



MIRACOSTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

**REGULAR MEETING
4 P.M. – THURSDAY – February 21, 2019**

**JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS**

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

- A. Special Meeting – Closed Session of January 24, 2019
- B. Regular Meeting of January 24, 2019

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

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

ITEMS NOT ON THE AGENDA: Members of the audience may address the Board of Trustees on any topic not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §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. AB705 Update – Vice President of Instruction Dr. Diane Dieckmeyer, English Professor Curry Mitchell, and Math Professor Dr. Leila Safaralian
- B. Sabbatical Leave Report – Sociology Professor Thao Ha

VII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Personnel Actions
- B. Approve Reclassification of Existing Position
- C. Approve Academic Personnel Advancement
- D. Approve Minimum Qualifications Comparable Degree Title Request
- E. Approve Reorganization of Existing Positions for Student Services, Fiscal Services, and Human Resources
- F. Ratify Memorandum of Understanding 19-01 with Faculty Assembly
- G. Approve Employment Contract Corrections for Vice Presidents
- H. Ratify Contracts and Approve Purchase Orders – Jan. 1 through Jan. 31, 2019
- I. Ratify Budget Transfers
- J. Approve 2018/19 Legal Services
- K. Approve of Curriculum for 2019/20 Catalog, Part II
- L. Approve Renewal of Oracle Data Base Management System (DBMS) for Software Update License and Technical Support Services Agreement
- M. Approve Renewal of Oracle Enterprise Resource Planning (ERP) PeopleSoft Applications Software and Update License and Technical Support Services Agreement

VIII. ACTION ITEMS

- A. Approve Removal of Student Representative – MiraCosta Community College District Independent Citizens' Bond Oversight Committee Member
- B. Accept Resignation of Business Representative – MiraCosta Community College District Independent Citizens' Bond Oversight Committee Member

IX. PERIODIC REVIEW – BOARD POLICIES

- A. Board Policy 2015 – Student Trustee

X. INFORMATION

- A. Second-Quarter Fiscal Report

XI. COLLEGE-RELATED REPORTS

- A. Trustees Activities
- B. Students
- C. Classified Employees
- D. Faculty
- E. Vice Presidents
 - 1. Instructional Services

- 2. Student Services
- 3. Administrative Services
- 4. Human Resources
- F. Office of the President
- G. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETINGS


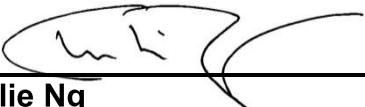

**8 a.m. – March 9, 2019
Board Workshop
Oceanside Campus**

**4 p.m. – March 14, 2019
Regular Meeting
San Elijo Campus**

Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the assistant board secretary, 760.795.6610, 760.757.2121, extension 6610, or 619.755.5155, extension 6610. The California Relay Service is available by dialing 711 or 800-735-2929 or 800-735-2922.

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

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

Subject: Approve Reorganization and Reclassification of Existing Positions for Student Services, Fiscal Services, and Human Resources	Attachment: Job Descriptions Online
Category: Consent Items	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

Student Services: The Student Services Division identified a need to achieve parity in reporting lines for the Community Learning Center and the San Elijo Campus. Additionally, there is a need to standardize business practices, forms, records, security, and automation between the three sites. As a result of this standardization, six (6) positions have been identified for reclassification. The Classification Review Committee supported the recommendation and submitted it to the superintendent/president for approval.

Fiscal Services and Human Resources: With the addition of the new vice president of Administrative Services, the organizational departments for the former Business and Administrative Services Division were evaluated. The evaluation included research into best practices on how to organize and determine the most effective reporting relationship for the payroll and cashiering services departments.

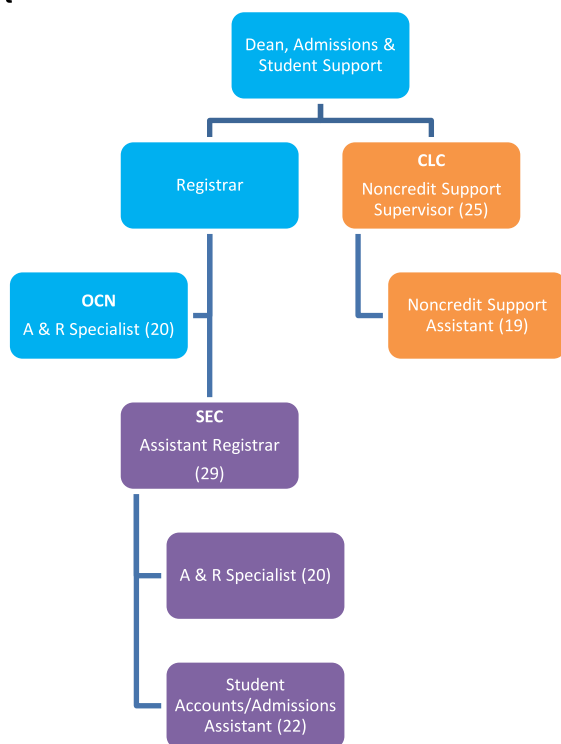
STATUS

Student Services: Upon identifying divisional needs, it has been determined that a reorganization is necessary to structure the Admissions and Records departments of each campus in a consistent manner, to align classifications for similar duties, and to streamline services provided. The following reclassifications of existing positions will result from the reorganization: five (5) Noncredit Support Assistants, range 19, located at the Community Learning Center (positions 10543264, 10543265, 10543267, 10543268, 10543535) will become [Admissions and Records Specialists](#) (range 20); the Noncredit Support Supervisor, range 25, located at the Community Learning Center (position 10543459) will become an [Assistant Registrar](#), range 29. The Assistant Registrar will then report to the Registrar rather than the Dean, Admissions and Student Support.

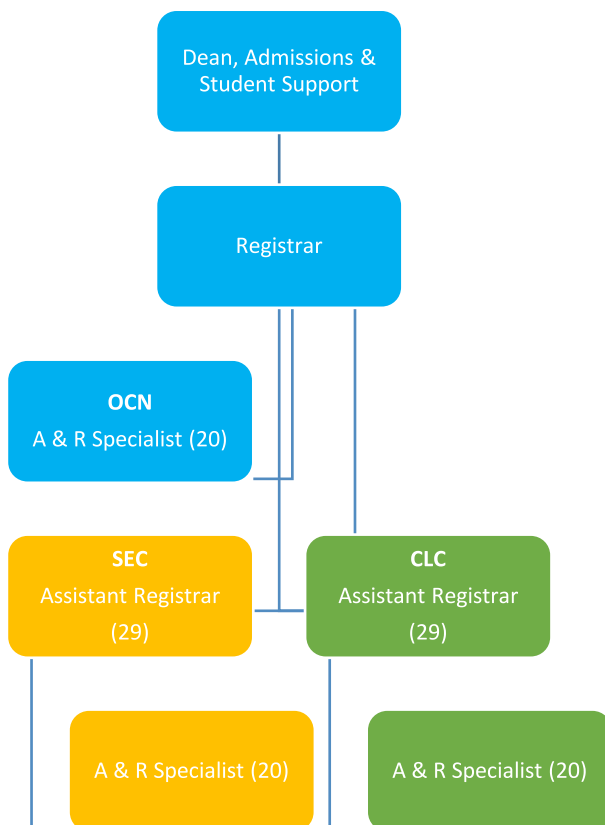
The Student Accounts/Admissions Assistant, range 22, at the San Elijo Campus (position 10543260) will become an [Admissions and Records Specialist](#), range 20. No incumbent will be

impacted by the reduction in range, as this position is currently vacant. There will not be an increase in employee headcount. The financial impact for the six impacted employees is \$22,844.

Current Organizational Chart

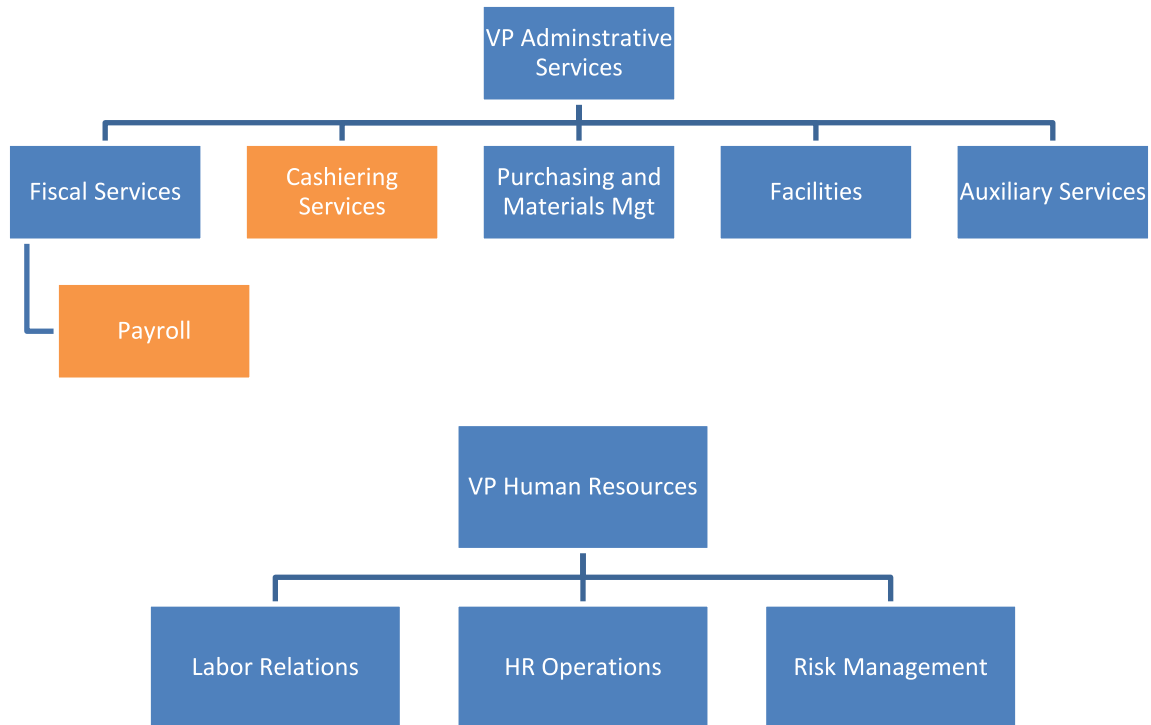


Recommended Organizational Chart

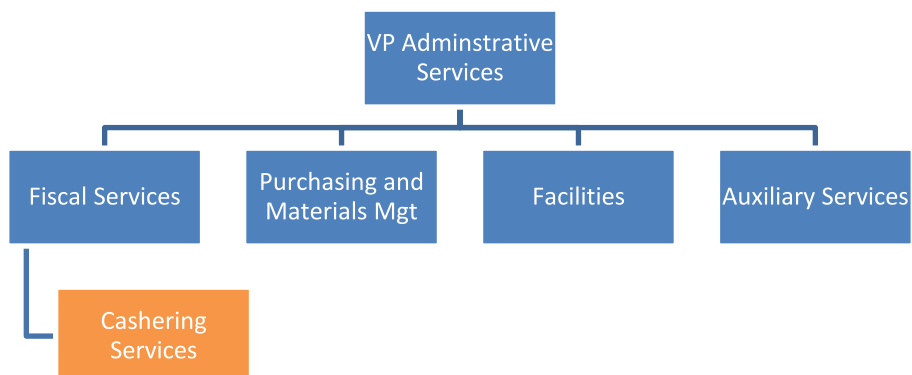


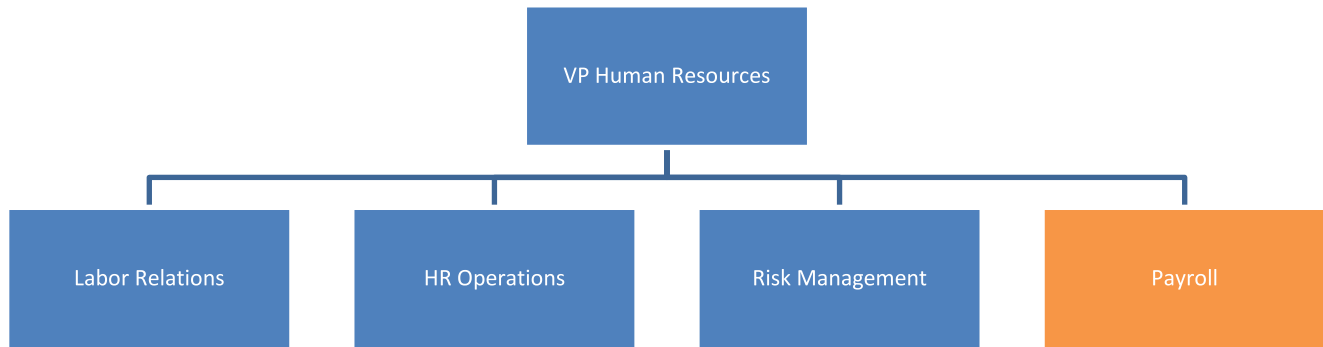
Fiscal Services and Human Resources: Based on the district's research, needs of balancing workload, span of control, and system coordination for student payroll, benefits, and human resources with respect to the information system, it has been determined the Payroll Department should be under the supervision of the vice president of human resources. There will not be an increase in employee headcount. Based on the district's research, needs of balancing workload, span of control, and system coordination for business processes and services, it has been determined that the Cashiering Services Department should be under the direction of the director of fiscal services. There will be no increase in employee headcount.

Current Organizational Chart



Recommended Organizational Chart





RECOMMENDATION

Approve reorganization of existing positions for Student Services, Fiscal Services, and Human Resources, as stated above.