUPCCAA POs from \$5,000 - \$200,000 | | | |
|---------------------------------------------|--------------------------|-------------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001718 | LC Paving & Sealing Inc. | Glaser Drive asphalt repair (Fac) | 56,576.24 |
| 20001720 | Maurice Gannon | Sidewalk repair - Bldg 4400 (Fac) | 18,500.00 |
| 20001754 | AO Reed & Co. | Water line repair - OC (Fac) | 39,887.00 |
| 20001898 | Russ Stroika | Painting services - Bldg 2200 (Fac) | 20,000.00 |

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

| POs from \$25,000 – \$95,200 | | | |
|-------------------------------------|---------------------------------|------------------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001704 | CampusLogic Inc. | Software maintenance agreement (Fin Aid) | 46,800.00 |
| 20001716 | Parron Hall Office Interiors | Furniture (Career Ed) | 48,703.84 |
| 20001734 | Foundation for CA Comm Colleges | Software maintenance agreement (AIS) | 27,494.50 |
| 20001743 | Study Smart Tutors Inc. | Contract services - GEAR UP (Std Svcs) | 40,446.66 |
| 20001786 | PlanetBids Inc. | Contract services (AS) | 27,250.00 |
| 20001795 | Nick Schrock | Contract services (Career Ed) | 50,000.00 |
| 20001800 | Study Smart Tutors Inc. | Contract services - GEAR UP (Std Svcs) | 84,600.00 |
| 20001802 | Dell Marketing L P | Technology equipment (AS) | 31,256.06 |

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

| POs from \$10,000 – \$24,999 | | | |
|-------------------------------------|---------------------------|-------------------------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001727 | EMD Millipore Corporation | Equipment (Fac) | 11,904.75 |
| 20001728 | KaTom Restaurant Supply | Equipment (Fac) | 11,031.22 |
| 20001757 | Echo Healthcare | Instructional equipment (Nurs) | 13,773.50 |
| 20001791 | MediaNews Group Inc. | Contract services (CEWD) | 16,045.26 |
| 20001801 | BankMobile Disbursements | Software maintenance agreement (AIS) | 13,500.00 |
| 20001807 | VWR International LLC | Instructional supplies (Biotech) | 11,730.90 |
| 20001835 | Kanopy LLC | Contract services (Lib) | 15,000.00 |
| 20001874 | Electude USA LLC | Software license maintenance agreement (Voc Ed) | 14,530.00 |
| 20001878 | Duo Security | Software maintenance agreement (AIS) | 15,000.00 |
| 20001887 | IBM Corporation | Software maintenance agreement (AIS) | 16,541.56 |

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

| POs from \$5,000 – \$9,999 | | | |
|-----------------------------------|----------------------------------|----------------------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001752 | Adopt A Highway Maintenance | Advertising (PIO) | 8,760.00 |
| 20001770 | Help Desk Technology Corporation | Software maintenance agreement (Acad Comp) | 8,321.65 |
| 20001782 | Kelsey Davis | Contract services (Career Ed) | 5,000.00 |
| 20001785 | Coast T-Shirts | Polo shirts – GEAR UP (Std Svcs) | 6,670.73 |
| 20001788 | Foundation for CA Comm Colleges | Software license maintenance agreement (AIS) | 8,998.20 |
| 20001794 | Maxient LLC | Software maintenance agreement (AIS) | 7,500.00 |

| | | | |
|----------|-----------------------------------|--------------------------------------------------|----------|
| 20001829 | Internet2 | Software maintenance agreement (AIS) | 5,000.00 |
| 20001838 | Life Technologies Corporation | Instructional supplies (Biotech) | 5,820.77 |
| 20001843 | Pharos Systems International Inc. | Software maintenance agreement (AIS) | 7,760.00 |
| 20001845 | Visix Inc. | Software maintenance agreement (AIS) | 9,271.00 |
| 20001849 | GradLeaders Inc. | Software license and maint agreement (Career Ed) | 7,000.00 |
| 20001882 | BSN Sports | Athletic supplies (KHAN) | 7,251.23 |
| 20001888 | Verizon Wireless | Contract services (Lib) | 9,891.29 |
| 20001890 | Scantron Corporation | Software maintenance agreement (AIS) | 9,530.00 |
| 20001900 | Reach Local Inc. | Advertising (PIO) | 8,227.00 |

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

| Change Orders | | | |
|---------------|-----------------------|-------------|--------|
| PO # | Vendor | Description | Amount |
| | No Entries This Month | | |

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

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

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

| MOUs and Grants | | | |
|-----------------|-----------------------|-------------|--------|
| PO # | Vendor | Description | Amount |
| N/A | No Entries This Month | | None |

| | | | |
|--------------------------------------------------------------|--|--|--|
| Total Contract Expenditures: \$745,573.36 | | | |
| Ratify MCC purchase orders 20001703 through 20001902. | | | |

**Capital Improvement Program Contract and Purchase Order Ratification List
November 21 through December 31, 2020**

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

| CUPCCAA POs from \$5,000 – \$200,000 | | | |
|---------------------------------------------|----------------------------|-----------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001820 | Botsford Construction Inc. | 04004 Construction Services (CLC) | 32,875.00 |

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

| POs from \$25,000 | | | |
|--------------------------|------------------------------------|---------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001751 | Parron Hall Office Interiors | 04001 Furniture (CLC) | 142,416.48 |
| 20001811 | Elite Relocation Services | 04004 Relocation Services (CLC) | 31,161.25 |
| 20001814 | Royal Restrooms of California Inc. | 04004 Temporary Restrooms (CLC) | 55,066.25 |
| 20001815 | Parron Hall Office Interiors | 04001 Furniture (CLC) | 53,968.07 |

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

| POs from \$10,000 – \$24,999 | | | |
|-------------------------------------|-------------------------|----------------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001812 | Cox Communications Inc. | 04225 Communication Wiring (OCN) | 16,510.00 |

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

| POs from \$0 – \$9,999 | | | |
|-------------------------------|-------------------------------------|----------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20001749 | ID Enterprise Inc. | 04004 Moving Expense (CLC) | 724.50 |
| 20001750 | Botsford Construction Inc. | 03722 Construction (OCN) | 935.00 |
| 20001810 | Division of the State Architect | 04103 DSA Fees (SAN) | 500.00 |
| 20001816 | Mobile Mini | 04004 Conex Bins (CLC) | 6,000.00 |
| 20001817 | State Water Resources Control Board | 04001 Permit Fee (CLC) | 553.00 |
| 20001818 | Hudson Printing | 04225 Printing (OCN) | 1,184.36 |

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

| Change Orders | | | |
|----------------------|-----------------------|--------------------|---------------|
| PO # | Vendor | Description | Amount |
| | No Entries This Month | | |

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

| Construction Contract Change Orders | | | |
|--------------------------------------------|----------------------------------------|-----------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20000591 | Barnhart-Reese Construction Inc. | 04101 Change Order 10 (SAN) | 78,232.50 |
| 20000602 | First-Citizens Bank & Trust Company | 04101 Change Order 10 (SAN) | 4,117.50 |
| 20000605 | Straight Line General Contractors Inc. | 04105 Change Order 8 (SAN) | 70,081.82 |
| 20000607 | Conan Construction Inc. | 04002 Change Order 2 (CLC) | (51,700.00) |

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

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

| MM-17-001 – Architectural and Engineering Services Task Change Orders | | | |
|------------------------------------------------------------------------------|----------------------------------|----------------------------|---------------|
| PO # | Vendor | Description | Amount |
| 20000836 | Little Diversified Architectural | 04104 Change order 5 (SAN) | 13,880.00 |

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

| MM-17-002 – Geotechnical Engineering Task Orders | | | |
|---------------------------------------------------------|-----------------------|--------------------|---------------|
| PO # | Vendor | Description | Amount |
| | No Entries This Month | | |

| MM-17-002 – Geotechnical Engineering Task Change Orders | | | |
|----------------------------------------------------------------|-----------------------|--------------------|---------------|
| PO # | Vendor | Description | Amount |
| | No Entries This Month | | |

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

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

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

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

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

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

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

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




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

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

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

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

| Total Contract Expenditures: \$456,505.73 | | | |
|------------------------------------------------------------------------------------------------|--|--|--|
| Ratify purchase orders — 20001749 – 20001751, 20001810 – 20001812, 20001814 – 20001818. | | | |
| Ratify purchase orders (Task Orders) — No Entries This Month. | | | |
| Ratify purchase orders (Contracts) — 20001820. | | | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Authorize Utilization of Foundation for California Community Colleges (FCCC) and Trustees of the California State University Contracts | Attachment: None |
| Category: Action Items | Type of Board Consideration: Information Consent  Action |
| Recommended:  <hr/> Tim Flood Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

California Public Contract Code section 20652 allows a community college district to acquire equipment, materials, and/or supplies by utilizing an existing contract from another public entity without further competitive bidding. The Foundation for California Community Colleges (FCCC) of Sacramento is a public agency as defined in Government Code section 20057 (b). California Public Contract Code Section 20653.5 allows California community colleges to purchase materials, equipment, supplies, and services from contracts lawfully entered into by the University of California or the California State University (UC/CSU) with the same terms, conditions, and prices as negotiated. Further, the FCCC collaborates with the UC/CSU systems through the California Higher Education Shared Services Consortium for resource sharing. Utilization of the FCCC/CSU/UC agreements under the same price and the same terms and conditions will prove beneficial to the district for the purpose of achieving added price savings through volume discounting.

STATUS

District staff finds that purchases made from utilizing the following FCCC/UC/CSU cooperative purchasing agreements will save administrative time and expense, deliver significant cost savings, and will be in the best interest of the district. The FCCC/UC/CSU contracts will cover the purchases for a variety of commodities and services related to instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas that are including but not limited to equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services as follows:

FCCC Administrative Services Agreement CB-0000-3598 – With Amazon Business, for the purchase of supplies, technology, software, equipment, and other miscellaneous materials effective July 5, 2020, through July 5, 2023, with the option to extend for one (1) additional one (1) year term.

FCCC Administrative Services Agreement CB-241-18 – With B&H Photo-Video Inc., for the purchase of audio, visual equipment, materials, and supplies effective July 24, 2018, through June 6, 2021.

FCCC Administrative Services Agreement 0000-3568 – With Microsoft, for the purchase and provision of Microsoft software products and applications effective June 19, 2020, through September 30, 2023, with an option to extend for one (1) additional year term.

FCCC Administrative Services Agreement 0000-3746 – With Home Depot, for the purchase and provision of supplies and equipment effective March 29, 2020, through March 9, 2021.




FCCC Administrative Services Agreement CB-248-18 – With Grainger, for the purchase of equipment, materials, and supplies effective July 01, 2018, through June 30, 2021, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement CB-220-17 - With Fisher Scientific Company, for the purchase of scientific equipment and supplies effective June 1, 2017, through May 31, 2020, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement CB-185-17 - With CDW Government Inc., for the purchase of software, hardware, technology, associated maintenance and support and equipment effective June 2, 2017, through June 1, 2020, with the option to extend for two (2) additional one (1) year terms.

RECOMMENDATION

Approve the use of the above identified FCCC/CSU/UC contracts to purchase equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services to support instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas. The approval to utilize the above contracts applies to purchases made within the term of the agreements, and is contingent upon the availability of funds for each purchase. Funding will be available in the individual departments' accounts. All purchases will be procured with district issued purchase orders and will be brought forward for board ratification.

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| Subject: Approve Not To Exceed Guaranteed Maximum Price for Construction Phase Services for Oceanside Health and Wellness Hub New Parking Lot 5A&B Project and Change Order to Oceanside Health and Wellness Hub New Parking Lot 5A&B Project Design-Build Services Contract to Memorialize Same | Attachment: None |
| Category: Action Items | Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action  </div> |
| Recommended:  <hr/> Tim Flood Vice President, Administrative Services | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

At its September 12, 2019, meeting, the board approved board docket item VIII.F, which was the award of three separate design-build services contracts to Balfour Beatty + HMC (“DBE”) pursuant to RFQ/P #MM19-003 for the Oceanside Health and Wellness Hub Projects (“Contracts”). The three separate projects for which the board approved the award of the Contracts are: 1) New Parking Lot 5A&B Project; 2) New Gymnasium Project; and 3) Allied Health Project (collectively referred to herein as “Projects”), which were bundled together for procurement purposes. However, each of the Projects stand alone and each have their own separate design-build contract, schedule, bonding, insurance, etc.

The Contracts approved by the board at its September 12, 2019, meeting were only for the DBE to provide the first two of the three phases of design-build services for the Projects, which are Collaboration Phase Services (Phase 1 Services) and Design Through Agency Approval and Final Guaranteed Maximum Price Phase Services (Phase 2 Services). Pursuant to the Contracts, at the conclusion of Phase 2 Services, after obtaining Division of State Architect (“DSA”) approval of the construction documents for each of the Projects, the DBE is to provide district staff and Program Management Office staff (“PMO”) a proposed final Guaranteed Maximum Price (“GMP”) for the third and final phase of design-build services, known as Construction Phase Services, for each of the Projects for district staff’s and PMO’s review.

Via the September 12, 2019, board docket item VIII.F, the board directed district staff to bring the DBE’s final proposed GMP for Construction Phase Services for each of the Projects back to the board for approval.

STATUS

The DBE has obtained DSA approval of the New Parking Lot 5A&B Project and has presented the PMO and district staff for their review its proposed GMP for Construction Phase Services for the project. The GMP presented by the DBE is \$8,957,659.60, which is within the board approved project budget of \$13,609,435.


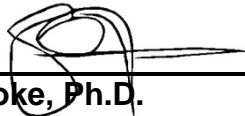
The PMO and district staff are in the process of reviewing the back up to support the DBE's proposed GMP and negotiating the final GMP amount with the DBE for the project to ensure the final GMP amount will not exceed \$8,957,659.60.

Construction Phase Services for the project are tentatively scheduled to start in February 2021; thus, district staff and PMO desire to obtain board approval of the DBE's GMP for the project before the end of January 2021.

RECOMMENDATION

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

1. Approve a not to exceed Guaranteed Maximum Price of \$8,957,659.60 for Construction Phase Services for the Oceanside Health and Wellness Hub New Parking Lot 5A&B Project; and
2. Approve district staff's memorialization of the not to exceed Guaranteed Maximum Price of \$8,957,659.60 for Construction Phase Services for the Oceanside Health and Wellness Hub New Parking Lot 5A&B Project via a change order to the design-build services contract with the DBE.

| | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: | Attachment: |
| Board Policy 2740 – Board Education | Board Policy 2740 – Board Education |
| Category: | Type of Board Consideration: |
| Board Policies – Second Reading | Information Consent  Action |
| | Approved for Consideration: |
| |  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

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

STATUS

Revisions to Board Policy 2740 – Board Education have been approved by College Council, and a minor clarification has been made by the board. The policy is now presented for a second reading and adoption by the board of trustees.

Administrative Procedure 2740 is provided for information only.

RECOMMENDATION

Adopt Board Policy 2740 – Board Education.

The Board of Trustees is committed to its ongoing development as a governing board and to a trustee education program that includes new-trustee orientation.

To that end, the board will engage in study sessions, be provided access to reading materials, and support conference attendance and other activities that foster trustee education.

Newly elected or appointed trustees will be provided an orientation and an opportunity for a mMentor.

See Administrative Procedure 2740.

Adoption History: 1/20/09

Periodic Review: 11/18/15

Reference Update: 11/14

References: Accrediting Commission for Community and Junior Colleges
Accreditation Standard IV.C.9

CCLC Update: -

Steering: S/P / N/A

A. Procedures for the Orientation for Newly Elected Trustees

Becoming a member of a governing board for community colleges is an exciting and challenging responsibility. The superintendent/president and the board president or their designee will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the college they will govern. In order to educate new trustees, the following process has been developed.

Once the election is held, the orientation will make an important distinction between orientation to the role and responsibilities of trustee and an orientation to the college. Since the needs of each new trustee may vary, the superintendent/president may tailor the orientation accordingly.

B. Prior to the Election

The superintendent/president will, upon learning that someone has filed for election or is seeking appointment to the board, will send an information packet to all candidates that will include:

1. General information about the college.
2. Information about the roles and responsibilities of governing boards and trustees.
3. Board policy statements about board operations.

In addition, all candidates will be invited to one or more of the following:

1. A candidate-information forum about the college.
2. Individual or group meetings with the superintendent/president and board president or designee.
3. A tour of all college sites.

4. Invitation to a board meeting held prior to the election to observe and be introduced.

All candidates, including incumbents, will be treated equally.

C. Post-Election Orientation for New Trustee(s)

1. Trustee role and responsibilities
2. The president of the board and superintendent/president will:
 - a. Arrange for new trustee(s) to attend the Community College League of California Trustee Orientation Workshop and Legislative Conference in Sacramento and/or national association orientations and workshops on trusteeship. (American Association of Community Colleges; Association of Governing Boards of Universities and Colleges).
 - b. Review the CCLC Trustee Handbook—carefully read the topics about governing board responsibilities and effective trusteeship. Building on this, provide a copy and review the MiraCosta College Board Handbook.
 - c. Provide and review the board policies on the website.
 - d. Review the board's policies on the governing board, particularly the code of ethics and standards of practice for the board.
 - e. Discuss the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, and conflicts of interest.
 - f. Discuss the difference between policymaking and micromanaging.
 - g. Review the laws, including the Brown Act, that apply to governing boards in California. In particular, review Education Code section 70902—Board of Trustees, Governing Board Responsibilities and Function.
 - h. Review trustee role in community relations as representatives of the college.
 - i. Review trustee role in fundraising and the role and function of the MiraCosta College Foundation Board, vis-à-vis the Board of Trustees.
 - j. The Board Chair ~~will~~may appoint a Trustee to act as a Mentor to the new Trustee for at least one year to review Board packages and provide detailed information on Board and College functioning as necessary.
3. Orientation to the College

The superintendent/president will:

 - a. Arrange for tours of the Oceanside and San Elijo campuses, the Community Learning Center, and the Technology Career Institute.

- b. Provide institutional characteristics.
 - c. Review the catalog, accreditation self-study and team reports, other key planning documents, and provide existing printed materials.
 - d. Provide briefings on administrative structure, academic structure, programs and priorities, basic aid funding versus state funding, physical plant priorities, and college planning processes.
 - e. Provide information about the history of the college and the importance of attendance at major district events such as convocations, opening days, and graduations.
 - f. Explain and discuss collegial governance and how it works.
 - g. Arrange for the trustee to talk with key leaders about programs and services offered by the college and provide an opportunity to meet informally with faculty, staff, students, and administrators.
 - h. Review the role of the academic senate, classified senate, and the associated student council.
4. Additional Areas to be Covered
- a. Review the role of the president as secretary to the board and the support provided by the executive assistant to the president to all board members.
 - b. Review compensation of Board of Trustees.

D. Student Trustee Orientation

Within the first two weeks of being appointed, the student trustee shall arrange to meet with the vice president of student services or designee and the outgoing student trustee, who will update the new student trustee on any outstanding business.



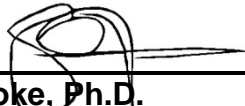
The superintendent/president and board president will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.

The superintendent/president or their designee will be responsible for familiarizing the student trustee with administrative policies and procedures, understanding of board structure, general operational principles of the board, as well as the student trustee's rights, responsibilities, and privileges.

The superintendent/president or their designee will schedule regular meetings with the student trustee to review the board agenda.

The student trustee should attend the Community College League of California student trustee orientation or a similar activity.

The vice president of student services or designee shall be in charge of communication training and parliamentary procedures.

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2021 | Attachment: None |
| Category: Information | Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly (MCCCD FA) expires on June 30, 2021.

As required by Government Code § 3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval.

STATUS

The district intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MCCCD FA for the contract period to commence on July 1, 2021.


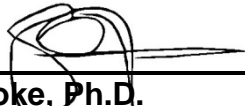
Article A: General Provisions: Revise gender pronouns throughout agreement to be more inclusive. Clarify procedures for right to purchase reassigned time for Assembly activities. Update and revise management rights clause and safety procedures.

Article B: Support for Academic Senate and Faculty Assembly Functions: Update reassigned time allocation for Academic Senate leadership and governance committees related to district governance streamlining efforts, and reassigned time allocated to the Tenure Review and Evaluation Committee chair. Clarify procedures for right to purchase reassigned time for Assembly activities.

- Article C: Faculty Workloads: Clarify and revise terms related to institutional service hours. Clarification related to load balancing, unbanking procedures, and overload assignments. Negotiate revision to Workload Factor Review Process, Class Size Maxima Process, and online education instructional requirements. Negotiate workloads related to Faculty Directors. Update extended contract days for Learning Disabilities Specialist and Learning Disabilities Specialist/Counselor positions in accordance with MOU 19-03.
- Article D: Compensation: Negotiate the salary schedule. Negotiate responsibility factors for Faculty Directors. Clarification related to banking and unbanking procedure timelines. Clarification related to honors contracts limits per faculty member and during reduced workload.
- Article E: Department Chairs and CTE Duties: Clarify voting procedures and criteria for the evaluation of the department chair.
- Article F: Leaves: Address recent statutory changes to California Family Rights Act. Clarify and improve procedures for leaves of absence without pay, personal necessity leave, and absences for online education. Clarification related to notification of approval for sabbatical to department.
- Article G: Employment and Qualifications: Clarification related to section on establishing Faculty Services areas for new hires.
- Article H: Evaluation and Tenure: Negotiate evaluation procedures for temporary fulltime faculty and tenured faculty members. Clarification related to evaluation procedures for early tenure, reassigned time limitations for tenure candidates, and procedures for tenure candidate evaluations. Include reassigned time for Tenure Review and Evaluation Committee chair.
- Article I: Professional Development: Clarify the procedure for professional development allowance and travel for faculty members.
- Article J: Fringe Benefits: Clarification regarding restriction on overload in combination with reduced workload.
- Article L: Rights, Responsibilities and Due Process: Clarification related to redaction of student information/FERPA in investigations process; notification of work restrictions and accommodations to employee's supervisor
- Appendix 3: Tables of Current Workload Factors: Update to account for changes to approved workload factors.
- Appendix 5: Tables of Reassigned Time and Stipends: Update to include reassigned time for Contextualized Teaching Coordinator approved via Program Review.

RECOMMENDATION

For information only.

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| Subject: Sunshine the MiraCosta College Faculty Assembly Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2021 | Attachment: None |
| Category: Information | Type of Board Consideration: ✓ Information Consent Action |
| Recommended:  _____ Charlie Ng Vice President, Human Resources | Approved for Consideration:  _____ Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Faculty Assembly expires on June 30, 2021.

As required by Government Code § 3547, the Faculty Assembly's initial proposal for a new agreement must be presented at a public meeting and the public has to be given a chance to comment on the proposal.

STATUS

The Faculty Assembly intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta Community College District for the contract period to commence on July 1, 2021.

Article B: Support for Academic Senate and Faculty Assembly Functions: Negotiate terms related to support for the leadership activities of the Faculty Assembly.

Article C: Faculty Workloads: Clarify role for FA in establishing flex calendar. Negotiate overload assignments, onground requirements, limits for honors contracts, reassigned time for faculty leadership positions, and equity for non-credit course factors.

Appendix 5: Adjustment as necessary following negotiations impacting reassigned timetables.

Article D: Compensation: Negotiate cost of living adjustment to the salary schedule.

Article E: Department Chairs and CTE Duties: Negotiate modifications to existing reassigned time levels.



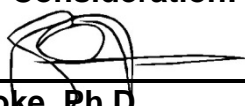
Article H: Evaluation and Tenure: Negotiate modifications to evaluation procedures.

Article I: Professional Development: Negotiate inclusion of provision for Article Processing Charges.

Article J: Fringe Benefits: Negotiate matching retirement fund contributions. Devise additional communication efforts with faculty regarding fringe benefit options.

RECOMMENDATION

For information only.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Sunshine the MiraCosta Community College District Initial Proposal to the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Contract to Commence July 1, 2021 | Attachment: None |
| Category: Information | Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Academic Associate Faculty expires on June 30, 2021.

As required by Government Code § 3547, the district's initial proposal for a new agreement must be presented at a public meeting, the public has to be given a chance to comment on the proposal, and the Board of Trustees has to adopt the proposal at a public meeting. This process is generally done in three steps: (1) in a closed session on negotiations, what the district anticipates proposing is discussed and agreed upon; (2) at a board meeting, the district presents the initial proposal publicly to the board as an information item; and, (3) the proposal is put on the next board agenda for public comment and board approval.

STATUS

The district intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta College Academic Associate Faculty for the contract period to commence on July 1, 2021.



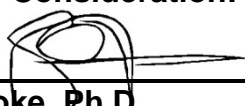
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|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General | Revise gender pronouns throughout agreement to be more inclusive |
| Article 4 | <u>Nondiscrimination and Safety</u> : Update and revise non-discrimination language in accordance with district policies and procedures |
| Article 5 | <u>Organizational Security/Dues Deduction/Agency Fee</u> : Update to reflect changes to state and federal law |
| Article 7 | <u>Workload Scheduling and Reemployment Preference</u> : Update and incorporate revised discipline and performance factors in Exhibit E; negotiate language |

related to workload factor review process; revise name for re-employment preference process to eliminate confusion; clarify re-employment preference scheduling process procedures; negotiate online education instructional requirements to teach hybrid or online courses; negotiate work experience and internships procedures and compensation.

- Article 9 Evaluation Procedures: Revise evaluation procedures for associate faculty, including clarification related to non-classroom evaluation procedures and the number of student surveys required for non-classroom faculty under evaluation.
- Article 12 Salary Schedule and Placement: Negotiate the salary schedule.
- Article 15 Leaves of Absence: Clarify leaves and address recent statutory changes; add procedure for reporting absences for online education.
- Article 16 Professional Growth (FLEX): Negotiate compensation related to FLEX obligations.
- Article 20 Term: Term of agreement.

RECOMMENDATION

For information only.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Sunshine the MiraCosta College Academic Associate Faculty CCA/CTA/NEA Initial Proposal to the MiraCosta Community College District for the Contract to Commence July 1, 2021 | Attachment: None |
| Category: Information | Type of Board Consideration: <div style="text-align: center;">  </div> Information Consent Action |
| Recommended:  <hr/> Charlie Ng Vice President, Human Resources | Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President |

BACKGROUND

The collective bargaining agreement between the district and the MiraCosta College Academic Associate Faculty (MCCAAF) expires on June 30, 2021.

As required by Government Code § 3547, the MCCAAF's initial proposal for a new agreement must be presented at a public meeting and the public has to be given a chance to comment on the proposal.

STATUS

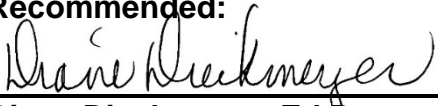
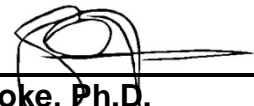
The MCCAAF intends to negotiate changes in the terms and conditions of employment contained in the following articles of the agreement with the MiraCosta Community College District for the contract period to commence on July 1, 2021.

- Article 4 Nondiscrimination and Safety: Compensation for safety committee member.
- Article 5 Organizational Security/Dues Deduction/Agency Fee: Update to reflect changes to state and federal law.
- Article 7 Workload Scheduling and Reemployment Preference: Eliminate use of LHE throughout the CBA; improve scheduling process to honor the work of associate faculty.
- Article 8 Working Conditions/Support Services: Compensation for CMS training.
- Article 9 Evaluation Procedures: Streamlining and review of evaluation process.

- Article 11 Office Hours: Offer equitable compensation for office hours and for student success.
- Article 12 Salary Schedule and Placement: Improve salary to achieve parity with full time faculty.
- Article 13 Health Benefits: Improve access to benefits for a greater number of unit members and their families.
- Article 14 Retirement Benefits: Add Social Security as an option.
- Article 15 Sick Leave: Payout of sick leave to unit members not in STRS DB.
- Article 17 Assigned Time: Compensation for unit members performing shared governance.
- Article 18 Grievances: Addition of binding arbitration.

RECOMMENDATION

For information only.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Instructional Services Division Board Report | Attachment: None |
| Category: College-Related Reports | Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent Action </div> |
| Recommended:  Diane Dieckmeyer, Ed.D. Vice President, Instructional Services | Approved for Consideration:  Sunita V. Cooke, Ph.D. Superintendent/President |

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

Academic Support Centers (STEM/MLC, TASC and WC)

In November, Instructional Services was highlighted during the districtwide webinar; the Academic Support Centers created an engaging presentation highlighting student voices through live and video representation, as well as relevant equity data. A live tour of the STEM/MLC occurred, demonstrating the ease of access to services.

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

So that students have more opportunities for group-based learning, STEM/MLC are providing weekly focused re**view** and pre**view** of topics on 13 math courses, any course in statistics, and six different STEM areas. The STEM/MLC also hosted the Bridge to Success in Math fully online for the first time with more than 40 participants. This program will continue fully online for the near future to allow for more flexibility for students who are working or dealing with family situations.

Tutoring and Academic Support Center (TASC)

The Academic Success Coaching (ASC) program joined the campus-wide Academic and Career Pathways (ACP) organizational effort to increase success for disproportionately impacted populations with eight coaches serving as ACP peer mentors. Further, TASC's embedded tutoring in classrooms spans 14 course sections, 8 disciplines (Accounting, Anthropology, CSIT, Design, DSPS, MAT, Music, Sociology), 12 faculty, and 11 TASC tutors serving 381 students for fall 2020.

Writing Center (WC)

With 317 sessions and 89 unique UC-bound students, transfer season was exciting at the WC. To reach more students the WC targeted transfer workshops to specific populations including: Umoja, Honors, and Veterans. During the fall semester, the WC responded to student demand by shifting format as needed. In weeks 5, 10, and 15 there were over 80 asynchronous video sessions per week. Yet in week 14 they dropped to 41 as Zoom appointments doubled due to transfer appointments. In week 8,

the drop-in service, which has ranged from 35-45 percent utilization, suddenly jumped to 80 percent.

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

The Letters Department has found marvelous ways to create community and connections by engaging students directly with authors and artists. Spoken word poet SuperB visited Karla Cordero's Creative Writing class and joined her students in "Voice 4 Change, Virtual Open Mic." Two other authors previously visited this class, Sonia Gutierrez and Hari Alluri, as part of Karla's Living Writers Series. Gutierrez is a member of our own associate faculty.

Author, Reyna Grande gave a presentation on her book *A Dream Called Home* as part of Latinx Heritage Month. Organized by Violeta Sanchez and following Grande's presentation, a special Q&A session was held for students reading her book in their English 100 class. Phuc Tran Zoomed in from Maine for Cynthia Hanson's English 100 class in which students – and MCC Book Club members -- were reading his memoir.

Maria Figueroa invited two prominent local women to her Women in Art and Literature humanities class. Interdisciplinary artist Claudia Cano shared her work centered on the intersections of immigration, Mexican and American cultures, physical labor and women; Ms. Cano is also an artist and coordinator at LUX, right around the corner from the San Elijo Campus. Alys Junious describes herself as a social conscious artist, an arts and wellness advocate, and a trainer of dancers and athletes. Ms. Junious was born and raised in Oceanside.

To her Introduction to Literature class, Maria invited Tim Hernandez, who pursued the untold story of the tragic plane crash that killed 43 Mexican braceros who were being deported at the end of the Bracero Program in his novel *All They Will Call You*. Gaye T. Johnson from UCLA also joined Maria's students to discuss spatial politics and interracial solidarity among Black and Brown communities in historically impoverished neighborhoods.

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

The Community Education and Workforce Development (CE&WD) program continues to offer a substantial number of online offerings, along with a limited set of in-person offerings for essential work skills. The program is doing its due diligence to be responsive to local workforce needs, while complying with COVID-19 local, regional, and state restrictions and guidelines. Also, in order to provide a more sustainable employee training program, we recently contracted with the Santa Clarita Community College District to share Employment Training Panel funds for the purposes of contract education.

The Technology Career Institute (TCI) hosted two successful sessions for the new *Health Screener* course created by the San Diego Department of Health and Human Services. Once trained, these individuals will be hired by the City of San Diego to assist nurses with coronavirus screening and maintaining CDC guidelines throughout San Diego.

The faculty in our Continuing Education (noncredit/CLC) programs recently facilitated a truly outstanding *Diversity Day* online event, highlighting student and community celebrations of art, music, and culture. In addition, the programs hosted an inspiring *Speaker Series* event in October presented by a former MiraCosta student, as well as a celebration in November to

recognize and honor the service and contributions of our veterans community. Visit our events page at <https://www.miracosta.edu/academics/continuing-education/events/> for more information about past and upcoming CLC events.

This semester, Continuing Education launched the *Noncredit Online Teaching Excellence* (NOTE) course to help provide mentorship and support for faculty learning to integrate successful adult learning models within an online domain. Over 20 faculty members have participated or are currently participating in this professional development opportunity.

Congratulations to Angela Senigaglia, Erica Duran, and Kristi Reyes for their recognition as SDSU CCLEAD Alumni Group Region X Online Transition Campus Heroes! Kudos as well to both Krista Warren and Angela Senigaglia for being nominated for the prestigious ASCCC Hayward Award for “Excellence in Education.” These faculty, and the many other faculty and staff in the School of Continuing and Community Education are truly heroes for paving the road of opportunity for our students and our community!

Honors Scholar Program (Dana Smith, Christopher Sleeper)

The Honors Program presented a virtual four-day edition of its Fall OMNI Research Showcase from December 8 to December 11. Over forty students presented their research projects, and for 92 percent of the students, the OMNI was their first conference experience. Many of the students are now readying their proposals for submittal to the virtual [UCI-HTCC Honors Research Conference](#) in March.

In addition to providing weekly orientations to new students throughout the semester, Honors Navigators arranged a wonderful set of remote experiences this semester including international film screenings, podcast parties, a virtual social lounge, and twelve editions of the Compass e-newsletter. With an opportunity to expand skills in peer mentoring and leadership, the Navigator position is a distinctive and vital component of the Honors Program.

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

During the fall semester, the Career Center partnered with classroom faculty to successfully implement a number of career-related instructional projects. The CASCADE cybersecurity internship program, funded by the Department of Defense and the Foundation for California Community Colleges, was implemented at four local technology companies. CSIT students participated in paid internships under the mentorship of CSIT faculty Rick Cassoni and Business faculty Nate Scharff to develop cybersecurity protocols with guidance from cybersecurity specialists at their respective companies. Design faculty members David Parker and Paul Clark sought to expand the career awareness of students studying design, engineering, architecture, and project management. The Career Center’ Employment Services Team partnered with Kitchell and the Design Department faculty and staff to host a networking/collaboration session of 20 vendors currently contracted by the District for the new construction funded by Measure MM. The event was so successful that all parties are planning a virtual work-based learning event for the spring.

Collaborative classroom presentations continued unabated during remote instruction. Two of note were with the Biomanufacturing and Umoja programs. Biomanufacturing faculty member Dominique Ingato invited members of the Career Center team to guest lecture in several classes to discuss the topics of job search, resume preparation, one-minute commercials, and mock interviews. Umoja Coordinator/Counselor and classroom faculty member Don Love invited Career Counselor Stacey Mathis to consistently attend Umoja porch talks and to guest lecture in his Counseling 100 classes on *How to Choose a Major* and *16 Personalities*, a

career assessment tool. Don also partnered with the Employment Services Team to present at Umoja Village Hours on MiraCosta's Job and Internship Network (JAIN) 101 and Internships; Your Digital Identity; Resume Writing; Your LinkedIn Profile; How to Rock Your Interview; and How to Work the Virtual Job and Internship Fair.

The Career Center implemented its first virtual *Job and Internship Fair* this fall. Twenty employers developed virtual booths and interacted with the 150 students who attended. Survey results were overwhelmingly positive, with 80 percent of survey respondents either "strongly agreeing" or "agreeing" that the event was informative and that the Career Center has helpful resources. Student quotes about what they liked best about the event included:

- *"The ability to speak with someone regarding my field of study and how to pursue that moving forward..."*
- *"The Career Center workshop booth."*
- *"I like that I was able to attend the event while on my phone."*
- *"...how simple the format was to navigate through."*
- *"The opportunity to connect with people and employers."*
- *"Being able to see some of the companies [sic] representatives face to face and talk to them."*

Remote instruction provided an opportunity for the Career Center and Financial Aid Office to collaborate to offer the first-ever drive-thru event. The event provided information to students about how to apply for financial aid and how students who are awarded Work Study can become eligible to work as a paid intern in a local company through a new program called The Experiment. Between 35 and 40 carloads of students drove through and chatted through masks with those in attendance. "I wish they would have had something like this when I first started at MiraCosta. I am about to graduate with my AA and very excited to find a company that relates to my degree where I can intern. I am really hoping this will help me get my foot in the door," said one student to Financial Aid Supervisor Tony Puccio. In addition to information about financial aid, career exploration, and employment readiness, students received USBs, t-shirts, notebooks, water bottles, pop sockets, lip balms, meal vouchers, and tote bags provided by the two departments.