MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

3 P.M. — JUNE 24, 2015

JOHN MACDONALD BOARD ROOM

BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. ADMINISTER OATH OF OFFICE

A. 2015/16 Student Trustee – Naweed Tahmas

IV. APPROVE MEETING MINUTES

A. Special Meeting of May 20, 2015
B. Regular Meeting of May 20, 2015

V. 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. Consent items are 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 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. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes.

VI. CHANGES IN AGENDA ORDER

VII. PRESENTATIONS

A. MiraCosta College 2015/16 Accreditation Reports

VIII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions
B. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions
C. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Three-Year Period Commencing July 1, 2015
D. Authorize Execution of Individual Employment Contracts for MiraCosta Community College District Academic Administrators Association Members
E. Approve Salary Schedule Increase for Academic Administrators
F. Authorize Administrator Employment Contracts for Vice Presidents
G. Approve Salary Schedule Increase for Vice Presidents
H. Ratify Contracts and Approve Purchase Orders – May 1 through May 31, 2015
I. Adopt Annual Resolutions Authorizing Designated Agents
    1. Resolution No. 16–14/15 – Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education
    2. Resolution No. 17–14/15 – Authorizing Agents to Sign Payroll Payment Orders
    3. Resolution No. 18–14/154 – Authorizing the County Office of Education Credentials Department to Release Credential Held Warrants to Employees
    4. Resolution No. 19–14/15 – Authorizing Agents to Sign School Orders (Commercial Warrants)
    5. Resolution No. 22–14/15 – Authorizing Representative to Joint Powers Authority
    6. Resolution No. 23–14/15 – Authorizing Representative to Fringe Benefits Consortium
J. Adopt Resolution No. 21-14/15, Establish the District Appropriations (Gann) Limit for Fiscal Year 2015/16
K. Approve Load Factor for DRAM270
L. Approve Purchase of KI Learn2 Strive Chair Desks for Classroom Modernization Multi-year Project
M. Adopt Resolution No. 20-14/15 – Education Protection Account
N. Approve Renewal of Network Hardware and Software Maintenance and Support Agreements with Trace3
O. Approve $700,000 Blanket Purchase Order for Homeland Security Training Programs
P. Approve Purchase Order with Community College Library Consortium
Q. Approve Spring 2015 Adult High School Graduates

IX. ACTION ITEMS

A. Approve Memorandum of Understanding between MiraCosta Community College District and San Dieguito Union High School District for Assembly Bill 86 Pilot of Adult High School Classes for Fall 2015
B. Approve Revised Memorandum of Understanding between the MiraCosta Community College District and the MiraCosta College Foundation
C. Approve FY16 Tentative Budget
D. Approve 2017–2021 Five-Year Construction Plan and Initial Project Proposal
E. Rescind Old Board Policies
F. Approve Renewal of Superintendent/ President Contract

X. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 3420 – Equal Employment Opportunity
B. Board Policy 3710 – Security of Copyright
C. Board Policy 4230 – Grading and Academic Record Symbols

XI. FIRST READING– BOARD POLICIES

A. Board Policy 5010 – Admission and Concurrent Enrollment
B. Board Policy 5015 – Residence Determination
C. Board Policy 5020 – Nonresident Tuition

XII. 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

XIII. ADJOURNMENT

UPCOMING MEETINGS

July 15, 2015
1 p.m.
Workshop: Student Success/Data Dashboard
San Elijo Campus
3 p.m.
Regular Meeting
San Elijo Campus

Subject:	Attachment:
2015/16 Student Trustee	None
Category:	**Type of Board Consideration:**
Administer Oath of Office	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Nahweed Tahmas was elected as the 2015/16 student trustee.

RECOMMENDATION

Administer oath of office to the new student trustee.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF SPECIAL MEETING **MAY 20, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting on Wednesday, May 20, 2015, in the John MacDonald Board Room, Building 1000, Oceanside Campus. President Jeanne Shannon called the meeting to order at 2:15 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	

Sunita V. Cooke, Superintendent/President

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. CLASSROOM TOUR

The summer 2015 classroom upgrades project is currently under way.
Facilities Director Tom Macias provided a tour of a newly modernized classroom.

VI. ADJOURNMENT

The special meeting adjourned at 2:50 p.m.

MINUTES APPROVAL:

Jeanne Shannon Board President	Sunita V. Cooke, Ph.D. Superintendent/President

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF REGULAR MEETING **May 20, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, May 20, 2015, in the John MacDonald Board Room on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 3 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Antoine Stevens-Phillips, Student Trustee

Administrators present:
Sunita V. Cooke, Superintendent/President
Mary Benard, Vice President, Instructional Services
Charlie Ng, Vice President, Business and Administrative Services
Dick Robertson, Vice President, Student Services

III. APPROVE MEETING MINUTES

A. Special Meeting of April 22, 2015
B. Regular Meeting of April 22, 2015
C. Special Meeting of April 29, 2015

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the special meeting of April 22, 2015, the regular meeting of April 22, 2015, and the special meeting of April 29, 2015, were approved.

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

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

None.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Female Student Athlete of the Year

Student Brogan Griffin, women's basketball player, recently received the Pacific Coast Conference Female Scholar-Athlete of the Year award, and has been selected as a member of the All State Academic Team by the State Basketball Coaches Association. Brogan will be transferring to the USC Marshall School of Business.

B. Accreditation Update

Dean of Institutional Effectiveness Bob Pacheco presented an eighteen-month calendar for accreditation updates, and apprised the board of the new accreditation standards and augmented federal and accreditation policy requirements.

C. Five-Year Facilities Plan Update and Facilities Plan Recommendations

Vice President Charlie Ng reported on the work to date on the five-year facilities plan and presented the key elements in the 2015/16 facilities plan. He reviewed the key considerations and strategies for prioritizing the projects in the facilities plan, which include the renovation of eighty classrooms at the Oceanside and San Elijo campuses; renovation of offices following the relocation of programs to the Technology Career Institute; creating new office spaces; providing storage for the art/music program; creating new space for theater/dance; renovating the gym; completing approved program-review needs; and funding the program contingency.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions
B. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions
C. Approve Classification of New Position
D. Approve Minimum Qualification Comparable Degree Title Requests
E. Ratify Contracts and Approve Purchase Orders – April 1 to April 30, 2015
F. Ratify Budget Transfers for the Period Ending March 31, 2015
G. Approve RFQ/RFP #16-15 – Art/Music/Theatre Chiller Consolidation Project
H. Approve Architectural Design Services Contract Amendment #02 for Architects Mosher Drew
I. Award Bid #18-15 – T-110 Modular Remodel
J. Award Bid #17-15 – Classroom Upgrades Summer 2015
K. Award Bid #09-15 – Microscopes to JH Technologies, Inc.
L. Award Bid #10-15 – Bioreactors to Eppendorf
M. Approve Curriculum for the 2015-2016 Catalog, Part III
N. Approve Summer 2015 Community Education Classes
O. Approve Community Education Motorcycle Safety Program

By motion of Trustee Broad, seconded by Trustee McNeil, the consent items were approved.

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

VIII. ACTION ITEMS

A. Approve Gold Circle Club Membership for Retired Classified Employees

By motion of Trustee Broad, seconded by Trustee Merchat,

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

B. Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly for the Three-Year Period Commencing July 1, 2015

By motion of Trustee McNeil, seconded by Trustee Broad, the board ratified the collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Faculty Assembly for the three-year period commencing July 1, 2015.

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

C. Rescind Old Board Policies

1. BPI.A–Description and Purpose of MiraCosta Community College District
2. BPI.B–Board's Legal Authority, Duties and Operational Policies
3. BPII.D–Public Information Office
4. BPII.E–Administrative Relationships between Oceanside Campus, San Elijo Campus, Community Learning Center
5. BPII.F–Institutional Memberships
6. BPIII.A–Auxiliary Services
7. BPIII.D–Fiscal Affairs
8. BPIII.E–Purchasing and Material Management
9. BPIII.F–Insurance and Risk Management
10. BPIII.G–Safety
11. BPIII.H–Travel
12. BPIV.A–General Information
13. BPIV.B–Employment

By motion of Trustee McNeil, seconded by Trustee Merchat, old board policies, as listed, were rescinded.

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

IX. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 2410 – Policy/Administrative Procedures
B. Board Policy 3410 – Nondiscrimination
C. Board Policy 7120 – Recruitment and Hiring

By motion of Trustee McNeil, seconded by Trustee Cassar, the board adopted Board Policy 2410, Board Policy 3410, and Board Policy 7120.

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

X. FIRST READING – BOARD POLICIES

A. Board Policy 3420 – Equal Employment Opportunity
B. Board Policy 3710 – Security of Copyright
C. Board Policy 4230 – Grading and Academic Record Symbols

The policies were accepted for a first reading and will be presented for adoption at a future meeting.

XI. INFORMATION

A. JPA Insurance Renewal 7/1/15–7/1/16 and District Insurance Schedule

The district's Joint Powers Authority (JPA) insurance renewal coverage for the period of July 1, 2015, to July 1, 2016, was presented for information.

B. Third Quarter Fiscal Report

The CFS-311Q quarterly financial status report and the quarterly report of investments were presented for information.

XII. COLLEGE-RELATED REPORTS

A. Trustees Activities

The trustees reported they attended a number of powerful end-of-year activities and enjoyed celebrating the students' successes during commencement. The board commended the foundation on the number of scholarships presented to students this year.

B. Students

Student Trustee Antoine Stevens-Phillips reported he would be attending UCSD. He noted attending the recent EOPS awards and ported the ASG accomplished a number of goals this year, including extended library hours and online voting for the ASG elections. The board presented a plaque to recognize his service over the last year as the student trustee.

C. Classified Employees

A written report was included in the agenda. Mimi Lively reported Gwen Partlow will be president next year and Heidi Willis will be treasurer.

D. Faculty

A written report was included in the agenda. Mike Fino noted the culmination of committee work at the end of the year. The new senate will begin on June 1.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Vice President Mary Benard noted the excellent department reports included in the agenda.

2. Student Services

A written report was included in the agenda. More than 500 students will walk in graduation this year.

3. Business and Administrative Services

A written report was included in the agenda.

4. Office of the President

A written report was included in the agenda.

F. Superintendent/President

Superintendent/President Cooke thanked Student Trustee Antoine Stevens-Phillips and Classified Senate Council President Mimi Lively for their service over the past year. Fourteen faculty hirings have been completed.

XIII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIV. DECLARE NEED FOR CLOSED SESSION

At 5:06 p.m., the board announce the need for a closed session to discuss the following matters:

A. Public Employee Discipline/Dismissal/Release

(Pursuant to Government Code §54957)

B. Conference with Legal Counsel–Anticipated Litigation
(Pursuant to Government Code §54956.9, paragraph (2) or (3) of subdivision (d))
Significant exposure to litigation: one case (claim of former board member for reimbursement of legal fees personally incurred after rejecting legal representation at deposition by district's attorney)

C. Public Employee Performance Evaluation
(Pursuant to Government Code §54957
Title: Superintendent/President

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

At 7:20 p.m., the board returned to open session to report:

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

B. Conference with Legal Counsel–Anticipated Litigation
(Pursuant to Government Code §54956.9, paragraph (2) or (3) of subdivision (d))
Significant exposure to litigation: one case (claim of former board member for reimbursement of legal fees personally incurred after rejecting legal representation at deposition by district's attorney)
In closed session, the board voted to deny the claim of a former board member for reimbursement of attorney fees personally incurred in connection with being deposed in litigation involving the district.

Vote:	6/0/1
Aye:	Broad, Cassar, Fischer, McNeil, Merchat, Shannon
Nay:	None
Abstain:	Simon

C. Public Employee Performance Evaluation
(Pursuant to Government Code §54957
Title: Superintendent/President
Discussion. No action taken.

XVI. ADJOURNMENT

The regular meeting adjourned at 7:22 p.m.

MINUTES APPROVAL:

Jeanne Shannon Board President	Sunita V. Cooke, Ph.D. Superintendent/President

Subject: **MiraCosta College 2015/16 Accreditation Reports**	**Attachment:** **PowerPoint**
Category: **Presentations**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta College is accredited institutionally by the Accrediting Commission of Community and Junior Colleges. The Adult High School is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (K-12).

In the 2015/16 academic year, MiraCosta College will complete three significant accreditation reports: (1) the substantive change proposal to offer a bachelor's degree; (2) the Adult High School midterm report; and (3) the self-evaluation report for the fall 2016 reaffirmation of accreditation. As the Board of Trustees prepares for its role in approving these three efforts, it is essential to apprise the board of the steps in each process and the expectations of the college by the various accrediting bodies.

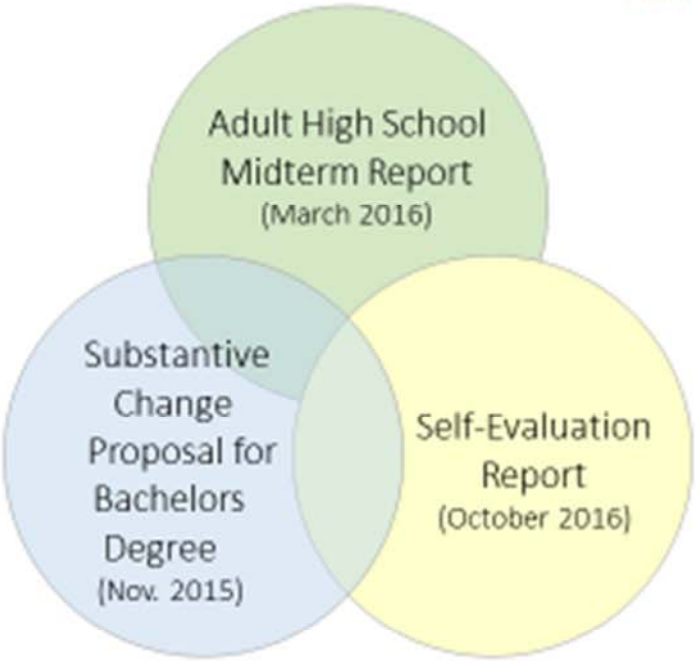
STATUS

The college has established timelines and work plans for the three major accreditation efforts and will share these actions with the Board of Trustees.

RECOMMENDATION

For information only.

Timelines and Expectations: Accreditation Reports for 2015-2016



Board of Trustees Meeting
June 24, 2015

Robert Pacheco, Ed.D.
Accreditation Liaison Officer

The Western Association of Schools and Colleges

- Three branches of Western Association of Schools and Colleges (WASC)
  - Accrediting Commissions for Schools (k-12)
  - ACCJC (Two-Year institutions)
  - WASC Senior College and University Commission (Four-years, Graduate schools, Single purpose, Faith-based, etc.)
- Goal is academic quality, institutional effectiveness and compliance with federal regulations
- All Documents, evidence of previous accreditation documents are on the MCC Accreditation web site http://www.miracosta.edu/OfficeofThePresident/accreditation/index.html

ADULT HIGH SCHOOL

MIRACOSTA COLLEGE

The MCC Adult High School (AHS):

- Is hosted at the Community Learning Center
- Offers free, alternative high school providing:
  - Transition to postsecondary education
  - Improved chances for employability with a completed diploma.
- Is an important component of our college mission

Adult High School Midterm Report

In 2010, the ACCJC recommended separate/distinct accreditation for the AHS because of the three branches of WASC

In 2013, MiraCosta College submitted for an initial accreditation for the Adult High School (6 year cycle; Midterm due in three-years)

Adult High School Midterm Report

- At the initial accreditation, ACS-WASC (ACS) highly praised the AHS for:
  - Program and services quality
  - Faculty and staff dedication and commitment
  - Resources and supports
  - Quality and thoroughness of the report
- Academic Quality Improvement (Action Plans)
  - Connection of course learning to program and institutional learning (MCC identified improvement area)
  - Increased access to and use of evidence for decision-making (MCC identified improvement area)
  - Greater dissemination of information about the AHS programs and services to the public (ACS identified improvement area)

Adult High School Midterm Report Timeline

The Timeline:

- May 2015 through August of 2015 writing of the report
  (Nikki Schaper, Angela Senigaglia, Bob Pacheco)
- September and October vetting with the MCC committees and councils
- November, Governing councils approval
- December, First read by the Board of Trustees
- January, Consideration for approval by the Board of Trustees
- February, Delivery to the ACS-WASC
- March 2016, Report due

Substantive Change Proposal
(Baccalaureate)

A Major Change in our Offerings ("Substantive Change"):

- College decision, Board approval, California approval
- Accreditation Commission approval, we need to assure
  - Why we made our decision
  - How we still meet our mission
  - How we came to our decision
  - How our resources support our BA degree
  - How we still meet the Eligibility Requirements and the Standards

Self-Evaluation Report Timeline

The Timeline:

- July 2015, First working draft of the report
- December 2015, Second working draft
- February 2016, Finalized draft of the report
- May 2016, First read of the final draft
- June 2016, Board consideration for approval of the final draft
- Summer 2016, Final production
- August 2016, Delivery to ACCJC
- August, September and October 2016, Board preparation for site visit
- October 26, Accreditation site visit

2016 Self-Evaluation Report

Our Full Six-Year Accreditation Review for the entire college

- Last full review was spring 2010

http://www.miracosta.edu/OfficeofThePresident/accreditation/index.html

- Major college-wide endeavor, with a core writing team (250-300 pages)
- Process began last summer, continues through fall 2016

Components

- Review the recommendations from last visit (SLOs, Planning, Governance)
- Examine whether we still meet all of the:
  - Eligibility Requirements
  - Standards I, II, III, IV
  - ACCJC Polices and Federal Regulations
- A look forward to the 2019 midterm report (Quality Focus Essay)
  - Similar to the ACS approach in the AHS Midterm
  - College directed efforts

2016 Self-Evaluation Report

Monthly Updates to Board until October 2016

- Standards discussed in detail
- Eligibility requirements addressed
- Federal regulations (institution set standards, transfer, financial aid)

Evidence

- Being complied and stored
- Measured against the standards and requirements
- Evaluation of our efforts
  - What we are doing well
  - Where we can improve

Self-Evaluation Report Timeline

The Timeline:

- July 2015, First working draft of the report
- December 2015, Second working draft
- February 2016, Finalized draft of the report
- May 2016, First read of the final draft
- June 2016, Board consideration for approval of the final draft
- Summer 2016, Final production
- August 2016, Delivery to ACCJC
- August, September and October 2016, Board preparation for site visit
- October 26, Accreditation site visit

MiraCosta College

Questions?

Subject: **Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

STATUS

1. Employment of the following tenure track faculty members:

   a) Meredith Cotnoir, media arts and technologies instructor – School of Career and Technical Education, position 1374, salary class 5, step 10, $113,161 per year (2015/16 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

   MA, Art – San Diego State University
   BA, English – Louisiana State University

   Professor Cotnoir has taught art and design courses for over fifteen years. As a MiraCosta College associate faculty member, she taught online and on-ground courses in web design and development. Professor Cotnoir also worked for San Diego State University as an IT consultant where she was responsible for server administration, web programming, design, and maintenance.

   b) Richard Cassoni, computer studies and information technology instructor – School of Career and Technical Education, position 1369, salary class 5, step 6, $98,139 per year (2015/16 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

   MS, Business Administration (Information Systems) – San Diego State University
   BS, Physics – University of Utah

   Professor Cassoni has worked as a MiraCosta College associate faculty member for the past three years. He taught courses in multiple areas across the MiraCosta CSIT Program, as well as Palomar and San Diego community colleges. Professor Cassoni has a breadth of teaching experience in networking and computer science.

c) Linda Woods, Chemistry Instructor – School of Math & Sciences, position 1214, salary class 6, step 10, $115,721 per year, (2015-16 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

Ph.D., Chemistry – University of California, San Diego
MS, Chemistry – University of California, San Diego
BS, Molecular and Cell Biology, University of California, Berkeley

Professor Woods previously worked for the San Diego Community College District, Miramar College, as a full-time faculty member, where she taught organic chemistry. Professor Woods has extensive experience in organic chemistry lab development, prepping and instrumentation.

d) Jacob Strona, English instructor – developmental English composition, School of Letters and Communication Studies, position 1370, salary class 3, step 4, $85,510 per year (2015/16 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Literature and Writing – California State University, San Marcos
BA, Literature and Writing – California State University, San Marcos

Professor Strona has worked as a MiraCosta College associate faculty member since 2013 teaching rhetoric and composition courses. He also served as an adjunct English professor for Palomar and CSU, San Marcos. In addition to teaching, Professor Strona served as a Writing Center consultant for CSU, San Marcos.

e) Yesenia Balcazar, EOPS faculty director, position 2502, salary class 2, step 10 x 1.108 time factor and 1.04 responsibility factor, $121,555 per year (2015/16 academic salary schedule [actual salary placement contingent upon verification]), full-time, 195-days per year, effective July 1, 2015:

MA, Education – San Diego State University
BA, Business Administration – California State University, San Marcos

Yesenia Balcazar has served as an interim EOPS faculty director for MiraCosta College for the past year. She managed the daily operations of the EOPS and CARE programs, approved student eligibility, and assessed and evaluated student-learning outcomes. Yesenia also served as the EOPS Student Services coordinator for MiraCosta for over nine years.

2. Reduced workload request for Jonathan Cole, physics instructor – School of Math and Sciences, position 1211, beginning August 14, 2015, and ending May 31, 2025, at which time he will retire from the district. Professor Cole will maintain a 90-percent assignment throughout the agreement period (see attached).

3. Revision of reduced workload agreements for the following tenured faculty members:

a) Jeffery Keehn, English instructor, position 1276, requests a change in assignment from 67 percent to 53.33 percent, effective August 14, 2015, (see attached agreement).

b) Nancy Lee, chemistry instructor, position 1251, requests a change in assignment from 80 percent to 50 percent, effective August 14, 2015, (see attached agreement).

c) John Towers, math instructor, position 1315, requests a change in assignment from 86.667 percent to 60 percent, effective August 14, 2015, (see attached agreement).

4. Leila Safaralian, math instructor, positon 1362, has given notice of her intent to advance on the academic salary schedule from salary class 3 to class 4 due to the completion of coursework approved by the Salary Advancement Committee, effective July 1, 2015.

5. In accordance with Article 12.7 of the Academic Associate Faculty Collective Bargaining Agreement, the following associate faculty members request advancement on the associate faculty salary schedule, effective July 1, 2015, due to the completion of coursework approved by the Salary Advancement Committee:

a) Melanie James, English instructor, will advance from salary class 2 to 3.

b) Cynthia Cordova, counselor, will advance from salary class 4 to 5.

c) Afifa Zaman, counselor, will advance from salary class 2 to 3.

d) Jacob Strona, English instructor, will advance from salary class 2 to 3.

e) Casey McFarland, kinesiology instructor, will advance from salary class 4 to 5.

RECOMMENDATION

Ratify recommendations of the superintendent/president in approving academic personnel actions.

MiraCosta College

MiraCosta Community College District

[illegible]

2015-2016

REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on June 8, 2015 in accordance with its policies, I agree to perform as a Physics Instructor for the School of Math and Sciences on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2026.

1. Participation in the program begins August 14, 2015 and will end at the conclusion of the 2024-2025 academic year.

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

   The required service for the 2015-2016 academic year shall be reduced to 90% beginning August 14, 2015 and ending May 27, 2016.

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

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

5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2015 – May 31, 2016.

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

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

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

Jonathan Case — Date: 6/9/15

Approved: Carlos Lopez, Dean, Science, Math & Engineering — Date: 6/10/15

Mary Gerhard, Vice President, Instructional Services — Date: 6/10/15

Sonia V. Ospina, Ph.D., Superintendent/President — Date: 6/15/15

Community Learning Center

Operation Services

Student Services

MIRACOSTA COLLEGE

MIRACOSTA COMMUNITY COLLEGE DISTRICT

1 Barnard Drive, Oceanside, CA 92056
P 760.795.6610 F 760.795.6607 www.miracosta.edu

2015-2016

REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on October 25, 2013 in accordance with its policies, I agree to perform as an English Instructor for the School of Letters and Communication Studies on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2021.

1. Participation in the program begins August 8, 2014 and will end at the conclusion of the 2020-2021 academic year.

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

   The required service for the 2015-2016 fiscal year shall be reduced to 53.32% beginning August 8, 2015 and ending May 22, 2016.

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

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

5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2015 – May 31, 2016.

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

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

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

Jeffery Klein — Date: 4/24/15

Approved:

Daria Smith, Dean, Letters & Communication Studies — Date: 4/27/15

Mary Benard, Vice President, Instructional Services — Date: 4/29/15

Sunita V. Cooke, Ph.D., Superintendent/President — Date: 5/3/15

MIRACOSTA COMMUNITY COLLEGE DISTRICT

Barnard Drive, Oceanside, CA 92056
P 760.795.6621 • F 760.795.6609 • www.miracosta.edu

2015-2016
REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on August 6, 2014 in accordance with its policies, I agree to perform as a Chemistry Instructor for the School of Math and Sciences on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2024.

1. Participation in the program begins August 8, 2014 and will end at the conclusion of the 2023-2024 academic year

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

   The required service for the 2015-2016 academic year shall be reduced to 50% beginning August 14, 2015 and ending May 27, 2016.

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

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

5. Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2015 - May 31, 2016.

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

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

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

Nancy Lee — Date: Apr 23, 2015
Nancy Lee

Approved: — Date: 4/23/15
Carlos Lopez, Dean, School of Math & Sciences

Date: 4/24/15
Mary Bozard, Vice President, Instructional Services

Date: 4/28/15
Sunita V. Cooke, PhD., Superintendent/President

MIRACOSTA COLLEGE

MIRACOSTA COMMUNITY COLLEGE DISTRICT

1 Barnard Drive, Oceanside, CA 92056
P 760.757.2121 • F 760.795.6609 • www.miracosta.edu

2015-2016

REDUCED WORKLOAD AGREEMENT

Pursuant to Education Code Sections 87483 and 89516, approved by the Superintendent/President of the MiraCosta Community College District on October 25, 2013 in accordance with its policies, I agree to perform as a Math Instructor for the Mathematics Department on the part-time basis specified below with full retirement credit. I agree to retire from my position with the District on or before the conclusion of the reduced workload agreement on May 31, 2019.

1 Participation in the program begins August 8, 2014 and will end at the conclusion of the 2018-2019 academic year.

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

The required service for the 2015-2016 fiscal year shall be reduced to 60% beginning August 14, 2015 and ending May 27, 2016.

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

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

5 Compensation for service during the reduced workload period will be paid in ten (10) equal monthly payments beginning August 31, 2015 – May 31, 2016.

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

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

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

John Towers — Date: 4-27-2015

Approved:

Carlos Lopez, Dean, Math, Sciences & Performing Arts — Date: 4/28/15

Mary Benard, Vice President, Instructional Services — Date: 4/29/15

Sunita V. Cooke, Ph.D., Superintendent/President — Date: 5/3/15

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

STATUS

1. Employment of the following regular classified employees:

   Albert Vu, Instructional Assistant I – Biological Sciences Dept., position 4071, salary range 12, step 1, $3,646.58 per month, full-time, 10 months per year, effective August 3, 2015.

   Jean Paul "JP" Schumacher, Coordinator, Student Equity, position 3150, salary range 29, step 3, $6,605.83 per month, full-time, 12 months per year, effective June 29, 2015.

2. Employment of Rita Soza, Interim Director, Public and Governmental Relations, Marketing and Communications, position 0131, salary range CM13, step 5, $11,142.25 per month, full-time, effective August 17, 2015, to January 11, 2016, while the incumbent employee is on a leave of absence. Rita will take a leave from her regular position as a full-time, tenure-track, business instructor to accept this interim assignment.

3. Employment of Jose Mota, Interim Student Services Coordinator – EOPS, position 0115, salary range 26, step 1, $5,460.75 per month, full-time, effective July 1–December 31, 2015.

4. Permanent change of assignment for Alison Cotter, Secretary II – Financial Aid Dept., position 3522, has accepted the position of Student Services Coordinator – Financial Aid, position 3108, salary range 26, step 1, $5,460.75 per month, full-time, 12 months per year, effective June 1, 2015.

5. Catastrophic leave request for the following regular classified employees, in accordance with Board Policy 7345. They are requesting a waiver to the limitation on how much of their available sick leave can be used for personal necessity leave as they have

exhausted their personal necessity allowance. Classified employees are limited to seven days of personal necessity leave per fiscal year:

Marilyn Bemiss, Admissions/Records Assistant, position 3257
Irene Dikau, Payroll Technician, position 3581

6. In accordance with AP 7340, Laura Paciorek, Early Childhood Education Instructional Specialist, position 4039, requests an extension of her parental leave request, effective September 1, 2015–May 26, 2016.

7. Contract renewal for Joseph Molina, SBDC Business Consultant, position 3133, $96,000 per year, full-time, effective July 1, 2015–June 30, 2016.

8. Temporary change in assignment for the following regular classified employees:

Shawna Sourivanh, Secretary/Clerk I – Human Resources Dept., position 3140, will continue as an Interim Human Resources Technician, position 0075, salary range 20, step 1, $26.49 per hour, full-time effective July 1 – August 6, 2015.

Stacy Ingham, Admissions/Records Evaluator, position 3258, will continue to serve as an Admissions and Records Specialist, position 0121, salary range 25, step 7, $6,664.25 per month, full-time, effective July 1–December 31, 2015.

France Magtira, Writer/Digital Marketing Specialist, position 3437, temporary increase in hours from 32 to 40 hours per week, effective July 1–December 31, 2015.

Jane Sparks, SEC Admissions/Records Supervisor, position 4005, will continue to serve as the Interim Registrar, salary range CM5, step 12, $8,865.67 per month, full-time, effective July 1–December 31, 2015.

Elizabeth Leguizamo, Secretary/Clerk I – Counseling Dept., position 3146, temporary increase in hours from 18 to 38 hours per week, effective July 1–August 21, 2015.

Adriana Machuca, Instructional Aide – Noncredit ESL, position 5003, temporary increase in hours from 14 to 28 hours per week, effective July 1–December 31, 2015.

Dixie Schulz, Admissions/Records Specialist, position 4006, will continue to serve as an Interim SEC Admissions/Records Supervisor, salary range 26, step 20, $7,882.83 per month, full-time, effective July 1–December 31, 2015.

Vivi Ricardez-Veasy, Admissions/Records Assistant, position 3254, will continue to serve as an Interim Admissions/Records Evaluator, salary range 22, step 8, $6,173.33 per month, full-time, effective July 1–December 31, 2015.

Michael Green, Jr., Student Services Specialist, Community Education and Workforce Development, position 3442, temporary increase in hours from 20 to 40 hours per week, effective February 19–June 30, 2015.

Sarah Wendelboe, Secretary/Clerk II – Career Studies and Services, position 3548, temporary increase in hours from 18 to 40 hours per week, effective July 1–June 30, 2016.

Julie Essman, Student Employment Specialist, position 3266, temporary increase in hours from 24 to 40 hours per week, effective July 1, 2015–June 30, 2016.

Ingrid Phillips, Career Studies and Services Specialist, position 3247, temporary increase in hours from 32 to 40 hours per week, effective July 1, 2015–June 30, 2016.

Lisa Montes, Student Services Specialist, position 3440, will assist the Noncredit ESL department, as needed, effective March 1–June 30, 2015.

Aimee Barragan, Administrative Secretary – Nursing/Allied Health Dept., position 3485, will serve as an Administrative Assistant to the Vice President, Business and Administrative Services, salary range 25, step 5, $6,470.11 per month, full-time, effective May 18–June 30, 2015.

Valerie McCarley, Veterans Assistant, position 3128, temporary increase in hours from 18 to 36 hours per week, effective July 1–December 21, 2015.

Cynthia Rice Carroll, Development Officer, position 3278 will continue to serve as the Interim Associate Dean of Student Services, SEC, position 0038, Academic Administrators salary schedule, non-doc, step 1, $10,025.42 per month, full-time, effective July 1, 2015 – June 30, 2016.

9. In accordance with Section H.1.6 of the Classified Senate employee manual, temporary reclassification of the following regular classified employee:

Graciela Acosta-Sanchez, Financial Aid Technician, position 3361, will be paid as a Lead Financial Aid Technician, salary range 27, step 2, $5,928.17 per month, full-time, effective May 15–June 9, 2015, while the Lead Technician is on a leave of absence.

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

Adam Guzman and Heidi Johnson, Instructional Aides – Auto Tech Dept., positions 3388 and 5026, will assist the department as Apprentice IIIs, $13 per hour, 20 hours per week, effective June 1–July 31, 2015.

Matthew Carruthers, Instructional Assistant II – Music Dept., position 3412, salary range 17, step 2, $24.29 per hour, will work over the summer, full-time, effective July 20–31, 2015.

Kelly Laggner, Instructional Associate – Physical Sciences Dept., position 4138, salary range 25, step 2, $32.28 per hour, as needed, to assist the department over the summer months, effective July 6–16, 2015.

Esteban Garza, Police Locker Room Safety Attendant, position 3555, Jacob Sneary, Police Services Officer, position 4366, Miguel Castillo, Secretary/Clerk II and III, positions 3550 and 3562, and Juan Orozco, Police Locker Room Safety Attendant, position 3554, will assist the department as substitute Police Community Services Officers, salary range 15, step 1, as needed, effective July 1, 2015–June 30, 2016.

Sinclair Tirona, Library Clerk, position 3421, will serve as an Apprentice III for the Writing Center, $13 per hour, 4 hours per week, effective July 1, 2015–June 30, 2016, and as a Secretary/Clerk II – Veterans Services, salary range 12 , step 1, $21.04 per hour, as needed, effective July 1–December 31, 2015.

Monique Reeve and Dana Ledet, Instructional Division Secretaries, positions 3337 and 3339, will staff the Associate Faculty office during the summer, as needed, effective June 15–August 7, 2015.

Amber Jackson, Secretary/Clerk I – Transfer Center, position 3147, will serve as a Program Aide – Counseling Dept., salary range 8, step 1, $18.74 per hour, as needed, effective July 1–December 31, 2015.

Griselda Hernandez, Noncredit Student and Faculty Support Assistant, position 3263, will serve as a Campus Aide III – Financial Aid Dept., $17 per hour, as needed, effective July 1–August 31, 2015.

11. 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	Asgmnt	Dept.	Hourly Rate	Start Date	End Date
Izabela Ramirez-Bryan	Apprentice III	short-term	Child Dev Ctr	$13/hr.	8/10/15	12/23/15
Jorge Rojas, Miguel Barragan, Armando Morales, Frankie Loyd Zimmerman	Assistant Coach	short-term	Athletics	$23.59/hr.	7/1/15	6/30/16
Sheila McCall	Administrative Secretary	substitute	Nursing/Allied Health	$38.71/hr.	5/18/15	12/31/15
Maria Duralde	Instructional Associate	substitute	Nursing/Allied Health	$30.61/hr.	8/1/15	5/27/16
Cindy Oropeza	Campus Aide III	short-term	Retention Services	$17/hr.	2/19/15	6/30/15
Bryce Chudomelka	Instructional Aide	short-term	Retention Services	$19.28/hr.	7/1/15	12/31/15
Dakota Lenz, Teresa Hodges	Apprentice III	short-term	Writing Center	$13/hr.	7/1/15	6/30/16
Dakota Lenz	Apprentice III	substitute	Writing Center	$13/hr.	5/26/15	6/30/15
Lindsey Bollerud	Secretary/Clerk II	short-term	Writing Center	$21.04/hr.	7/1/15	12/31/15
Chelsea Gielow	Apprentice I	short-term	Auto Technology	$9/hr.	7/1/15	12/31/15
Jaime Peralo, Paul Monforte, William Go, Albert Cox	Police Officer	substitute	Police	$30.61/hr.	7/1/15	6/30/16
Cindy Maguire	Secretary II	substitute	OIE	$25.73/hr.	7/1/15	3/31/16
Cindy Maguire	Secretary II	substitute	OIE	$25.73/hr.	5/1/15	6/30/15
Erin Perkins	Secretary/Clerk I	short-term	Student Activities, SAN	$18.74/hr.	7/1/15	12/23/15
Jaice Newman Bishop, Donna Blanton	Instructional Division Secretary	substitute	Instructional Services	$32.30/hr.	6/15/15	8/7/15
Margie Arguello	Box Office Cashier	substitute	Cashier	$20.42/hr.	8/1/15	11/30/15
Dianne deGuzman	Campus Aide II	short-term	Admissions/Records	$13/hr.	7/1/15	9/30/15
Karen O'Neal, Brittany Basora, Chelsea Cochran, Connie Riley, Donna Blanton, Chelsea Chavira	Campus Aide III	short-term	Admissions/Records	$17/hr.	7/1/15	12/31/15
Tyler Melen	Campus Aide III	substitute	Admissions/Records	$17/hr.	5/28/15	12/31/15
Judy Quiroz	Interim Admissions/Records Assistant	short-term	Admissions/Records	$26.49/hr.	7/1/15	12/31/15

Employee	Job Title	Asgmnt	Dept.	Hourly Rate	Start Date	End Date
Stephen Gonzales	Interim Admissions/Records Evaluator	short-term	Admissions/Records	$28.06/hr.	7/1/15	12/31/15
Juan Villegas	Apprentice I	short-term	Horticulture	$9/hr.	5/22/15	8/6/15
Nancy Cochran, John Danke, Gaynor Trammer, Nathan Mills	Accompanist I	short-term	Music	$26/hr.	8/24/15	12/20/15
Michael Munson	Accompanist II	short-term	Music	$45/hr.	8/17/15	12/20/15
Katie Garcia	Apprentice II	short-term	Child Dev Ctr	$11/hr.	8/10/15	12/23/15
Leslie Hernandez, Sarah Little, Amanda Pifer	ECE Apprentice II	short-term	Child Dev Ctr	$11/hr.	8/11/15	12/22/15
Katie Garcia	Apprentice III	short-term	Child Dev Ctr	$13/hr.	8/10/15	12/23/15
Bertha Patricia Rodriguez	ECE Instrct Spec	substitute	Child Dev Ctr	$25.73/hr.	8/3/15	12/23/15
Amanda Manger, Annie Lee	ECE Instrct Spec	substitute	Child Dev Ctr	$25.73/hr.	8/24/15	12/18/15
Amanda Manger	ECE Program Specialist	short-term	Child Dev Ctr	$26.49/hr.	6/1/15	6/12/15
Bryan Fore	Campus Aide III	short-term	OIE	$17/hr.	7/1/15	10/31/15
Victoria Hernandez	Program Aide	substitute	Matriculation/Testing	$18.74/hr.	6/1/15	6/30/15
Edith Arciga, Anisha Jackson, Natalie Ikker	Campus Aide III	short-term	GEAR UP	$17/hr.	7/1/15	12/31/15
Gabriella Tallmadge	GEAR UP Support Staff I	short-term	GEAR UP	$9/hr.	7/1/15	12/31/15
Brandon Hawkins, Julie Laymon, Shakyla Underwood, Angelica Zamora, Enrique Juarez, Sinthia Reynoso Ramirez, Natividad Cabrera, Marcus Kubota, Anakaren Ruano, Ruth Flores	GEAR UP Support Staff II	short-term	GEAR UP	$11/hr.	7/1/15	12/31/15
Eshan Afshinpoor	Instructional Aide	substitute	Noncredit ESL	$19.28/hr.	6/15/15	6/30/15
Cindy Maguire	Secretary II	short-term	Comm Education	$25.73/hr.	6/1/15	12/31/15
Charity Singleton, Jesse Grizzle	Campus Aide III	short-term	Proctoring Center	$17/hr.	7/1/15	12/31/15
Victoria Hernandez	Program Aide	substitute	Testing	$18.74/hr.	5/22/15	6/30/15
Doug Wright, Taryn Salcedo, Aurora Salas	Assistant Coach	short-term	Athletics	$23.59/hr.	7/1/15	6/30/16
Chris Raybon, Anthony Taylor	Assistant Coach	short-term	Athletics	$23.59/hr.	7/1/15	6/30/16
Marco David Palombo	Assistant Coach	short-term	Athletics	$23.59/hr.	7/1/15	6/30/16
Katie Ann Koniakowsky, Monica Aguilera	Assistant Coach	short-term	Athletics	$23.59/hr.	7/1/15	6/30/16
Bryan Fore	Secretary II	substitute	OIE	$25.73/hr.	5/1/15	5/31/15
Anthony Enriquez, Connie Torres, Samir Tadrousse, Arturo Medina, Travis Blunt, Eric Daniels,	Custodian	substitute	Facilities	$28.72/hr.	7/1/15	6/30/16

Employee	Job Title	Asgmnt	Dept.	Hourly Rate	Start Date	End Date
Jerry Rilling						
Brian "BB" Boynton	Purchasing/Mat Mgmnt Asst I	substitute	Purchasing	$22.93/hr.	7/1/15	12/31/15
Sarah Ann Troxel	Quick Copy Operator I	substitute	Purchasing	$18.12/hr.	7/1/15	12/31/15
Carissa Root	Campus Aide I	substitute	Community Education	$9/hr.	5/22/15	6/25/15
Nancy Kassel Emily Gilmore	MFT Intern	short-term	Health Services	$2,000 stipend	6/15/15	8/6/15
Cynthia Schoeneck Jodi Wagstaff Susan Mayfield	Nursing Associate	substitute	Health Services	$30.61/hr.	6/15/15	8/6/15
Abraham Ragudo	Instructional Assoc	short-term	NAAH	$30.61/hr.	7/1/15	12/28/15
Cynthia Vigeland	Human Resources Technician	short-term	Human Resources	$26.49/hr.	7/1/15	12/31/15
Elizabeth Stephens	Secretary/Clerk I	substitute	Human Resources	$18.74/hr.	7/1/15	12/31/15
Jennifer Vosburg	Secretary/Clerk III	substitute	Human Resources	$22.93/hr.	7/1/15	8/6/15
Wesley E. Pawl	SBDC Business Consultant	short-term	SBDC	$33/hr.	7/1/15	6/30/16
Lynn Pittman	SBDC Business Advisor	short-term	SBDC	$38/hr.	7/1/15	6/30/16
Bruce Silverman	SBDC Business Advisor	short-term	SBDC	$33/hr.	7/1/15	6/30/16
Martin S Kleckner III	SBDC Business Advisor	short-term	SBDC	$50/hr.	7/1/15	6/30/16
Amy Balch	Secretary/Clerk I	short-term	SBDC	$18.74/hr.	7/1/15	12/31/15
Lori Smith	Campus Aide II	substitute	Counseling	$13/hr.	7/1/15	11/30/15
Arlene Palafox	Campus Aide II	short-term	Counseling	$13/hr.	6/22/15	9/18/15
Antonitte Roebuck	Campus Aide III	short-term	Student Equity	$17/hr.	7/1/15	9/30/15
Rebekah Kennedy	Secretary/Clerk II	substitute	Veterans Services	$21.04/hr.	5/22/15	6/30/15
Annie Lee	Professional Expert	short-term	Child Dev Ctr	$26.49/hr.	8/10/15	8/20/15
Amanda Manger	Professional Expert	short-term	Child Dev Ctr	$26.49/hr.	8/10/15	12/18/15
Victoria Hernandez	Program Aide	substitute	Matriculation/ Testing	$18.74/hr.	7/1/15	12/31/15
Alfonso Gomez Jimenez	Campus Aide III	short-term	Matriculation/ Testing	$17/hr.	7/1/15	6/30/16
Caroline Lee	Student Services Specialist	short-term	School Relations/ Diversity Outreach	$27.27/hr.	7/1/15	7/30/15
Melissa Matz	Police Dispatcher	substitute	Police	$27.27/hr.	7/1/15	6/30/16
Melissa Matz	Secretary/Clerk II	substitute	Police	$22.93/hr.	7/1/15	6/30/16
Elizabeth Stephens	Secretary/Clerk II	substitute	Police	$21.04/hr.	7/1/15	6/30/16
Barbara Greenstein	Program Aide	short-term	Matriculation/ Testing	$18.74/hr.	5/4/15	6/30/15
Yvette Ibanez Rodriguez, Yuri Juarez	GEAR UP Support Staff III	short-term	GEAR UP	$13/hr.	7/1/15	12/31/15
Joe Otero	Campus Aide I	short-term	Veterans Services	$9/hr.	7/1/15	8/31/15
Albert Vu	Instructional Assistant I	short-term	Biotechnology	$21.04/hr.	6/15/15	6/30/15

RECOMMENDATION

Ratify recommendations of the superintendent/president in approving academic personnel actions.

Subject:	Attachment:
Ratify Collective Bargaining Agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the Three-Year Period Commencing July 1, 2015	**Document available online**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Charlie Ng, Vice President** **Business and Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

The collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty (union) expired on June 30, 2014.

STATUS

The union and the district's negotiators negotiated a successor agreement, which was subsequently ratified by the union's membership on April 25, 2015.

The complete document is available online at http://www.miracosta.edu/officeofthepresident/board/agendas.html.

RECOMMENDATION

Ratify the collective bargaining agreement between the MiraCosta Community College District and the MiraCosta College Academic Associate Faculty CCA/CTA/NEA for the three-year period commencing July 1, 2015, and authorize the superintendent/president to sign the agreement on behalf of the district.

Subject: **Authorize Execution of Individual Employment Contracts for MiraCosta Community College District Academic Administrators Association Members**	**Attachment:** **None**
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Charlie Ng, Vice President** **Business and Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

New contracts for members of the MiraCosta Community College District Academic Administrators Association have been prepared according to their step-and-column placement on the salary schedule for the 2015/16 fiscal year, per the MCCCCDAAA working conditions manual.

STATUS

The following academic administrators are recommended for three-year contracts, with the following annual salaries for July 1, 2015, to June 30, 2016:

- Sandy Comstock, Associate Dean of Nursing/Allied Health, Step 14, $173,321.93 per year
- Jonathan Fohrman, Dean of Arts and International Languages, Step 7, $164,625 per year
- Carlos Lopez, Dean of Math and Sciences, Step 9, $173,635 per year
- Dr. Nikki Schaper, Interim Dean of Behavioral Science, History, and Community Education, Step 13, $185,138 per year
- Dana Smith, Dean of Letters and Communication Studies, Step 11, $178,323 per year
- Dr. Wendy Stewart, Dean of Counseling and Student Development, Step 6, $162,297 per year
- Dr. Al Taccone, Dean of Career and Technical Education, Step 14, $190,082 per year
- Dr. Mario Valente, Dean of Academic Information Services, Step 12, $185,138 per year
- Dr. Alketa Wojcik, Dean of Admissions/Student Support, Step 13, $185,138 per year

The above steps and salaries are from the salary schedule of the 2013 MCCCCDAAA working conditions manual. The 2013 salary schedule does not reflect any cost-of-living adjustments for 2015/16.

RECOMMENDATION

Approve three-year contracts for the above-referenced academic administrators.

Subject:	Attachment:
Approve Salary Schedule Increase for Academic Administrators	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

During spring 2015, the district engaged in meet-and-confer sessions with the academic administrators. Part of these sessions included salary discussions for cost-of-living adjustment (COLA). This information was discussed with the Board of Trustees in closed session on June 13, 2015.

STATUS

As a result of meet-and-confer sessions surrounding COLA, the district recommends an increase to the academic administrators salary schedules by two percent (2%) effective July 1, 2015, one and one-half percent (1.5%) effective July 1, 2016, and one percent (1%) effective July 1, 2017. The FY2016 final budget will be adjusted to incorporate the financial implication of this action upon board approval.

RECOMMENDATION

It is recommended the Board of Trustees approve salary schedule increases for academic administrator employees of two percent (2%) for 2015/16, one and one-half percent (1.5%) for 2016/17, and one percent (1%) for 2017/18, effective July 1 of each year respectively.

Subject:	Attachment:
Authorize Administrator Employment Contracts for Vice Presidents	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

1. Following successful evaluation conducted in 2015, a new three-year employment contract is being recommended for the term commencing on July 1, 2015, to June 30, 2018.

   Dick Robertson Step 13, $223,171

2. Having been evaluated in a previous year, a new three-year employment contract is being recommended for the term commencing on July 1, 2015, to June 30, 2018.

   The 2015/16 recommended compensation is as follows:

   Mary Benard Step 4, $197,799
   Charlie Ng Step 4, $197,799

The above steps and salaries are from the 2013 vice presidents salary schedule. The 2013 salary schedule does not reflect any cost-of-living adjustments for 2015/16.

The vice presidents also receive a $930 monthly allowance for travel, auto and business expenses, and mobile-telephone service.

RECOMMENDATION

Approve three-year administrator employment contracts for the above-referenced vice presidents.

Subject:	Attachment:
Approve Salary Schedule Increase for Vice Presidents	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The superintendent/president met with the Board of Trustees in closed session on June 13, 2015, to discuss cost-of-living adjustment (COLA) for the vice presidents.

STATUS

As a result of the meeting between the superintendent/president and the Board of Trustees to discuss COLA, the district recommends an increase to the vice president salary schedules by two percent (2%) effective July 1, 2015, one and one-half percent (1.5%) effective July 1, 2016, and one percent (1%) effective July 1, 2017. The FY2016 final budget will be adjusted to incorporate the financial implication of this action upon board approval.

RECOMMENDATION

It is recommended the Board of Trustees approve salary schedule increases for vice president employees of two percent (2%) for 2015/16, one and one-half percent (1.5%) for 2016/17, and one percent (1%) for 2017/18, effective July 1 of each year respectively.

Subject:	Attachment:
Ratify Contracts and Approve Purchase Orders – May 1 through May 31, 2015	Contract and Purchase Order List
Category:	**Type of Board Consideration:**
Consent Items	Information Consent ✓ Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Board Policy 6330 requires, in part, that all contracts valued at more than the current bid level, as specified in Public Contract Code §20651 *et seq.* ($86,000), will be presented to the Board of Trustees for prior approval, but that contracts valued at less than the current Public Contract Code bid level may be presented to the board for ratification rather than prior to execution. All contracts ratified by the board shall be deemed to be fully executed district commitments and may not be subsequently cancelled, withheld or amended unless determined by the vice president, Business and Administrative Services, to be a legally unenforceable obligation.

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

In accordance with Public Contract Code §22000 *et seq.* and Board Resolutions #13-10/11 and #14-10/11, the district may procure public works using the California Uniform Public Construction Cost Account Act (CUPCCAA) with a current bid limit of $175,000 for construction.

STATUS

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

RECOMMENDATION

Ratify and approve the contracts and purchase-order transactions as listed on the attached summary report, in accordance with Board Policy 6330.

Contract and Purchase Order Ratification List
May 1 through May 31, 2015

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 PO's from $5,000 - $175,000			
PO #	**Vendor**	**Description**	**Amount**
33873	Tecta America Southern California Inc.	Roof repairs – Theater (Fac)	12,300.00
33874	Royalty Construction Co.	Wall addition – Bldg 1200 (Fac)	13,900.00
33876	James Stephens	Conference room modifications – CLC (Fac)	8,345.00
33896	Tim Botsford Construction	Office remodel – Bldg 1000 (Fac)	44,970.00

In accordance with BP/AP 6330, 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.

PO's from $25,000 – $86,000			
PO #	**Vendor**	**Description**	**Amount**
33667	National Demographic Corporation	Development of Trustee election areas (BAS)	27,500.00
33711	Parron Hall Office Interiors	Furniture and computer equipment – Bldg 1000 (Fac)	37,295.62
33752	C D W Government Inc.	Projector, projector lamp, network adapter (AIS)	60,729.26
33848	Southland Technology	Classroom tech equipment - SEC (AIS)	57,593.97
33927	Dell Marketing L P	TEC computer replacement, qty 40 – OCN (AIS)	38,608.00
33969	Dell Marketing L P	OptiPlex 9020, qty 30 – SEC TEC classrooms (AIS)	28,956.00
34091	Spectrum Laboratories	Laboratory equipment (Bio)	38,664.00
34113	Apple Computer Inc.	Mac Pro 3.7GHz, qty 8 – Bldg 2000 (AIS)	37,186.24

In accordance with BP/AP 6330, 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.

PO's from $10,000 – $24,999			
PO #	**Vendor**	**Description**	**Amount**
33615	Allie's Party Rentals	Rental services for Commencement (Std Svcs)	12,631.81
33618	S Z P R Inc. dba Zenzi	Marketing services; TCI grand opening (CEWD)	16,150.00
33629	V W R International LLC	Science equipment/supplies (Phys Sci)	14,416.61
33633	Jim's Music Center Inc.	Studio cabling (Music)	12,480.48
33685	C D W Government Inc.	Computer hard drive, qty: 30 (AIS)	13,899.60
33699	GHA Technologies Inc.	Annual subscription for HEDU (AIS)	21,705.60
33704	Parron Hall Office Interiors	Furniture – Bldg 1000 (Fac)	10,960.90
33708	Dell Marketing L P	Replacement printers, qty: 10 (AIS)	12,557.16
33739	C & M Relocation Systems	Moving services for SBDC and Comm Svcs (Fac)	17,040.00
33744	People Admin Inc.	Annual service fee (HR)	23,708.39
33750	Brilliant Marketing Ideas	Outreach promotional materials (Comm Ed)	16,897.34
33770	Community College League of California	Turnitin renewal agreement (AIS)	22,031.24
33772	Access Ingenuity	Software (DSPS)	11,938.32
33790	Spartan Tool Division	Sewer camera system (Fac)	10,373.28
33809	Buddy's All Stars	Uniforms and equipment (Athletics)	14,265.43
33818	Parron Hall Office Interiors	Furniture – CLC conference room (Comm Ed)	10,103.26
33832	C D W Government Inc.	Network management equipment (AIS)	20,435.17
33971	Apple Computer Inc.	MacBook Pro, qty 7 – OCN and SEC (AIS)	16,313.40
33977	Apple Computer Inc.	Mac Pro 3.5GHz, qty 2 – Music control rooms (AIS)	10,657.36
34026	Western Sign & Awning	Monument sign – CLC (Fac)	11,250.00
34046	Parron Hall Office Interiors	Classroom furniture – Bldg 2000 (Arts)	16,502.24

In accordance with BP/AP 6330, 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.

PO's from $5,000 – $9,999			
PO #	**Vendor**	**Description**	**Amount**
33606	CENGAGE Learning	ESL instruction materials (Comm Ed)	5,260.44
33607	C E D Greentech San Diego	Classroom equipment/supplies (CEWD)	6,596.59
33611	C P P Inc.	Ed Plan training workshops (Couns)	9,283.00
33622	C D W Government Inc.	Networking equipment (AIS)	7,208.18
33652	D. Stafford Associates	Review of Sexual Misconduct Policy (Risk Mgt)	5,050.00
33675	School Datebooks	2015 custom school datebooks (EOPS)	5,052.76
33680	Christine M Guter	Jazz Festival performing group (Arts)	5,500.00
33715	Higher One Inc.	Deployment for additional cashier modules (AIS)	5,720.00
33740	B & H Photo-Video Inc.	Music/Sound equipment (Music)	5,238.88
33741	4imprint	Student Outreach promotional materials (Couns)	6,493.06
33747	Pearson ELT	ESL instruction materials (Comm Ed)	5,198.76
33751	C D W Government Inc.	Document camera, qty. 3 (Math)	6,792.14
33779	Dell Marketing L P	Computer equipment (Pur)	5,576.54
33786	San Diego County Music Exchange	Music instruments (Music)	7,706.26
33796	Follett	Educational materials (Library)	5,230.54
33825	Humanware Inc.	Low vision equipment (DSPS)	9,387.36
33834	Chaffey College	Small Business Workforce research study (SBDC)	5,000.00
33746	Graybar Electric	Network supplies/equipment (AIS)	5,209.71
33849	Southland Technology	Audio-visual equipment (AIS)	7,436.61
33859	A B C School Equipment Inc.	Bulletin case w/glass doors and lock, qty. 5 (CLC)	7,530.60
33865	Western Sign & Awning	Manufacture/install signage – Bldg 1000, 4700 (Fac)	5,730.00
33877	Vector Resources Inc.	WAP cabling project (AIS)	8,281.01
33928	C D W Government Inc.	Document scanner, qty. 2 – Bldg 3000 (Couns)	9.824.16
34022	C D W Government Inc.	Document scanner, qty. 7 (AIS)	5,007.53

	Total Contract Expenditures: $867,855.65
Ratify Purchase Orders 33594 through 34117	

Subject:	Attachments:
Adopt Annual Resolutions Authorizing Designated Agents	1. Resolution No. 16–14/15 – Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education 2. Resolution No. 17–14/15 – Authorizing Agents to Sign Payroll Payment Orders 3. Resolution No. 18–14/15 – Authorizing the County Office of Education Credentials Department to Release Credential Held Warrants to Employees 4. Resolution No. 19–14/15 – Authorizing Agents to Sign School Orders (Commercial Warrants) 5. Resolution No. 22–14/15 – Authorizing Representative to Joint Powers Authority 6. Resolution No. 23–14/15 – Authorizing Representative to Fringe Benefits Consortium
Category: Consent Items	**Type of Board Consideration:** Information ✓ Consent Action
Recommended: Charlie Ng, Vice President Business and Administrative Services	**Approved for Consideration:** Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Pursuant to various sections of the Education Code, it is necessary that a governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the district. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting corrected resolutions to the County Office of Education (COE).

STATUS

These resolutions are routine items adopted annually to maintain a current register of persons authorized to act on behalf of the district.

RECOMMENDATION

1. Adopt Resolution #16–14/15 designating Sunita V. Cooke, to act as authorized agent to receive mail from the Accounting/Payroll Section at the County Office of Education; and Charlie Ng, Katie White, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis or the person designated by the MiraCosta Community College District to pick up payroll warrants, to act as authorized agents to receive mail from the Accounting/Payroll Section at the County Office of Education.

2. Adopt Resolution #17–14/15 designating Sunita V. Cooke, Charlie Ng, or Katie White to act as authorized agents to sign payroll payment orders.

3. Adopt Resolution #18–14/15 authorizing the County Office of Education Credentials Department to release credential-held warrants to employees.

4 Adopt Resolution #19–14/15 designating Sunita V. Cooke, Charlie Ng, or Katie White to act as authorized agents to sign school orders (commercial warrants).

5. Adopt Resolution #22–14/15 designating Joe Mazza or Charlie Ng to act as authorized agents to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Joint Powers Authority Agreement.

6. Adopt Resolution #23–14/15 designating Carolyn Sneary or Sheri Wright to act as authorized agents to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Fringe Benefits agreement.

MiraCosta Community College District

RESOLUTION # 16-14/15

RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION

MiraCosta Community College School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2015 through June 30, 2016.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (***one person only***) to receive mail from the Accounting/Payroll Sections is Sunita V. Cooke.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

   Charlie Ng, Katie White, Sheri Wright, Sandra Muryasz, Carolyn Sneary, Kathy Lewis or person designated by MCCCD.

3.

	mail	hold	consortium	
Check one	☐	☐	☑	Monthly payroll warrants each and every month.
Check one	☐	☐	☑	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on June 24, 2015 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable: (Rubber Stamp)

MiraCosta Community College District

RESOLUTION # 17-14/15

PAYMENT ORDER RESOLUTION

MiraCosta Community College School District, San Diego County ON MOTION OF member _____, seconded by member _____ effective July 1, 2015 through June 30, 2016.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Sunita V. Cooke, Charlie Ng or Katie White.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on June 24, 2015 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501

MiraCosta Community College District

RESOLUTION # 18-14/15

RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES

MiraCosta Community College School District, San Diego County ON MOTION OF member _____, seconded by member _____ effective July 1, 2015 through June 30, 2016.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on June 24, 2015 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

_____
Secretary/Clerk of the Governing Board

MiraCosta Community College District

RESOLUTION # 19-14/15

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS)

MiraCosta Community College School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2015 through June 30, 2016.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Sunita V. Cooke, Charlie Ng or Katie White be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on June 24, 2015 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Sunita V. Cooke, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 22-14/15

DESIGNATE AUTHORIZED REPRESENTATIVE TO
SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY
FOR WORKERS' COMPENSATION, PROPERTY AND LIABILITY
OR ANY OTHER RISK OR PLAN AUTHORIZED BY LAW

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

WHEREAS, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law;

WHEREAS, the MiraCosta Community College District is a member of and has executed an Articles of Agreement to the San Diego County Schools Risk Management Joint Powers Authority (JPA) and the JPA Agreement requires that the Board of member districts designate and appoint a JPA representative.

NOW THEREFORE BE IT RESOLVED that Director of Risk Management Joe Mazza is designated as the authorized representative of the Board of Trustees of the MiraCosta Community College District, and Vice President of Business and Administrative Services Charlie Ng, as alternate representative, and are hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Joint Powers Authority Agreement.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 24th day of June 2015, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Governing Board of the MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

_____
Sunita V. Cooke, Ph.D.
Superintendent/President
Secretary, Board of Trustees

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 23-14/15

DESIGNATE AUTHORIZED REPRESENTATIVE TO THE SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM FOR FRINGE BENEFITS PROGRAMS

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for fringe benefits and desire to combine their respective efforts to establish and maintain Fringe Benefit Programs as authorized by law; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

WHEREAS, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish a plan for health, vision, mental wellness, physical wellness, dental, IRC Section 125, life, long term care, prepaid legal, long term disability, deferred compensation, voluntary benefits, or any other fringe benefits plan as authorized by law;

WHEREAS, the MiraCosta Community College District is a member of and has executed an Articles of Agreement to the San Diego County Schools Fringe Benefits Consortium requires that the Board of member districts designate and appoint an FBC representative.

NOW THEREFORE BE IT RESOLVED that Carolyn Sneary, Benefits Coordinator/HR Specialist, is designated as the authorized representative(s) of the Board of Trustees of MiraCosta Community College District, and Sheri Wright, Director of Human Resources, as alternate representative(s), and is hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Fringe Benefits agreement.

PASSED AND ADOPTED by the Governing Board of the MiraCosta Community College District at One Barnard Drive, Oceanside California, on the 24th day of June 2015, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTENTIONS:_____

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Secretary of the Governing Board of the MiraCosta Community College District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

_____
Sunita V. Cooke, Ph.D.
Superintendent/President
Secretary, Board of Trustees

Subject:	Attachment:
Adopt Resolution No. 21-14/15, Establish the District Appropriations (Gann) Limit for Fiscal Year 2015/16	• Resolution No. 21-14/15, Establish the District Appropriations (Gann) Limit for Fiscal Year 2015/16 • MiraCosta Community College GANN Limit Worksheet
Category: Consent Items	Type of Board Consideration: Information Consent ✓ Action
Recommended: Charlie Ng, Vice President Business and Administrative Services	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Pursuant to Article XIII-B of the Constitution and Government Code §7900, all community college districts are required to compute an annual appropriation limit. The appropriations limit is the maximum amount of revenue that the district can generate from secured and unsecured property tax, state subventions, trailer fees, general apportionments, and interest on tax proceeds as prescribed under the Gann limit legislation. That appropriation limit is adjusted annually for changes in price index, population, and other applicable factors.

The appropriations subject to limit are the amounts of revenue that the district expects to receive during the next fiscal year for the categories of revenues listed above. The Gann limit computation is completed to ensure that the district will not generate more revenue than is allowable under the Gann regulations.

STATUS

Based on the tentative budget, the district's appropriations total subject to the Gann limit is $87,819,119. The Gann appropriations limit for fiscal year 2015/16 is computed to be $123,080,675; therefore, the district will not generate more revenue than is allowable under the Gann regulations.

RECOMMENDATION

Adopt Resolution No. 21-14/15 to approve the fiscal year 2015/16 appropriations limit of $123,080,675.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 21-14/15

Establish the District Appropriations (Gann) Limit for Fiscal Year 2015/16 as Required By Senate Bill 1352, Chapter 1205 of 1980

On the motion of Member__, seconded by Member____, the following resolution is adopted:

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

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

WHEREAS, the Board of Trustees has directed that the appropriations limit for fiscal year 2015/16 be developed in accordance with provisions of Senate Bill 1352; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2015/16 has been made available to the public in the Busines0s Services Office for fifteen days prior to the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby establishes a fiscal year 2015/16 appropriations limit of $123,080,675.

PASSED AND ADOPTED by the Board of Trustees of the MiraCosta Community College District on this 24th day of June 2015, by the following votes:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sunita V. Cooke, Ph.D., Secretary to the Board of Trustees of MiraCosta Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said board at a regularly called and conducted meeting held on said date.

_____
Sunita V. Cooke, Ph.D.
Secretary, Board of Trustees
Superintendent/President

MIRACOSTA COMMUNITY COLLEGE
GANN LIMIT WORKSHEET
2015/16

DISTRICT NAME: **MiraCosta College District**
DATE: 05/26/15

I.	**2015-16** Appropriations Limit:				
	A. **2014-15** Appropriations Limit			$	118,861,028
	B. **2015-16** Price Factor:	1.0382			
	C. Population factor:				
	1 **2013-14** Second Period Actual FTES	10,493.00			
	2 **2014-15** Second Period Actual FTES	10,466.00			
	3 **2015-16** Population change factor (line C.2. divided by line C.1.)	0.9974			
	D. **2014-15** Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)			$	123,080,675
	E. Adjustments to increase limit:				
	1 Transfers in of financial responsibility		$ -		
	2 Temporary voter approved increases			0	
	3 Total adjustments - increase				
	Sub-Total			$	-
	F. Adjustments to decrease limit:				
	1 Transfers out of financial responsibility		$ -		
	2 Temporary voter approved increases			0	
	3 Total adjustments - decrease			$	-
	G. **2015-16** Appropriations Limit			$	123,080,675
II.	**2015-16** Appropriations Subject to Limit:				
	A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			$	410,371
	B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)				720,000
	C. Local Property taxes				86,647,229
	D. Estimated excess Debt Service taxes				-
	E. Estimated Parcel taxes, Square Foot taxes, etc.				-
	F. Interest on proceeds of taxes				80,000
	G. Local appropriations from taxes for unreimbursed State, court, and federal mandates				(38,481)
	H. **2015-16** Appropriations Subject to Limit			$	87,819,119

Subject:	Attachment:
Approve Load Factor for DRAM270	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Department of Theatre and Film is requesting a performance factor of 1.200 LHE be applied to DRAM270, as it is already applied to DRAM271 and DRAM272. Currently, it has a performance factor of 1.000 LHE. All performance courses culminate in public performance after extensive rehearsal and enactment.

Current Courses with Approved 1.200 LHE Performance Factor	New Drama Course with Proposed 1.200 LHE Performance Factor
Drama 271 – Rehearsal and Performance – Acting	Drama 270 – Rehearsal and Performance – Technical Theater
Drama 272 – Rehearsal and Performance – Musical Theater	

STATUS

The workload review process, as detailed in Section C.12.0 of the District/Faculty Assembly Agreement 2015–2018, has been followed and the requested revisions were supported by the dean of arts and international languages, the load-review team, approved by the Faculty Assembly Council, and supported by the vice president of instructional services and the superintendent/president.

RECOMMENDATION

Approve load factor for new dance courses, as outlined above.

Subject:	Attachment:
Approve Purchase of KI Learn2 Strive Chair Desks for Classroom Modernization Multi-Year Project	None
Category:	**Type of Board Consideration:**
Consent Items	Information Consent Action
Recommended:	**Approved for Consideration:**
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

As part of the classroom modernization project, the district will be replacing all the furniture for classrooms renovated over the next several summers. In particular, the district has identified the Krueger International (KI) Learn2 Strive chair desk as a standard replacement student desk for several of the classrooms, and plans to purchase more of these chairs over the course of the multi-year project.

STATUS

For summer 2015, the district needs to purchase 280 of the KI Learn2 Strive chair desks at a unit cost of $415 each for seven of the classrooms, and expects to purchase additional chair desks over the life of the project. All costs for classroom replacement furniture are included as part of the five-year construction plan budget. The district will utilize the Foundation for California Community Colleges Contract (CACB13-01C FCCC Agreement: CB13-013) in order to secure the lowest cost and best overall value to the district.

RECOMMENDATION

Approve the purchase of KI Learn2 Strive chair desks for the classroom modernization multi-year project and authorize the director of purchasing and material management to proceed with the procurement from KI for $116,336.30 in accordance with the terms and conditions of the Foundation for California Community Colleges Contract referenced above.

Subject:	Attachment:
Adopt Resolution No. 20–14/15 – Education Protection Account	Resolution No. 20–14/15 – Education Protection Account
Category:	Type of Board Consideration:
Consent Items	Information Consent Action
Recommended:	Approved for Consideration:
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, was passed by voters in November 2012. This proposition temporarily raises the sales and use tax by one-quarter of one percent (0.25%) for four years, and raises the income tax rate for high-income earners for seven years to provide continued funding for local school districts and community colleges. The Education Protection Account (EPA) is created in the general fund to receive and disburse these temporary tax revenues.

STATUS

Districts have sole authority to determine how the moneys received from the EPA are spent, provided a governing board adopts a plan to expend EPA funds in open session of a public meeting of the Board of Trustees.

RECOMMENDATION

Adopt Resolution No. 20–14/15, Education Protection Account, establishing a plan to expend estimated EPA funds in the unrestricted general fund in accordance to guidelines issued by the Chancellor's Office.

MIRACOSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION 20–14/15
EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30 of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools, and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet Website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts, and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Board of Trustees of the MiraCosta Community College District;

2. In compliance with Article XIII, §36(e), with the California Constitution, the Board of Trustees of the MiraCosta Community College District has determined to spend the monies received from the Education Protection Act as attached.

Upon motion by Trustee_____, seconded by Trustee_____, the foregoing resolution was adopted at a regular meeting held on June 24, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Shannon
President, Board of Trustees

CERTIFICATION

I, Sunita V. Cooke, Secretary of the Board of Trustees of the MiraCosta Community College District, certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on June 24, 2015.

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 20–14/15 – EDUCATION PROTECTION ACCOUNT

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

SUPPLEMENTAL DATA

Schools and Local Public Safety Protection Act

Prop 30 EPA Expenditure Report

For Actual Year: 2014-2015 District ID: 54 Name: MiraCosta Community College

Classification		Account Code			Unrestricted
EPA Proceeds:		863100			1,076,556

Classification	Program Code	Salaries and Benefits (1XXXXX - 3XXXXX)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional and Other Support Activities	0100-7900			1,076,556	
Total Expenditures for EPA*		0	0	1,076,556	1,076,556
Revenues less Expenditures					0

***Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.**

Subject:	Attachment:
Approve Renewal of Network Hardware and Software Maintenance and Support Agreements with Trace3	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Mary Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district network and telecommunications infrastructure is an integral part of the services delivered to students, faculty, and staff. The infrastructure interconnects the four campuses in Oceanside (OC), San Elijo (SAN), the Technology Career Institute (TCI) in Carlsbad, and at the Community Learning Center (CLC) with telephone services, internet access, SURF, distance education classes, electronic mail, and other online services and applications. Currently, the MiraCosta network is comprised of a multi-layer firewall infrastructure, 101 network switches, and routers that support 820 telephones, over 2,500 personal computers, and 160 network printers in addition to fax machines, overhead projectors, message boards, web cameras, indoor and outdoor speakers, and wireless access covering all district buildings, classrooms, labs, offices, and meeting spaces. It is now time for the district to renew network hardware and software maintenance and support agreements for these systems.

This purchase will be made under the auspices of an agreement established by the State of Washington Department of Information Services under the Western States Contracting Alliance (WSCA). This WSCA agreement withTrace3, WSCA-NASPO AR233 (14-19), provides the lowest cost and best overall value to the district with regard to network software maintenance and technical support purchases.

SCOPE OF WORK

The district is renewing the hardware and software maintenance and technical support agreements for network, telecommunications, and network security systems at all four district sites. This contract will be for the period of July 1, 2015, through June 30, 2016. It is expected to cost $116,313, and is funded within the district maintenance budget.

RECOMMENDATION

Approve renewal of network hardware and software maintenance and support agreements with Trace3 and authorize the director of purchasing and material management to proceed with the procurement in accordance with the terms and conditions of the Western States Contracting Alliance (WSCA) agreement, WSCA-NASPO AR233 (14-19), at a cost not to exceed $116,313.

Subject: **Approve $700,000 Blanket Purchase Order for Homeland Security Training Programs**	**Attachment:** None
Category: **Consent Items**	**Type of Board Consideration:** **Information** **Consent** ✓ **Action**
Recommended: **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

MiraCosta College Community Education and Workforce Development has been offering four homeland security courses since December 2012. The courses are comprehensive programs designed for individuals who wish to go beyond armed security guard jobs and become successful within the protection business domestically or internationally, and, in the case of the high-threat specialist, work on high-risk protection assignments. Upon successful completion of these courses, graduates will be prepared to conduct and/or join protective teams, organizations, and police academies.

The four courses consist of:

1. The certified armed protection specialist course (CAPS): A 127-hour course with multiple certifications, including guard card, firearms, Taser, baton, power to arrest, exposed weapons.
2. The executive protection course: A 64-hour training for those who wish to add corporate and celebrity protection to their existing knowledge and skill set.
3. The high-threat protection course is 220 hours of classroom and field instruction. This training provides the knowledge and skill set to protect a client or group in any high-threat, low-profile area of operations.
4. The high-risk first responder is a 48-hour training for any security or emergency responder who wants to learn extensive emergency care in a variety of environments.

These are not-for-credit courses. Community Education and Workforce Development initiated these programs in response to the need to train veterans in occupations that provide skills and help transition into immediate, well-paying jobs.

Since MiraCosta College is one of only three schools in the United States that offers the high-threat protection course with GI Bill approval, the demand for this course is very high and one-third of the students fly or drive from out of state to take these specialized training programs. Nearly all of the students are ex-military or homeland security personnel. To meet the increased demand, MiraCosta College has been offering many start dates throughout the 2015 fiscal year. Each session requires the attendance of at least three, highly skilled instructors

who share the responsibility to train up to twenty-four students at a time. The instructors have special credentials that qualify them to teach such a high-level protection course. The instructors for these four courses collaborate with MiraCosta College through the company name High Threat Solutions.

The request is for a $700,000 blanket purchase order for High Threat Solutions to cover the cost for the 2016 fiscal year programs.

STATUS

Community Education and Workforce Development has planned to offer each of the four different courses five times per year with expected revenue of at least $1.3 million. This is consistent with the revenue earned in FY 2015. The expenses for class materials, instructor fees, and Community Education and Workforce Development overhead will be offset entirely by student fees. GI Bill and Workforce Investment Act funding has been approved in order to cover the cost of the program fees for veterans.

RECOMMENDATION

Approve the establishment of a blanket purchase order for High Threat Solutions in order to continue to offer the CAPS, executive protection, high-threat protection, and high-risk first responder courses in partnership with Community Education.

Subject:	Attachment:
Approve Purchase Order with Community College Library Consortium	None
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Mary Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The library annually purchases access to a variety of digital resources across the curriculum; e.g., electronic periodical databases, streaming media, and virtual reference sources, as well as one-time purchases of electronic content in the form of eBooks for the use of students enrolled in on-ground, hybrid, and online classes. These resources are available from all four district sites and through remote access via SURF and network authentication to current MiraCosta College students, staff, and faculty for research, assignments, and classroom use.

This purchase is made through the Community College Library Consortium, an electronic information resources cooperative purchasing program that is a joint endeavor of the Council of Chief Librarians and the Community College League of California.

STATUS

Purchases will be executed on an as-needed basis over the period of July 1, 2015, through June 30, 2016, and are expected to cost approximately $130,000, which will be funded within the library collections material budget.

RECOMMENDATION

Approve a purchase order with Community College Library Consortium and authorize the director of purchasing and material management to proceed with procurement of digital library resources from the Community College Library Consortium at a cost not to exceed $130,000.

Subject:	Attachment:
Approve Spring 2015 Adult High School (AHS) Graduates	Spring 2015 Graduates
Category:	**Type of Board Consideration:**
Consent Items	Information ✓ Consent Action
Recommended:	**Approved for Consideration:**
Mary Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Adult high school students complete the requirements for their diplomas throughout the year. In order to earn a 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, and electives; demonstrate competency in reading, writing, and mathematics; and earn a minimum of twenty credits in residence.

STATUS

The students listed on the attachment completed their requirements in spring 2015, and satisfied all of the new graduation requirements that were in effect with the fall 2012 semester.

RECOMMENDATION

Approve January, February, March, April, and May 2015 Adult High School candidates, as presented.

MiraCosta College
Oceanside, California
High School Diploma

Graduation Date: January 31, 2015
Evangeline Pineda Lababit

Graduation Date: February 28, 2015
John Anthony Speciale

Graduation Date: March 31, 2015
Ernesto L. Antonio
Victoria Lynn Bishop
Jay P. Goronal
Erick Jaime Jaramillo
Yahaira Jasmin Martinez
Omar R. Medina
David Mendoza
Adan Ramirez Damian
Nanci Rodriguez

Graduation Date: April 30, 2015
Aja Keia Nicole Baker
Tayah M. Bolt
Jorgelina Larios
Carmelita Lopez
Summer A. Theis

Graduation Date: May 31, 2015
Halie J. Brody
Alejandro M. Calixto
Edgar Callejas
Beatriz A. Cecena
Claudia V. Foltz
Alexis L. Garcia
Maria D. Garcia
Jessica Marie Gonzalez
Katina L. Gregory
Tevin S. Huemme
Sabrina L. Laberto
Eunice Molina
Lainarong V. Prasannil
Yeni G. Ramirez
Madeline Jane Reich
Ian A. Rigby
Cirina Rivera
Jose Carlos Romero
Graham H. Smith
Yasmin Torab
Marisol Trinidad
Chandler Patrick Wade

Subject: **Approve Memorandum of Understanding between the MiraCosta Community College District and San Dieguito Union High School District for Assembly Bill 86 Pilot of Adult High School Classes for Fall 2015**	**Attachment:** **Memorandum of Understanding**
Category: **Action Items**	**Type of Board Consideration:** **Information** **Consent** **Action** ✓
Recommended: **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Since the passage of Assembly Bill 86 (AB 86), MiraCosta Community College, San Dieguito Union High School District (SDUHSD), Carlsbad Unified School District (CUSD), and Oceanside Unified School District (OUSD) have worked diligently to develop a regional adult education plan to better serve the needs of adult education students in the region. Since the late 1960s, California's adult education system has been shared between the K-12 adult schools (K-12 Adult) and the community colleges. This governance structure has existed with little coordination or alignment of policy and practice.

Throughout the state, community colleges and K-12 districts established local planning groups, referred to as consortia, to develop collaboratively a new adult education plan. MiraCosta College, San Dieguito Union High School District (SDUHSD), Carlsbad Unified School District (CUSD), and Oceanside Unified School District (OUSD) are the members of the Coastal North County Adult Education Consortium (CNCAEC). This consortium was tasked with the creation of a new adult education plan for the region that addressed the following five AB 86 program areas:

- Elementary and secondary basic skills (ABE/ASE), including classes required for a GED or high school diploma
- English as a Second Language (ESL) and citizenship classes for immigrants
- Education programs for adults with disabilities
- Short-term career technical education (CTE) programs with high employment potential
- Apprenticeship programs

To complete this work, four workgroups were created with faculty representation from MiraCosta College, SDUHSD, and OUSD. In addition, the consortium created a leadership team that meets every week and an advisory team that meets once per month. At all levels, the collaboration within the consortium has been very successful.

The Coastal North County Adult Education Consortium identified current adult education services and service gaps, and developed a joint plan to address them. After much planning and incredible work by all members of the consortium, a comprehensive regional adult education plan was submitted to the state on March 1, 2015.

Since 1973, MiraCosta College has been the sole and/or primary provider of elementary and secondary basic skills and classes (adult high school) and courses for immigrants (ESL and citizenship) for the Oceanside and Carlsbad unified school districts. With monies left over from the AB 86 planning grant, the CNCAEC has been approved by the Chancellor's Office to pilot MiraCosta College Adult High School classes in the SDUHSD for fall 2015. The goal of the CNCAEC is to align and increase adult education offerings in the collective district, expanding course offerings to the southern district of San Dieguito. With robust and excellent adult education programs currently provided by MiraCosta College, this pilot will demonstrate further collaborative efforts to better meeting and supporting the needs of the adult education learner in all district areas.

STATUS

Should the MOU be approved and the pilot classes implemented, there will be no outlay of money required from MiraCosta College. Funding for this pilot will come from the Chancellor's Office approved extension of the AB 86 planning grant monies. Leftover funds from the planning grant will be used to fund the planning, implementation, and support of the pilot classes.

RECOMMENDATION

Approve a memorandum of understanding between MiraCosta Community College District and San Dieguito Union High School District to pilot adult high school classes offered by MiraCosta College in the San Dieguito Union High School District at Sunset High School for fall 2015 and approve pilot classes funded by the AB 86 planning grant.

MEMORANDUM OF UNDERSTANDING
BETWEEN MIRACOSTA COMMUNITY COLLEGE DISTRICT
AND SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

THIS AGREEMENT is made and entered into this ___ day of _____, 2015, by and between the San Dieguito Union High School District (hereinafter "SDUHSD") and MiraCosta Community College District {hereinafter "MCCCD") for the use of facilities at Sunset High School, (hereinafter “SHS”).

WHEREAS, SDUHSD and MCCCD have established a successful history of collaboration and mutual support to provide students and local communities with exceptional educational programs and activities; and

WHEREAS, SDUHSD continues to find ways to broaden advanced educational opportunities for students, including college preparatory and college credit courses; and

WHEREAS, MCCCD is willing to offer college courses at the SHS campus, which will benefit SDUHSD students by providing a convenient location and schedule; and

WHEREAS, all of the terms between the parties shall be set forth in this agreement;

NOW, THEREFORE be it resolved that SDUHSD will make certain facilities at SHS available to MCCCD and agrees to the following:

1. Use of Facilities. MCCCD shall have the use of classrooms at SHS including beginning on August 1, 2015. It is understood that a maximum of approximately 30 students will be present on the SHS campus Monday through Thursday between the hours of 12 p.m. through 9 p.m. If it is determined that use of the computer lab will be necessary at the beginning and end of such semester for orientation and final exam purposes, it is further noted that the parties will meet to discuss the requirement and needs for MCCCD student access prior to any use of the computer lab.

    A. A reduction or increase in the number of rooms, dates or times, beyond those outlined in Section 1 shall be scheduled according to Section 2.

2. Scheduling. No later than October of each year, the MCCCD superintendent/president and the SDUHSD superintendent shall each designate a representative to review the availability of facilities for the following academic year. The annual schedule shall be based on the following priorities:

    A. Priority No. 1. SDUHSD educational programs: In the event that SHS reaches capacity, any facilities being used by MCCCD will be designated to serve SHS students first. In November of each year, the SHS principal and assistant superintendent of Instructional Services will determine the possible impact on the MCCCD courses for the upcoming academic year and whether or not there is room for the partnership to continue.

    B. Priority No. 2. MCCCD course offerings.

3. MCCC Financial Commitment.

    A. Clerical Staff. In addition, MCCCD will hire as its own employee(s) including all clerical staff necessary to provide support for its operations at SHS.

    B. Equipment and Supplies. MCCCD will be responsible for providing all supplies and equipment necessary for its programs at SHS, including computers (notwithstanding

occasional use of the computer lab pursuant to Section 1) and associated equipment i.e., printers, copiers, overhead projectors, etc.).

C. Technology. MCCCD will be responsible for any technology services costs associated with Sections 4 and 5.

D. Damage to Facilities. Aside from normal wear and tear, MCCCD will bear the costs of any repair or damages resulting from their use of the SHS facilities. Repairs to SDUHSD facilities, as the result of MCCD's failure to return facilities in original condition or acts of vandalism occurring during identified MCCCD activities at SHS, will be completed to the best ability by SDUHSD personnel and reimbursed by MCCCD. The direct costs of work that cannot be completed by SDUHSD personnel will be mutually agreed upon and will be reimbursed by MCCCD.

4. SDUHSD Financial Commitment

A. Beginning August 1, 2015, SDUHSD will provide classrooms in accordance with the terms described in Section 1. In addition, SDUHSD will provide custodial services equal to levels provided to the rest of the SHS campus. If additional custodial services are required, the parties will meet to determine the costs associated with such services. Any additional costs will be the responsibility of MCCCD.

B. Use of Facility Fee. SDUHSD agrees to allow MCCCD to access classrooms, waiving any facility use fee.

5. Technology Services. The parties will cooperate to provide students and staff appropriate levels of Internet and if applicable network access. Options include: MCCCD providing its staff and instructors their own laptops/computers and SDUHSD providing those limited individuals with public access to the Internet.

6. Energy Conservation. MCCCD staff and students will adhere to the SDUHSD energy conservation guidelines in order to assist SDUHSD in meeting its energy conservation goals.

7. Parking. Parking spaces will be provided to MCCCD staff and students.

8. Permits. Rules and Regulations. MCCCD shall not be required to acquire any other permits or facility use approvals at SHS, except as are set forth and provided for in this agreement.

9. Indemnification and Insurance. Each party hereto, SDUHSD and MCCCD, shall indemnify, hold harmless, and defend the other, its employees, managers, trustees, agents, officers, or volunteers from any and all liabilities, claims, damages, obligations, actions, lawsuits, losses, judgments, fines, penalties, costs or expenses (including reasonable attorneys' fees) arising from or relating to MCCCD's work performed under this Agreement to the fullest extent permitted under California law. Either indemnified party shall become obligated to pay by reason of the death, and/or injury to persons or properties received or suffered as a result of the use of the facilities described herein by the indemnitor pursuant to this agreement because of the sole or active negligence, wrongful acts, or omissions, by the indemnitor, except as such loss or liability, including attorneys' fees and expenses of litigation, are caused by the acts or omissions of the indemnitee, its employees, agents, directors, or officers. Further, SDUHSD and MCCCD shall be responsible for any and all damage to the property of the other party to this Agreement resulting from such liable party's use of the facilities pursuant to this Agreement. During the entire term of this Agreement, MCCCD shall, at its own expense, maintain and provide to SDUHSD upon request, insurance as set forth below:

A. Commercial General Liability. $5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage that may arise from any and all work performed by MCCCD. Policy will be endorsed to include SDUHSD as an additional insured.

B. Automobile Liability. "Any Auto" with $1,000,000 combined single limit per accident for bodily injury and property damage.

C. Workers' Compensation. As required by the Labor Code of the State of California, and Employers' Liability Insurance, with limits as required by the Labor Code of the State of California and Employers' Liability limits or $1,000,000 per accident.

D. Other Provisions. MCCCD will provide SDUHSD with certificates of insurance and required executed endorsements, evidencing compliance with this section. Each insurance policy required by the agreement shall be endorsed to state that coverages shall not be canceled except after thirty (30) days prior written notice has been given to SDUHSD.

10. No Personal Liability. It is expressly understood and agreed that no personal liability whatsoever attaches to any members of the Board of SDUHSD or of MCCCD, nor any of the officers or employees thereof by virtue of this Agreement.

11. Assignment. This Agreement shall inure to the benefit of and shall be binding upon the assigns or successors in interest of each of the parties hereto; neither party shall assign nor transfer any of its rights, duties, or obligations under this Agreement without prior written consent of other party.

12. Notices. Any notice, communication, or delivery required to be given by this Agreement by either party to the other shall be completed by personal delivery or by first-class mail to:

A. Christina M. Bennett
Director of Purchasing and Risk
San Dieguito Union High School District
710 Encinitas Boulevard
Encinitas, CA 92024

B. Susan Asato
Director of Purchasing and Material Management
MiraCosta Community College District
1 Barnard Drive
Oceanside, CA 92056

13. Term. This Agreement shall be effective for one year upon signature by both parties and shall automatically be renewed each year unless either party terminates this Agreement by giving ninety (90) days advance written notice thereof to the other party.

14. Entire Agreement. This Agreement contains the entire agreement of the parties hereto and supersedes any prior written or oral agreements between them concerning the subject matter contained herein.

15. Equal Employment Opportunity. Each party to this Agreement for itself, its subcontractors, assignees and successors in interest, agree not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (cancer-related) as defined in California Government Code §12926, ancestry, marital status, or citizenship.

16. Smoking/Alcohol/Controlled Substances. Smoking and the use of any tobacco product is prohibited on any SDUHSD facility. Possession, drinking, or being under the influence of alcohol or drugs is also strictly prohibited.

17. Signage. Any/all signage posted must be approved in advance. Materials used for decorations shall be flameproof and must be removed from the facility after use. In addition, fire department

regulations will not permit the use of lighted candles, torches with open flame, or fire of any type on SDUHSD property.

18. Disqualified Employees. Each party to this agreement shall ensure that persons who perform services on College or SDUHSD property have not been convicted of any felony, any controlled substance offense, or any sex offense, as those terms are defined by Education Code §§87008-87010.

IN WITNESS WHEREOF, the parties hereto have executed this facility use agreement as of the day and year first above written.

San Dieguito Union High School District

Date_____ _____
(Signature of Authorized Agent)

MiraCosta Community College District

Date_____ _____
(Signature of Authorized Agent)

Subject: **Approve Revised Memorandum of Understanding between the MiraCosta Community College District and the MiraCosta College Foundation**	**Attachment:** **Memorandum of Understanding**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

In 2005, the MiraCosta Community College District made a commitment to begin building a college development program and to provide administrative support to the MiraCosta College Foundation. Since that time, the foundation has recognized more than $14 million in revenues benefitting the college's students, programs, and priorities. The foundation's assets have nearly tripled from $3.7 million to more than $10 million today. This private support has enabled thousands of students to receive scholarships, free textbooks, emergency assistance, and augmented counseling services. In addition, many college programs are benefitting from philanthropic support of their programs including:

- Veterans Services–$305,0000 grant from the Howard Charitable Foundation in support of augmented counseling services for veterans
- Foster Youth Services–$75,000 from a combination of private sources to support augmented counseling services for former foster youth
- Textbook Assistance Program Endowment–now supported by a $250,000 endowment that provides the program with $15,000 per year, annually enabling more than 1,200 students to use a textbook at no cost

The amount annually awarded to students in the form of scholarships in 2005 was $75,000; now, the annual scholarship awards and direct student support totals more than $350,000. This annual scholarship support has been achieved more than tripling scholarship endowments to $4.8 million.

This proposed memorandum of understanding (MOU) is endorsed by all of the members of the subcommittee that met over a period of six months. The committee was made up of Jeanne Shannon, president of the MiraCosta College Board of Trustees; David Broad, vice president of the MiraCosta College Board of Trustees; Sunita Cooke, superintendent/president of the MiraCosta Community College; Ron Mitchell, president of the MiraCosta College Foundation; Steven L'Heureux, chair of the MiraCosta College Foundation Governance and Nomination

Committee; and Linda Fogerson, executive director of the MiraCosta College Foundation and Development.

STATUS

The revised MOU has changed substantially to reflect the foundation's increasing maturity restates parts of the original document allowing for the provision of personnel, use of facilities, and services. The restatement reduces the specific provision of personnel to the foundation from an executive director and secretary to only an executive director. The foundation now pays the full salary costs of the foundation secretary.

Following are the changes reflected in the revised MOU:

- Eliminates the specific provision allowing for a foundation secretary

- Reflects that the foundation no longer receives the net profits from the college bookstore, which represented one-third of the profits returned to the college from the bookstore vendor (Follett)

- Codifies the district's ongoing practice of providing directors and liability insurance as provided through the district's joint powers insurance agreement

In addition, the new MOU codifies the many new and enhanced services provided to the district by the foundation. When the original master agreement was created in 2005, the foundation was so new the services being provided to the district were limited. The foundation has grown considerably since 2005 and the services now provided for the benefit of the district have correspondingly increased. This MOU codifies the new and increased services that are bring provided to the district. The section on page 3, Article 1: Foundation Responsibilities and Relationship to the District, enumerates the services the foundation is now providing.
Other changes to the MOU can be found on page 7 in Article III: Alignment of Interests. The agreement was revised to provide that the district superintendent/president may recommend to the foundation board that it cease any activity deemed to be contrary to the interests of the district. The agreement formally used the word "cause" instead of "recommend", which was changed to ensure the foundation board is free to make decisions independently of the district.

RECOMMENDATION

Approve the revised memorandum of understanding between the MiraCosta Community College District and the MiraCosta College Foundation.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE MIRACOSTA COMMUNITY COLLEGE DISTRICT
AND THE MIRACOSTA COLLEGE FOUNDATION

This amended and restated memorandum of understanding, formerly known as the master agreement dated _____, supersedes and replaces that document, hereinafter known as the "Agreement," is entered into this 24th day of June, 2015, by and between the MiraCosta Community College District, hereinafter referred to as "the District," and the MiraCosta College Foundation, hereinafter referred to as "the Foundation," a nonprofit California corporation operated for the benefit of the District. This agreement supersedes any prior memorandum of understanding.

BACKGROUND AND PURPOSE

WHEREAS, the Foundation is an independent, 501(c)(3) nonprofit corporation. It has not been designated as a community college auxiliary organization described in Education Code §§ 72670 et seq., and it exists to serve the District; and

WHEREAS, the Foundation's role is to accept and steward gifts and grants donated for the benefit of the District and to actively assist the District in fundraising activities, and the District's role is to initiate and implement the fundraising and alumni/community outreach functions of the District;

WHEREAS, the District desires the Foundation to continue its assistance to the District, including its stewardship of donor funds and assistance in fundraising efforts directed toward expanding and enhancing the educational goals and capabilities of the District, and further desires to make available to the Foundation support toward meeting these objectives and will provide certain limited support to the Foundation to further both the District's and Foundation's purposes;

WHEREAS, the District believes that so long as the Foundation continues to adequately perform funds management and fundraising assistance to the District, the District's best interests are served by continuing to support the Foundation's operations by providing personnel, certain facilities, and administrative services including, at its sole cost, the services of the District's executive director of development and the MiraCosta College Foundation.

WHEREAS, the Board of Trustees of the District believes the services and funds provided by the Foundation to the District have a fair-market value far surpassing the value of the facilities, administrative services, and personnel provided by the District to the Foundation.

NOW THEREFORE, the District and the Foundation hereby enter into this Agreement defining the parameters of their relationship.

ARTICLE I: Foundation's Responsibilities and Relationship to the District

The Foundation agrees to provide the District the following services:

A. To be the exclusive entity to receive and administer gifts of property, real or personal, financial or otherwise, to be used on behalf of the District, its faculty, students, and staff all according to the terms of the donor. In the event the donor does not specify the terms or all the terms for which the gift shall be used, the Foundation shall administer

and use the gift for the benefit of the District in accordance with the District's needs and priorities.

B. To hold, manage, and distribute such assets in its possession for the dedicated purpose of supporting the mission of the District.

C. To assist with fundraising efforts as defined by the District through the identification, cultivation, and solicitation of philanthropic contributors to the District.

D. To continue to promote the District's best interest, when requested, within the region, state, and nation to raise the visibility and enhance the reputation of the District.

E. To keep accurate and confidential financial records of donors and donor funds and to make such records available as appropriate upon receiving a written request by the District.

F. To assist with the appropriate stewardship, recognition, and acknowledgement to donors through timely correspondence, gift clubs, and recognition events.

G. To abide by ethical and legal practices as is in accordance with the Foundation's charitable 501(c)(3) status.

H. To have a separate annual audit of the financial records of the Foundation conducted by an auditing firm approved by the Foundation Board.

I. To develop and abide by gift acceptance guidelines and policies that are in accordance with the District's mission, goals, and objectives.

J. To provide seed grants for new program development and for the purpose of securing and stewarding institutional relationships and partnerships.

K. To provide scholarships to the students of the District in accordance with the awarding of those scholarships through the District's Scholarship and Financial Aid Office.

L. To maintain and manage an endowment, including the establishment of fund agreements with donors, setting and implementing investment and spending policies and procedures that prudently steward the principal of the endowment and honor donor intent, as prescribed by the Uniform Prudent Investor Act, the Uniform Prudent Management of Institutional Fund Act, and other applicable California laws.

M. To receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments, and disposition or allocation of real estate or other forms of tangible property.

N. To permit service on the Foundation Board as nonvoting advisors, the District superintendent/president, vice president of business services, and representatives of the following District organizations: Academic Senate, Classified Senate, and Associated Student Government.

O. To disclose any terms, conditions, or limitations imposed by the donor or legal determination on any gift transferred or distributed to the District.

P. To develop policies and procedures that will allow for the assessment of reasonable and proportionate gift and transaction fees, enabling the Foundation to pay for a portion of the expenses associated with the business operations of the Foundation, as well as donor recognition.

ARTICLE II: District's Responsibilities and Relationship to the Foundation

The District agrees to provide the Foundation with the following limited services:

A. To continue to provide the Foundation with personnel, certain facilities, and administrative services for the benefit of the District. These staff members include 50 percent of the executive director of Development and the MiraCosta College Foundation and 30 to 40 percent of a full-time equivalent District accountant.

B. To assist with such marketing services, as is necessary, for the Foundation to accomplish its goals. Such assistance to include:

1. Creation of a logo and brand identity for the Foundation that is congruent with the MiraCosta College name, brand identity, and image

2. Development and facilitation the MiraCosta College Foundation website

3. Authorization to use the District name and marketing brand in conformance with the District's branding guidelines

C. To assist with the strategic aspect of promoting donor investment.

D. To provide information technology support including software, hardware, and functional support necessary to carry out its functions.

E. To have the superintendent/president of the District recommend to the Board of Trustees, with the consultation of the Foundation Board, a person to serve as executive director of Development and the MiraCosta College Foundation.

F. To consider the recommendations of the executive director regarding staffing requirements of the Foundation and to allow for the hiring of personnel through the district's normal processes and procedures as determined necessary.

G. To support the operations of the Foundation by assigning, at the District's discretion, District personnel to assist the Foundation.

H. To provide an accurate and fair process for the selection and awarding of scholarships, in conformance to the criteria established by scholarship donors.

I. To communicate institutional priorities and long-term plans, as approved by the Board of Trustees and the District's administrative leadership to the Foundation, and to include the executive director of the Foundation as an active participant in collegial governance and the campus community.

J. To allow the District superintendent/president to assume an appropriate role in the strategic aspects of fundraising activities, such as donor cultivation and community engagement.

K. To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts transferred from the Foundation.

L. To provide directors and liability insurance for the Foundation Board.

ARTICLE III: Alignment of Interests

So long as this agreement is in force and effect:

A. The District superintendent/president shall have the right to recommend that Foundation cease any activity of the Foundation deemed, in his or her judgment, to be contrary to the interests of the District or inconsistent with the policies and practices or purposes of the District.

B. The Foundation Board shall include as nonvoting advisors to the Board as defined in the MiraCosta College Foundation bylaws, the superintendent/president, executive director of development and foundation, the vice president of business services, and representative of the following District organizations: Academic Senate, Classified Senate, and Associated Student Government.

C. Upon cessation of operations of the Foundation, the net assets of the Foundation, resulting in and arising from this Agreement shall either be transferred to the District or expended for the benefit of the District, consistent with donor intent and the articles and bylaws of the Foundation.

D. The Foundation will not enter into any major gift agreement for the benefit of the District or otherwise that seeks to obligate the District without the District superintendent/ president's prior written approval.

ARTICLE IV: Non-assignability

The Agreement is not assignable by either party.

ARTICLE V: Terms of Agreement

The Agreement will be in effect until it is changed or terminated by written agreement of the parties; in addition, the Board of Directors of the Foundation are expected to initiate a review of the agreement at least every five years and it may be terminated upon thirty (30) days written notice.

ARTICLE VI: Leadership and Governance of the District and the Foundation

The Foundation and the District have two separate and different systems for the selection of their leadership and governance:

A. The District is governed by the Board of Trustees, which is composed of elected individuals who represent the voters of the District, and one student representative who has an advisory role, elected by the student body for a one-year term. The Board of Trustees is responsible for setting priorities and long-term plans for the District and is legally accountable for the performance and oversight of all aspects of the District. The Board of Trustees is responsible for the employment, compensation, and evaluation of the superintendent/president of the District.

B. The Foundation is governed by the Foundation Board members that pursuant to its bylaws may include elected members, ex-officio, nonvoting advisors, and honorary advisors. The Foundation Board is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent. The Foundation Board is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that address fiduciary responsibilities, including expectations of all individual Board members to comply with ethical guidelines and policies.

C. The District superintendent/president is responsible for the employment, compensation and evaluation of the executive director of Development and the MiraCosta College Foundation. Foundation Board Members will provide performance feedback annually regarding the executive director, which will be made available to the executive director and the superintendent/president.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate at Oceanside, California, as of the date first above written.

THE DISTRICT:

MIRACOSTA COMMUNITY COLLEGE DISTRICT

By_____Date_____
Jeanne Shannon, President
Board of Trustees
MiraCosta Community College District

THE FOUNDATION:

MIRACOSTA COLLEGE FOUNDATION

By:_____Date_____
Ron Mitchell, President
MiraCosta College Foundation

Subject:	Attachment:
Approve FY16 Tentative Budget	FY16 Tentative Budget
Category:	Type of Board Consideration:
Action Items	Information Consent Action ✓
Recommended:	Approved for Consideration:
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The FY2016 tentative budget workshop was conducted to the board workshop on June 13, 2015. Highlights of the FY2016 tentative budget workshop included:

- Recap of what happened in 2014/15
- San Diego County 2015/16 property tax estimation
- Governor's May revise and estimates for the district
- Board of Trustees 2015/16 budget directions
- 2015/16 tentative budget assumptions and plan
- 2015/16 budget: general fund unrestricted

STATUS

The Board of Trustees must approve a tentative budget before July 1, 2015, in order for the district to expend funds after June 30 and prior to the board's adoption of the final budget in September. The final budget workshop will be presented on August 26, 2015, and adoption of the final budget is scheduled for September 9, 2015.

RECOMMENDATION

Approve the FY2016 tentative budget.

FY2016 TENTATIVE BUDGET

Contents

	Page
Notes - General Fund - Combined	1
Notes - General Fund - Restricted	1
Notes - General Fund - Unrestricted	2
Notes – FY2016 Other Funds	3
General Fund Summary – Combined	8
General Fund Detail – Restricted	9
General Fund Detail – Unrestricted	10
Capital Outlay Projects Fund 41	11
Debt Service Fund 29	12
Self-insurance Fund 61	13
Student Financial Aid Fund 74	14
Student Center Fee Fund 73	15
Bookstore Fund 51	16
Food Service Fund 52	17
Associated Student Government Fund 71	18

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 TENTATIVE BUDGET

In order to appropriately identify and differentiate between those resources available for the general purposes of district operations and support of its educational program from those that are specifically restricted by laws, regulations, donors or other outside agencies, this budget format provides information on unrestricted and restricted general funds separately. The Five-year Fiscal Plan reflects only the district's general unrestricted funds.

NOTES

FY2016 TENTATIVE BUDGET GENERAL FUND – COMBINED GENERAL OBSERVATIONS (Page 8)

The combined General Fund includes both restricted and unrestricted general funds. The FY2016 Tentative Budget reflects the beginning balance and total revenues of $136.5 million and total expenses of $120.0 million. Restricted funds account for 11% of the total combined revenues. More detailed information is provided below.

FY2016 TENTATIVE BUDGET GENERAL FUND – RESTRICTED GENERAL OBSERVATIONS (Page 9)

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

The estimated beginning balance for the Restricted General Fund is $562.4 thousand. This balance consists of allowable carryover amounts from FY2015 to FY2016.

Federal restricted awards include Perkins IV for career and technical education; Adult Basic Education Programs; Small Business Development Center Trade and Commerce funds; and Gaining Early Awareness and Readiness for Undergraduate Programs (Gear Up). The FY2015 grant that will continue in FY2016 from the U.S. Department of Labor, Trade Adjustment Assistance Community College Career Training (TAACCCT), allowed the district to develop a comprehensive training facility that will prepare participants, veterans, and other non-traditional learners for high-wage, high-skill employment.

Major categorical programs include Basic Skills, Student Success and Support Program, Extended Opportunity Programs and Services (EOPS), Disabled Students Programs & Services (DSPS), Board Financial Assistance Program

(BFAP), and California Work Opportunities and Responsibility to Kids (CalWORKS).

Local restricted resources are primarily for health service and parking fees. These fees typically correlate to some extent to enrollment patterns.

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

FY2016 TENTATIVE BUDGET GENERAL FUND – UNRESTRICTED GENERAL OBSERVATIONS (Page 10)

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

The largest source of revenue in the general fund comes from property taxes. The assumptions used to project the FY2016 property taxes are based on receipts to date and other critical information from locally assessed values provided by the County of San Diego's Assessor's Office. The district expects property taxes to increase by 5.49% of the budgeted amount in FY2015 to $86.6 million in FY2016.

The district will continue to receive temporary revenue from Proposition 30, The Schools and Local Public Safety Protection Act of 2012. This proposition temporarily raises the sales and use tax by 0.25 cents for four years (ends in Dec 2016) and raises the income tax rate for high income earners for seven years (end in Dec 2019) to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) is accounted for in the General Fund to disburse these temporary tax revenues. The district is expected to receive $1.1 million from this revenue source in FY2016.

The State's Reimbursement of Mandated Local Programs is expected to increase from $463 thousand to $5.9 million based from the Governor's May revised budget.

Additional revenue generated from Other Local Sources includes the following fees: enrollment fees and nonresident fees, course fees, transcripts fees, testing fees, student ID cards, and business development contracts. The district will continue to receive revenue from Successor Agencies formerly known as Redevelopment Agencies (RDA) for the Cities of Oceanside, Solana Beach, and Carlsbad are considered Other Local Sources.

Expenditures budgeted for the FY2016 Tentative Budget total $104.8 million. The Academic and Classified salaries along with benefits represent 80.4% of total expenses. The combined total of salaries and benefits for FY2016 reflects an increase of $3.2 million from the FY2015 budget. This is primarily due to the ten new full time faculty hires and the increase of classified employees hired in FY2015 that carries over to FY2016 at the full year cost; in addition, the annual increases from the step and column schedules.

The budget for capital outlay will decrease by approximately $1.0 million in FY2016, primarily from the reduction of the program review budget.

The FY2016 Tentative Budget under the Total Other Outgo category represents primarily the transfers out of the General Fund. Interfund transfers from the General Fund go to the following funds: Debt Service, Self-Insurance, and Capital Outlay.

FY2016 TENTATIVE BUDGET – CAPITAL OUTLAY PROJECTS FUND 41 (Page 11)

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

The district may provide for the accumulation of moneys over a period of years for specific capital outlay purposes through interfund transfers of general purpose moneys into this fund. The FY2016 income in this fund is generated through yearly interfund transfers from the General Fund. For FY2016, the budget will carryover approximately $9.9 million of the $12.5 million Lease Revenue Bond from March 2015.

The expenditures in the Capital Outlay Projects Fund will vary from one project to another. Some projects will be completed within the fiscal year, while other projects may have various phases that span over several fiscal years. As such, the FY2016 budget is presented in a manner that allocates the total resources to all projects in the fund.

The following projects were completed in FY2015: The San Elijo Science Building project completed construction and opened for classes in fall semester 2014. In addition, a district wide sustainable energy conservation project was completed in the summer 2014 to replace all of the street and parking lot lights at all three campuses with new energy efficient LED light. The district completed many smaller local deferred maintenance projects in FY2015 and anticipates the completion of other local deferred and state scheduled maintenance projects in FY2016.

In addition to this, MiraCosta College is finalizing a proposal to revise the Five-year Facilities Plan that will provide a picture of the capital improvement needs of the college. The proposed plan conveys the facilities master planning context, current capital outlay needs and objectives, and a list of proposed projects. This plan includes:

- Key considerations in prioritizing projects
- Proposed projects, costs and schedules
- Recommendation

The proposed projects include:

- Renovating 80 classrooms at the Oceanside and San Elijo Campuses
- Renovating offices resulting from Community Services moving to Carlsbad
- New offices for additional staff resulting from increased investments in full-time faculty and staff associated with student success initiatives
- Provide Storage for Art and Music – Oceanside Campus
- New Space for Theatre and Dance – Oceanside Campus
- Renovate Gym – Oceanside Campus
- Program Review needs
- Program Contingency

FY2016 TENTATIVE BUDGET – DEBT SERVICE FUND (Page 12)

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Transfers from the General Fund are made to the Debt Service Fund for payments of these debts. Debt service for the district includes:

- Energy conservation retrofit project, final payment is scheduled for 2016.
- Capital improvements made at the Community Learning Center (CLC), final payment is scheduled for 2020.
- Major facilities renovation projects associated with the 2015-2019 Five-year Facilities Construction Plan, final payment is scheduled for 2030.

The district is required to maintain a one year payment reserve for the capital improvements made at the CLC. Also, additional income to this fund is generated from a lease agreement between Arby's and the district.

The Debt Service Fund ending balance for FY2016 is estimated to be $415,787.

FY2016 TENTATIVE BUDGET – SELF INSURANCE FUND (Page 13)

The Self-insurance Fund is used for payments of insurance policy deductibles and any uninsured perils. All insurance premium payments are paid from

general funds and are listed under Other Operating Expenses in the Unrestricted General Fund budget. A transfer from the General Fund is processed yearly to cover the anticipated deductibles and uninsured losses when necessary. Insurance for property and liability losses is provided through the San Diego County Schools Risk Management Joint Powers Authority.

The Self-insurance Fund ending balance is estimated at $185,940.

FY2016 TENTATIVE BUDGET- STUDENT FINANCIAL AID FUND (Page 14)

The district is required to establish and maintain a specific fund for certain types of financial aid programs. The allowable expenditures are strictly regulated by the funding sources, and any unused budget must be returned to the funding agency. Due to the regulations requiring the return of any unused student financial aid funds, no beginning or ending balance is reflected. The budget for FY2016 projects a decrease of 27%, to be at $13.1 million. FY2015 was unusually high, at close to $18 million compared to prior year's history of approximately $10 million; thus FY2016 projection was reduced based on history.

FY2016 TENTATIVE BUDGET– STUDENT CENTER FEE FUND (Page 15)

The restricted Student Center Fee Fund is used to account for funds collected from students for the construction, remodel, and operation of the Student Centers. The Associated Student Government and the district administration jointly determine the projects to be funded with a portion of the Student Center fees collected. Recommended projects to be funded are determined at a Student Senate meeting in the coming fiscal year.

The Student Center Fee Fund ending balance for FY2016 is budgeted at $1.1 million.

FY2016 TENTATIVE BUDGET- BOOKSTORE FUND (Page 16)

The FY2015 Final Budget projects $235,000 in commission revenue. The amount projected for the FY2016 Tentative Budget will remain the same until the final numbers are confirmed on June 30.

The bookstore commissions are transferred out of the Bookstore fund and into the Cafeteria Fund and Associated Student Government Fund. All proceeds from this fund will support student based activities.

The District will continue to be reimbursed for equipment, facilities maintenance and replacement, insurance, and fifteen percent of an Accounting Technician's

salary and benefits which are highlighted in the Total Personnel Cost and Total Operating Expenses.

FY2016 TENTATIVE BUDGET- FOOD SERVICE FUND (Page 17)

The agreement for food services includes both the Oceanside Campus (OCN) and San Elijo Campus (SEC). The service offered at SEC historically resulted in a net loss to the Food Service Fund. The projected loss for FY2016 will be offset by a transfer from the Unrestricted General Fund and the Bookstore Fund. The district could eliminate the loss in the Food Service Fund by radically reducing hours of service and reducing the quality of the operations. The district has chosen to maintain its quality food services as an additional incentive for students to remain on campus and, hopefully, enjoy a better chance of educational success. The future loss in this fund may diminish over time as a result of expanded course offerings at SEC.

FY2016 TENTATIVE BUDGET- ASSOCIATED STUDENT GOVERNMENT FUND (Page 18)

The FY2016 Tentative Budget shows a net income of $2,050. The Associated Student Government budget is prepared, approved, and monitored by the Associated Students. All expenditures are approved by a district administrator, and the sub-fund is audited as part of the overall annual district audit.

This page intentionally left blank.

MCCCD FY2016 TENTATIVE BUDGET

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- GENERAL FUND SUMMARY						
-- COMBINED RESTRICTED AND UNRESTRICTED						
BEGINNING BALANCE	19,148,750	18,504,930	18,504,930	13,533,860	(4,971,071)	-26.9%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	19,148,750	18,504,930	18,504,930	13,533,860	(4,971,071)	-27%
INCOME						
FEDERAL	2,844,015	3,886,152	4,812,908	3,393,703	(1,419,205)	-29%
STATE	8,747,933	9,572,647	12,840,023	19,273,971	6,433,948	50%
LOCAL	91,550,365	95,395,051	95,906,141	100,315,349	4,409,208	5%
TOTAL INCOME	103,142,313	108,853,850	113,559,072	122,983,023	9,423,951	8%
BEGINNING BALANCE AND TOTAL INCOME	122,291,063	127,358,780	132,064,002	136,516,883	4,452,880	3%
EXPENSES						
ACADEMIC SALARIES	39,346,034	39,657,665	40,347,252	42,521,171	2,173,919	5%
CLASSIFIED SALARIES	24,566,935	26,208,245	27,619,864	29,023,093	1,403,229	5%
STAFF BENEFITS	19,153,259	20,110,493	20,778,251	20,770,270	(7,982)	0%
SUPPLIES, PRINTING, COPY CHARGES	1,848,298	2,531,420	2,933,280	2,659,047	(274,233)	-9%
OTHER OPERATING EXPENSES	9,484,878	10,647,532	12,841,320	12,364,899	(476,421)	-4%
TOTAL PROGRAM EXPENSES	94,399,404	99,155,355	104,519,968	107,338,480	2,818,512	3%
CAPITAL OUTLAY	3,079,967	4,817,472	6,823,134	5,434,879	(1,388,255)	-20%
TRANSFERS AND OTHER OUTGO	6,306,762	7,616,156	7,187,041	7,216,156	29,115	0%
TOTAL EXPENSES	103,786,133	111,588,983	118,530,143	119,989,515	1,459,372	1%
ENDING BALANCE	18,504,930	15,769,797	13,533,860	16,527,368	2,993,508	22%
TOTAL GENERAL FUND BALANCE % OF EXPENSES	**17.8%**	**14.1%**	**11.4%**	**13.8%**	**2.4%**	**21%**

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- GENERAL FUND DETAIL -- RESTRICTED						
BEGINNING BALANCE	1,575,736	1,019,197	1,019,197	562,416	(456,781)	-45%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	1,575,736	1,019,197	1,019,197	562,416	(456,781)	-45%
RESTRICTED INCOME						
FEDERAL SOURCES						
Perkins IV-Title IC	228,243	262,651	262,651	284,328	21,677	8%
VTEA-Tech Prep	44,025	43,269	43,269	45,119	1,850	4%
College Work Study Program	172,188	166,757	200,000	195,596	(4,404)	-2%
Pell Administrative Allowance	12,440	10,000	21,475	21,475	0	0%
Adult Basic Education Program	166,401	184,719	160,127	160,127	0	0%
Adult Basic Ed-English Literacy	73,081	88,837	53,926	53,926	0	0%
Veterans Reporting Fee	16,944	6,600	23,625	20,000	(3,625)	-15%
SBDC-SBA	375,900	300,000	300,000	300,000	0	0%
Transitional Assistance to Needy Families (TANF)	56,149	50,643	56,139	56,139	0	0%
Gear Up	1,354,298	1,022,676	1,677,957	1,117,650	(560,307)	-33%
Dept of Labor - TAACCCT	303,988	1,750,000	1,852,147	1,139,343	(712,804)	-38%
Other Federal Grants and Awards	40,358	0	161,592	0	(161,592)	-100%
TOTAL RESTRICTED FEDERAL INCOME	2,844,015	3,886,152	4,812,908	3,393,703	(1,419,205)	-29%
RESTRICTED STATE SOURCES						
Basic Skills	164,405	107,292	347,031	410,371	63,340	18%
EOPS Apportionment	604,451	574,228	604,451	610,616	6,165	1%
EOPS-CARE	57,182	54,323	57,182	57,765	583	1%
Disabled Students Programs & Services	800,192	728,147	989,638	999,732	10,094	1%
CA Work Opportunity & Responsibility to Kids	373,712	231,526	240,912	243,369	2,457	1%
BFAP Administrative Allowance	351,081	373,609	382,938	377,938	(5,000)	-1%
Cal Grant [Moved to Fund 74]	0	0	0	0	0	
Student Success Credit (Matriculation)	387,954	1,011,089	2,214,991	2,821,156	606,165	27%
Student Success Noncredit (Matriculation)	116,045	145,056	219,888	119,888	(100,000)	-45%
Student Success Equity			437,057	1,165,485	728,428	167%
CTE-LVN to RN Step Up Grant/Growth & Retention	317,257	306,287	306,287	306,287	0	0%
CTE Community Collaborative Grant	243,914	0	0	0	0	
CTE Community Pathways Grants	199,586	0	0	0	0	
SBDC-EWD Youth Entrepreneurship	47,767	0	0	0	0	
EWD -Business Entrep Centers	274,569	0	300,000	0	(300,000)	-100%
DSN - Business Entrep Centers	0	300,000	300,000	200,000	(100,000)	-33%
AB86 Adult Ed Consortium Plann			252,166			
Restricted Lottery	408,004	325,000	325,000	325,000	0	0%
Clean Energy Job Creation Act - Prop 39	372,403	295,774	301,050	387,000	85,950	29%
PT Faculty Reimbursable Prog.		179,786	179,786	179,786	0	0%
Instructional Equip & Library Support		609,709	752,771	692,746		
Physical Plant		609,709	802,450	692,746		
Other Categoricals and Grants	334,081	171,265	276,578	184,979	(91,599)	-33%
TOTAL RESTRICTED STATE INCOME	5,052,603	6,022,800	9,290,176	9,774,864	484,688	5%
LOCAL RESTRICTED SOURCES						
Health Services Fees & User Fees	652,241	600,000	600,000	600,000	0	0%
Parking Fees & Fines	684,981	720,000	720,000	720,000	0	0%
Class Course Fees	21,004	26,450	29,310	26,450	(2,860)	-10%
San Diego County JPA Surplus Reserve	33,879	100,000	100,000	100,000	0	0%
Other Local Grants & Restricted Funds	229,905	83,700	221,930	116,670	(105,260)	-47%
TOTAL LOCAL RESTRICTED INCOME	1,622,010	1,530,150	1,671,240	1,563,120	(108,120)	-6%
TOTAL RESTRICTED REVENUES	11,094,364	11,439,102	15,774,324	14,731,687	(1,042,637)	-7%
RESTRICTED EXPENSES						
TOTAL ACADEMIC SALARIES	1,406,439	1,247,569	1,895,758	1,647,342	(248,416)	-13%
TOTAL CLASSIFIED STAFF	3,114,719	3,263,328	4,259,727	4,861,014	601,287	14%
TOTAL STAFF BENEFITS	1,177,660	1,157,505	1,548,457	1,563,312	14,855	1%
TOTAL SUPPLIES, PRINTING, COPY CHARGES	668,924	700,630	1,052,663	801,865	(250,798)	-24%
TOTAL OTHER OPERATING EXPENSES	1,907,894	1,799,045	3,330,393	**2,498,262**	(832,131)	-25%
TOTAL CAPITAL OUTLAY & LIBRARY COLLECTION	995,944	1,942,341	3,892,070	**3,524,761**	(367,309)	-9%
TOTAL STUDENT AID	803,587	686,151	252,036	286,151	34,115	14%
TOTAL RESTRICTED EXPENSES	10,075,167	10,796,569	16,231,105	15,182,707	(1,048,398)	-6%
ENDING BALANCE	1,019,197	1,661,730	562,416	111,396	(451,020)	-80%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- GENERAL FUND DETAIL -- UNRESTRICTED						
BEGINNING BALANCE	17,573,014	17,485,733	17,485,733	12,971,444	(4,514,290)	-26%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	17,573,014	17,485,733	17,485,733	12,971,444	(4,514,290)	-26%
UNRESTRICTED INCOME						
FEDERAL SOURCES	0	0	0	0	0	
TOTAL UNRESTRICTED FEDERAL INCOME	0	0	0	0	0	
UNRESTRICTED STATE SOURCES						
EDUCATION PROTECTION ACCOUNT (PROP 30)	1,086,633	1,088,684	1,088,684	1,076,500	(12,184)	-1.1%
STATE TAXES	687,338	720,000	720,000	720,000	0	0.0%
MANDATED BLOCK GRANT	292,643	292,628	292,628	6,154,072	5,861,444	2003.0%
UNRESTRICTED LOTTERY	1,500,810	1,300,000	1,300,000	1,400,000	100,000	7.7%
OTHER STATE UNRESTRICTED	127,906	148,535	148,535	148,535	0	0.0%
TOTAL UNRESTRICTED STATE INCOME	3,695,330	3,549,847	3,549,847	9,499,107	5,949,260	167.6%
LOCAL UNRESTRICTED SOURCES						
LOCAL PROPERTY TAXES	77,808,222	82,137,861	82,137,861	86,647,229	4,509,368	5.5%
FACILITY USE FEES	24,790	25,000	25,000	25,000	0	0.0%
INTEREST	69,848	80,000	80,000	80,000	0	0.0%
CHILD DEVELOPMENT CENTER FEES	298,254	290,000	290,000	290,000	0	0.0%
ENROLLMENT FEES	6,641,986	6,900,000	6,900,000	6,900,000	0	0.0%
NONRESIDENT FEES	1,717,547	1,680,000	1,680,000	1,680,000	0	0.0%
BOOKSTORE RENT	80,526	0	0	0	0	
COMMUNITY SERVICES CLASSES & CONTRACT ED	2,313,264	2,200,000	2,570,000	2,570,000	0	0.0%
OTHER LOCAL SOURCES	973,918	552,040	552,040	560,000	7,960	1.4%
TOTAL LOCAL UNRESTRICTED INCOME	89,928,355	93,864,901	94,234,901	98,752,229	4,517,328	4.8%
TOTAL UNRESTRICTED REVENUES AND BEGINNING BALANCE	111,196,699	114,900,481	115,270,481	121,222,780	5,952,298	5.2%
EXPENSES						
Regular Classroom Faculty	15,861,009	17,028,599	17,028,599	17,761,903	733,304	4.3%
Regular Non-Classroom Faculty	7,873,307	7,523,014	7,551,332	8,420,118	868,786	11.5%
Hourly Classroom Faculty	12,985,527	12,597,683	12,577,683	13,283,850	706,167	5.6%
Other Non-Classroom Faculty	1,219,752	1,260,800	1,293,880	1,407,958	114,078	8.8%
TOTAL ACADEMIC SALARIES	37,939,595	38,410,096	38,451,494	40,873,829	2,422,335	6.3%
Regular Non-Instructional Staff	16,304,319	17,293,355	17,551,599	18,299,709	748,110	4.3%
Regular Instructional Staff	2,035,728	2,203,627	2,690,883	3,009,049	318,166	11.8%
Hourly Non-Instructional Staff	1,946,343	2,126,894	2,000,636	1,862,742	(137,894)	-6.9%
Hourly Instructional Staff	1,165,826	1,321,041	1,117,018	990,579	(126,439)	-11.3%
TOTAL CLASSIFIED STAFF	21,452,216	22,944,917	23,360,137	24,162,079	801,943	3.4%
TOTAL STAFF BENEFITS	17,975,599	18,952,988	19,229,794	19,206,957	(22,837)	-0.1%
TOTAL SUPPLIES, PRINTING, COPY CHARGES	1,179,374	1,830,790	1,880,617	1,857,182	(23,435)	-1.2%
Consultants & Specialists	146,566	90,184	84,384	77,780	(6,604)	-7.8%
Travel	454,617	703,806	739,979	730,652	(9,327)	-1.3%
Memberships, Entry Fees, Licenses	149,497	159,540	167,859	186,387	18,528	11.0%
Insurance	393,181	429,800	431,800	492,000	60,200	13.9%
Utilities	1,944,439	2,017,672	2,009,252	2,022,674	13,422	0.7%
Contract Services	3,493,149	4,380,944	4,998,477	5,301,173	302,696	6.1%
Legal & Audit Services, Election	189,725	335,400	335,400	283,000	(52,400)	-15.6%
Advertising, Postage, Bank Charges & TRANs	805,810	731,141	743,776	772,971	29,195	3.9%
TOTAL OTHER OPERATING EXPENSES	7,576,984	8,848,487	9,510,927	9,866,637	355,710	3.7%
TOTAL PROGRAM EXPENSES	86,123,768	90,987,278	92,432,969	95,966,684	3,533,716	3.8%
New Sites & Site Improvement	241,264	180,500	180,500	247,280	66,780	37.0%
New Buildings & Building Improvement	312,080	335,939	318,624	232,111	(86,513)	-27.2%
Library Books & Materials	51,637	55,600	67,610	61,143	(6,467)	-9.6%
Furniture & Equipment	1,479,042	1,603,092	1,664,330	1,369,584	(294,746)	-17.7%
Program Review Initiatives * BUDGET ONLY	N/A	700,000	700,000	0	(700,000)	-100.0%
TOTAL CAPITAL OUTLAY	2,084,023	2,875,131	2,931,064	1,910,118	(1,020,946)	-34.8%
Interfund Transfers	5,399,803	6,825,005	6,825,005	6,825,005	0	0.0%
Student Aid	103,372	105,000	110,000	105,000	(5,000)	-4.5%
TOTAL OTHER OUTGO	5,503,175	6,930,005	6,935,005	6,930,005	(5,000)	-0.1%
TOTAL UNRESTRICTED EXPENSES	93,710,966	100,792,414	102,299,038	104,806,807	2,507,770	2.5%
ENDING BALANCE	17,485,733	14,108,067	12,971,444	16,415,972	3,444,529	26.6%
General Reserve @ 5%	5,559,835	5,745,024	5,763,524	6,061,139	297,615	5.2%
Reserves for Emergencies @ 3%	3,335,901	3,447,014	3,458,114	3,636,683	178,569	5.2%
Health Benefits Reserve	3,541,884	3,541,884	3,541,884	3,541,884	0	0.0%
UNAVAILABLE ENDING BALANCE	12,437,620	12,733,923	12,763,523	13,239,706	476,184	3.7%
AVAILABLE ENDING BALANCE	5,048,114	1,374,145	207,921	3,176,266	2,968,345	1427.6%
General Fund Unrestriced End Balance % of Expenses	**18.7%**	**14.0%**	**12.7%**	**15.7%**	**3.0%**	**23.5%**

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- CAPITAL OUTLAY PROJECTS FUND 41 --						
BEGINNING BALANCE	4,953,987	4,343,910	4,343,910	2,815,126	(1,528,784)	-35.2%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	4,953,987	4,343,910	4,343,910	2,815,126	(1,528,784)	-35.2%
INCOME						
Scheduled Maintenance	0	0	0	0	0	
Other Income	0	1,000	1,000	1,000	0	0.0%
Lease Revenue Bond Proceeds	0	12,500,000	12,500,000	9,900,000	(2,600,000)	-20.8%
Interest	21,966	40,000	40,000	40,000	0	0.0%
Incoming Transfer - Facilities	2,500,000	3,000,000	3,000,000	3,000,000	0	0.0%
Incoming Transfer-TEC Classrooms	72,598	72,598	72,598	72,598	0	0.0%
Incoming Transfer-Futures Reserve	579,620	589,949	589,949	589,949	0	0.0%
Incoming Transfer-Info-tech	1,491,777	1,491,777	1,491,777	1,491,777	0	0.0%
TOTAL INCOME	4,665,961	17,695,324	17,695,324	15,095,324	(2,600,000)	-14.7%
TOTAL BEGINNING BALANCE & INCOME	9,619,948	22,039,234	22,039,234	17,910,450	(4,128,784)	-18.7%
EXPENSES						
Supplies, Printing, Copy Charges	74,655	42,985	43,006	42,985	(21)	0.0%
Other Operating Expenses	147,299	279,189	454,225	279,189	(175,036)	-38.5%
New Sites & Site Improvements	93,697	41,077	189,125	41,077	(148,048)	-78.3%
New Facilities & Improvements	3,206,015	10,061,298	16,407,386	10,061,298	(6,346,088)	-38.7%
Furniture & Equipment	1,754,372	1,735,527	2,130,366	1,735,527	(394,839)	-18.5%
TOTAL EXPENSES	5,276,038	12,160,076	19,224,108	12,160,076	(7,064,032)	-36.7%
ENDING BALANCE	4,343,910	9,879,158	2,815,126	5,750,374	2,935,248	104.3%
Reserve for Designated Projects	4,343,910	9,289,209	2,225,177	5,160,425	2,935,248	131.9%
Board Futures Reserves	0	589,949	589,949	589,949	0	0.0%
UNAVAILABLE ENDING BALANCE	4,343,910	9,879,158	2,815,126	5,750,374	2,935,248	104.3%
AVAILABLE ENDING BALANCE	0	0	0	0	0	

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- DEBT SERVICE FUND 29 --						
BEGINNING BALANCE	486,395	507,936	507,936	520,528	12,592	2.5%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	486,395	507,936	507,936	520,528	12,592	2.5%
INCOME						
Interest	6,299	3,000	3,000	3,000	0	0.0%
Arby's Lease Agreement	88,200	82,500	82,500	82,500	0	0.0%
Incoming Transfer from General Fund	600,000	1,555,400	1,555,400	1,555,400	0	0.0%
TOTAL INCOME	694,499	1,640,900	1,640,900	1,640,900	0	0.0%
TOTAL BEGINNING BALANCE & INCOME	1,180,894	2,148,836	2,148,836	2,161,428	12,592	0.6%
EXPENSES						
Loan Services	550	1,000	1,000	1,000	0	0.0%
Debt Service	415,675	1,370,575	1,370,575	1,487,908	117,333	8.6%
Lease Payment	256,733	256,733	256,733	256,733	0	0.0%
TOTAL EXPENSES	672,958	1,628,308	1,628,308	1,745,641	117,333	7.2%
ENDING BALANCE	507,936	520,528	520,528	415,787	(104,741)	-20.1%
SEC Student Center						
One-Year Loan Payment Reserve	415,675	415,175	415,175	415,175	0	0.0%
UNAVAILABLE ENDING BALANCE	415,675	415,175	415,175	415,175	0	0.0%
AVAILABLE ENDING BALANCE	92,261	105,353	105,353	612	(104,741)	-99.4%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- SELF-INSURANCE FUND 61 --						
BEGINNING BALANCE	146,513	177,340	177,340	187,140	9,800	5.5%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	146,513	177,340	177,340	187,140	9,800	5.5%
INCOME						
Interest	609	800	800	800	0	0.0%
Insurance Reimbursements	10,425	10,000	10,000	10,000	0	0.0%
Incoming Transfer from General Fund	50,000	50,000	50,000	50,000	0	0.0%
TOTAL INCOME	61,034	60,800	60,800	60,800	0	0.0%
TOTAL BEGINNING BALANCE & INCOME	207,547	238,140	238,140	247,940	9,800	4.1%
EXPENSES						
Insurance	11,000	10,000	1,000	13,000	12,000	1200.0%
Contract Services	9,822	13,000	13,000	13,000	0	0.0%
Legal Services	0	10,000	10,000	10,000	0	0.0%
TOTAL OTHER OPERATING EXPENSES	20,822	33,000	24,000	36,000	12,000	50.0%
Furniture & Equipment	9,385	27,000	27,000	26,000	(1,000)	-3.7%
TOTAL CAPITAL OUTLAY	9,385	27,000	27,000	26,000	(1,000)	-3.7%
TOTAL EXPENSES	**30,207**	**60,000**	**51,000**	**62,000**	**11,000**	**21.6%**
ENDING BALANCE	177,340	178,140	187,140	185,940	(1,200)	-0.6%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- STUDENT FINANCIAL AID FUND 74 --						
BEGINNING BALANCE	0	0	0	0	0	
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	0	0	0	0	0	
INCOME						
HEA-SEOG	162,375	200,000	232,582	200,000	(32,582)	-14.0%
HEA-Pell Grant	8,654,588	8,500,000	14,989,835	10,000,000	(4,989,835)	-33.3%
Direct Loan	1,603,041	1,500,000	1,883,238	2,000,000	116,762	6.2%
Cal Grant [Moved from Fund 11]	523,217	400,000	870,351	900,000		
Other Grants	5,238	0	0	0	0	
TOTAL INCOME	10,948,459	10,600,000	17,976,006	13,100,000	(4,876,006)	-27%
EXPENSES						
Student Aid	10,425,242	10,600,000	17,976,006	13,100,000	(4,876,006)	-27%
TOTAL EXPENSES	10,425,242	10,600,000	17,976,006	13,100,000	(4,876,006)	-27%
ENDING BALANCE	523,217	0	0	0	0	

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- STUDENT CENTER FEE FUND 73 --						
BEGINNING BALANCE	1,266,462	1,302,357	1,302,357	1,228,040	(74,317)	-6%
ADJUSTMENTS	0	0	0	0		
ADJUSTED BEGINNING BALANCE	1,266,462	1,302,357	1,302,357	1,228,040	(74,317)	-6%
INCOME						
Interest	4,588	5,000	5,000	5,000	0	0%
Student Center Fees	127,407	130,000	130,000	130,000	0	0%
TOTAL INCOME	131,995	135,000	135,000	135,000	0	0%
EXPENSES						
Salaries	46,386	40,000	48,771	79,807	31,036	64%
Benefits	7,268	9,870	9,870	8,779	(1,091)	-11%
Supplies/Contract Services	525	8,000	84,313	76,313	(8,000)	-9%
Refurbish Oceanside/SEC Student Center	28,387	86,365	27,798	28,000	202	1%
Equipment	13,534	38,565	38,565	30,000	(8,565)	-22%
TOTAL EXPENSES	96,100	182,800	209,317	222,899	13,582	6%
ENDING BALANCE	1,302,357	1,254,557	1,228,040	1,140,141	(87,899)	-7%
UNAVAILABLE ENDING BALANCE - SEC Stdt Ctr	0	0	0	0	0	
AVAILABLE ENDING BALANCE	1,302,357	1,254,557	1,228,040	1,140,141	(87,899)	-7%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- BOOKSTORE FUND 51 --						
BEGINNING BALANCE	718,413	746,246	746,246	746,246	0	0%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	718,413	746,246	746,246	746,246	0	0%
INCOME						
Interest Income	1,895	2,000	2,000	2,000	0	0%
Commissions - Follett	239,243	235,000	235,000	235,000	0	0%
TOTAL INCOME	241,138	237,000	237,000	237,000	0	0%
EXPENSES						
Salaries	12,228	12,230	12,230	12,230	0	0%
Benefits	4,900	5,051	5,051	5,051	0	0%
Utilities	32,781	32,000	32,000	32,000	0	0%
Insurance Premiums	6,097	7,500	7,500	7,500	0	0%
Repairs	0	0	0	0	0	
TOTAL OPERATING EXPENSES	56,006	56,781	56,781	56,781	0	0%
OTHER EXPENSES						
Rent to District	80,526	0	0	0	0	
Transfer to District Unrestricted Fund	71,773	0	0	0	0	
Transfer to Associated Student Government	5,000	117,000	117,000	117,000	0	0%
Transfer to Cafeteria	0	63,219	63,219	63,219	0	0%
TOTAL OTHER EXPENSES	157,299	180,219	180,219	180,219	0	0%
NET INCOME (LOSS)	27,833	0	0	0	0	
CONTRIBUTION TO FOUNDATION	0	0	0	0	0	
FINAL NET INCOME (LOSS)	27,833	0	0	0	0	
ENDING BALANCE	746,246	746,246	746,246	746,246	0	0%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- FOOD SERVICE FUND 52 --						
BEGINNING BALANCE	116,316	89,379	89,379	89,379	0	0%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	116,316	89,379	89,379	89,379	0	0%
INCOME						
Interest Income	0	0	0	0	0	
ATM Commissions	0	350	350	350	0	0%
Premier - Oceanside Vending	24,017	18,000	18,000	18,000	0	0%
Premier - SEC Vending	2,867	3,500	3,500	3,500	0	0%
Incoming Xfer from General Fund	105,808	65,281	65,281	65,281	0	0%
Incoming Xfer from Bookstore	0	63,219	63,219	63,219	0	0%
TOTAL INCOME	132,692	150,350	150,350	150,350	0	0%
EXPENSES						
Contracted Services	121,553	95,000	95,000	133,563	38,563	41%
Repairs	9,634	10,000	10,000	10,000	0	0%
Supplies	0	1,000	1,000	1,000	0	0%
Equipment Expense	0	1,000	1,000	0	(1,000)	-100%
Depreciation	21,857	35,000	35,000	0	(35,000)	-100%
Salary Accounting Tech	4,076	4,000	4,000	4,000	0	0%
Fringe Benefits	1,633	2,000	2,000	1,787	(213)	-11%
Hospitality	876	2,000	2,000	0	(2,000)	-100%
Grant to Foundation	0	350	350	0	(350)	-100%
TOTAL EXPENSES	159,629	150,350	150,350	150,350	0	0%
NET INCOME(LOSS)	(26,937)	0	0	0	0	
ENDING BALANCE	89,379	89,379	89,379	89,379	0	0%

MIRACOSTA COMMUNITY COLLEGE DISTRICT
FY2016 Tentative Budget
Board Workshop - June 13, 2015

DESCRIPTION	1 Unaudited Actual FY2014	2 Adopted Final Budget FY2015	As of 5/27/2015 3 Latest Budget FY2015	4 Tentative Budget FY2016	5 <Change> FY16 Tentative Less FY15Latest Budget	6 < % Change> FY16 Tentative Less FY15Latest Budget
-- ASSOCIATED STUDENT GOVERNMENT FUND 71 --						
BEGINNING BALANCE	79,993	80,059	80,059	82,109	2,050	3%
ADJUSTMENTS	0	0	0	0	0	
ADJUSTED BEGINNING BALANCE	79,993	80,059	80,059	82,109	2,050	3%
INCOME						
ID CARD SALES	35,643	38,000	38,000	38,000	0	0%
DISTRICT GUARANTEE	109,497	0	0	0	0	
CONTRIBUTION FROM BOOKSTORE	5,000	117,000	117,000	117,000	0	0%
CONTACT TABLE RENTAL	2,225	2,000	2,000	2,000	0	0%
TOTAL INCOME	152,365	157,000	157,000	157,000	0	0%
EXPENSES						
WAGES	13,542	10,400	10,400	10,400	0	0%
BENEFITS	2,210	936	936	936	0	0%
HOSPITATLITY	31,232	16,000	16,000	16,000	0	0%
SUPPLIES-NON INSTRUCTIONAL	14,143	32,100	32,100	32,100	0	0%
COPY MACHINE COST	443	2,700	2,700	2,700	0	0%
CONTRACT SERVICES	(33)	0	0	0	0	
PRINTING COSTS	5,181	6,000	6,000	6,000	0	0%
I.D. CARD COST	5,294	5,500	5,500	5,500	0	0%
TRAVEL	14,151	18,500	18,500	18,500	0	0%
CONSULTANTS/SPECIALISTS	3,200	5,200	5,200	5,200	0	0%
ASG-OC CLUB DISTRIBUTIONS	31,500	31,500	31,500	31,500	0	0%
GUEST SPEAKERS	1,696	0	0	0	0	
DONATIONS	0	1,000	1,000	1,000	0	0%
EQUIPMENT PURCHASE	0	11,414	11,414	11,414	0	0%
SITE IMPROVEMENTS	14,742	0	0	0	0	
SOFTWARE	0	0	0	0	0	
SCHOLARSHIPS	12,201	11,000	11,000	11,000	0	0%
ADVERTISING	250	0	0	0	0	
STUDENT BUS PASSES	3,000	3,000	3,000	3,000	0	0%
TOTAL EXPENSES	152,752	155,250	155,250	155,250	0	0%
OPERATING INCOME(LOSS)	(387)	1,750	1,750	1,750	0	0%
OTHER INCOME						
INTEREST INCOME	69	300	300	300	0	0%
MISCELLANEOUS INCOME	384	0	0	0	0	
TOTAL OTHER INCOME	453	300	300	300	0	0%
NET INCOME (LOSS)	66	2,050	2,050	2,050	0	0%
ENDING BALANCE*	80,059	82,109	82,109	84,159	2,050	2%
					0	
* SET ASIDE ANNUALLY FOR EQUIP REPLACEMENT	3,410	3,410	3,410	3,410	0	0%

Subject:	Attachment:
Approve 2017–2021 Five-Year Construction Plan and Initial Project Proposal	MiraCosta College Facilities and Five-Year Implementation Plan
Category:	Type of Board Consideration:
Action Items	Information Consent Action ✓
Recommended:	Approved for Consideration:
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The district is required to submit a five-year construction plan to the California Community Colleges Chancellor's Office (CCCCO) by June 30 of every year. The plan identifies all of the capital construction projects the district plans and includes estimated costs and schedules.

STATUS

The five-year construction plan identifies eight projects (pending approval from the Board of Trustees) that will be submitted to the Chancellor's Office on or before July 1, 2015. The district is submitting in the plan an initial project proposal (IPP) for Instructional Building #1 (Allied Health). If approved by the state, this project will be 50 percent funded by the state if a statewide facilities bond measure is included on the November 2016 ballot and passes.

A description of the projects is below:

Modernize 80 Classrooms – Oceanside and San Elijo Campuses

This project will renovate classrooms that have outdated lighting, carpeting, flooring, paint, ceiling finishes, HVAC, electrical infrastructure, technology and new furnishings that have outlived their useful life. The renovated classrooms will provide new lighting, acoustic treatments to absorb sound, new technology, white boards, new flexible furnishings, and improved, contemporary finishes, all with the goal to provide a 21st century learning environment. This project does not include science laboratories. The estimated budget for this project is $11.7 million.

Renovate Offices Resulting from Community Services Move to Carlsbad

This project will renovate the vacated offices that have outdated lighting, carpeting, flooring, ceiling finishes, and furnishings that have outlived their useful life. This project moves Student Success and Support Programs (SSSP) employees into Student Services and moves out

Career Services to yield services that are more coherent to students. The estimated budget for this project is $330,000.

New Student Success Support Space

This project will provide leased, temporary, portable building office and support spaces to accommodate projected staff growth of 37 FTE resulting from the state's Student Success and Support Program (SSSP) initiatives supporting student success, including increases in the number of faculty, counselors, and support staff. The estimated budget for this project is $1.1 million.

Provide Storage for Art/Music – Oceanside Campus

This project will address the program review priority to provide 2,000 additional square feet of storage for the art and music departments. Currently, instructional equipment for both departments is being stored in classrooms or exterior storage containers that are not temperature or humidity controlled. As a result, instructional equipment is subject to external weather conditions and is causing rusting or corrosion in some cases, thus reducing the life expectancy of the instructional equipment. These outside storage containers also require staff to haul equipment over significant distances to get it to the buildings where the equipment will be used. As equipment is being stored in classrooms, instructional space is negatively impacted. The estimated budget for this project is $1.4 million.

New Space for Theatre/Dance – Oceanside Campus

This project will create 6,400 square feet of new lab space for the theatre and dance programs. These programs are still limited to sharing its space with the kinesiology, health, and nutrition departments, which makes it difficult for the performing arts, music, theatre, and dance to interact. The theatre building's lobby currently has to be used as a lab to teach students because there is not adequate or appropriate space to accommodate the need that is required from the programs. Additional instructional space for theatre and dance will facilitate better collaboration between the programs, not only for faculty, but also for students. A new space will give students the ability to participate in classes between the disciplines at the same location. The estimated budget for this project is $4.5 million.

Renovate Gym – Oceanside Campus

This project will make essential improvements needed to maintain the Oceanside Campus gymnasium, dance studio, and locker rooms. The project will correct major facility problems, including the gymnasium/dance studio roofs, heating-and-ventilation system, replacement of bleachers, and a complete renovation of the locker room, which is shared between men's and women's facilities. The original men's locker room building was demolished in 2004 and was not replaced. As a result, the existing women's locker room facility was converted to accommodate both men's and women's facilities. The existing facility is in need of renovation and possible expansion. In addition, the original men's locker room building had one classroom where kinesiology courses were taught. This facility was not replaced after being demolished and the classroom was moved to a temporary building at T400. The site where the buildings sit may need to be improved to meet current American with Disabilities Act (ADA) accessibility requirements. This will be determined once renovation plans are submitted to the Division of State Architects office for review. The project has been escalated to account for moving the start date to FY16/17, and the estimated budget for this project is $5.5 million.

Instructional Building #1 – Allied Health B4400 Renovation

This project proposes to construct a new instructional laboratory building to accommodate growth and replace temporary buildings, as well as to renovate the existing Allied Health Building 4400. The new Instructional Building #1 will be submitted to the Chancellor's Office as an initial project proposal (IPP) in 2015, and the district is proposing a 50 percent local contribution to increase the chances of receiving state funding. The estimate for this project is $10,100,000. Moving forward with the renovation project is contingent upon Instructional Building #1 qualifying for state funding. The estimated budget for the renovation project is $1,665,000.

FIVE-YEAR PLAN PROJECTS – OTHER

Repair Parking Lots

This project will repair and replace parking lots identified as being in the worst condition and in need of immediate repair or replacement. The estimated budget for this project is $1 million.

Replace/Repair Storm Drain and Sewer Lines

This project will replace the highest-priority and aging storm drains and sewer systems throughout the three district sites that are becoming deteriorated and undersized. The main storm drains and sewer systems at all three sites are dated. The Oceanside Campus system dates back to the 1960s and the San Elijo Campus and Community Learning Center sites date back to the 1980s. These new systems will help prevent sewer back-ups, flooding, and water damage, which will ultimately reduce future maintenance costs. This project will construct new plumbing and sewer utilities infrastructure. The estimated budget for this project is $1 million.

Repair/Replace Information Technology Underground Fiber Optic Lines

This project will update MiraCosta College's network fiber optic infrastructure. This includes the fiber backbone, network switches, and the network cables to the workstations and labs. The upgrade to the network infrastructure will replace building network infrastructure that has aged beyond its useful life or is under capacity. The estimated budget for this project is $1 million.

2015-16 Program Review Needs

Multiple projects have been identified through the continuous improvement process, also known as program review, and are aimed at improving facility deficiencies for various academic and support programs, including art, design drafting, music, and the Library. The estimated budget for this project is $460,000.

RECOMMENDATION

Approve the 2017–2021 Five-Year Construction Plan and the initial project proposal for OC Instructional Building #1.

PROPOSED PROJECTS, COSTS AND SCHEDULES

Project	2015/16	2016/17	2017/18	2018/19	2019/20	Total Project Cost
Renovate 80 Classrooms at OCN and SEC	$2,400,000	$2,450,000	$2,640,000	$2,760,000	$1,410,000	$11,660,000
Renovate Offices (resulting from Carlsbad TCI)	$330,000					$330,000
New Student Support Space	$130,000	$260,000	$275,000	$290,000	$145,000	$1,100,000
New Storage Art/Music	$1,040,000	$350,000				$1,390,000
New Theatre/Dance Space	$1,120,000	$3,360,000				$4,480,000
Gym Renovation		$1,090,000	$2,205,000	$2,205,000		$5,500,000
Repair Parking Lots	$300,000	$300,000	$300,000	$100,000		$1,000,000
Repair/Replace Storm Drain and Sewer Lines			$500,000	$500,000		$1,000,000
Repair/Replace IT Underground			$500,000	$500,000		$1,000,000
2015-16 Program Review Needs	$230,000	$230,000				$460,000
Program Contingency	$300,000	$300,000	$300,000	$300,000	$300,000	$1,500,000
Cash Flow Totals	$5,850,000	$8,340,000	$6,720,000	$6,655,000	$1,855,000	$29,420,000

Notes:

1) Scheduled (deferred) maintenance and instructional equipment and library materials funding from the state can provide assistance with renovating the gym, classrooms, offices, and providing instructional equipment for these spaces. Proposed funding in the Governor's budget for 2015/16 is $1.4 million. These funds vary year to year.
2) The district is submitting an initial project proposal to fund an Allied Health building. In addition, the existing Allied Health building will be renovated for an additional cost of
$1.7 million.
3) ASG Student Services and clubroom remodel project, fully funded by the Associated Student Government, is scheduled for FY15/16 and FY16/17 and is budgeted at $966,000.

Subject:	Attachment:
Rescind Old Board Policies	None
Category:	**Type of Board Consideration:**
Action Items	Information Consent Action ✓
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In October 2008, the district joined the Community College League of California (CCLC) policy and procedure service to ensure the district's board policies and administrative procedures remain current and include federal and state statutes and regulations, as well as accreditation standards.

STATUS

To eliminate potential policy conflicts between the old and new policies/procedures and potential legal liabilities, the old board policies need to be rescinded. Dr. Jane Wright, consultant for the CCLC Policy and Procedure Service, was contracted to review and compare the district's old and new policies and procedures to ensure old language is addressed in the new documents. As Dr. Wright's reviews are completed, old policies will be submitted for the board to rescind, and the related old administrative procedures will be deleted. Should content be found in old documents that needs to be incorporated into existing documents, it will be incorporated as needed, honoring Board Policy 2510–Collegial Governance and Participation in Local Decision Making.

In the chart below, the left column lists the old policies to be rescinded and the right column indicates where the topic is addressed in new board policy.

Old Policy	Addressed In
BP IV.D–Employer-Employee Relations	BP 7140, AP 7216
BP IV.F–Travel	BP/AP 7400
BP IV.G–Code of Ethics	BP/AP 3050
BP IV.H–Acceptable Use of District Data and Information Systems	BP/AP 3720
BP V.A–Faculty Employment Classifications	BP/AP 7210
BP V.B–Selection'/Appointment/Assignment	BP 7120, AP 7120-4, 7120-5, 7211-1, 7211-2, 7160
BP V.C–Compensation	BP 7130
BP V.D–Administrative Employees	BP 7130, 7250, 7260 AP 7340, 7342
BP V.E–Absences and Leaves	AP 7340, 7341, 7343, 7344, 7345, 7346
BP V.F–Professional Growth/Evaluation/Tenure	BP/AP 7150, BP/AP 7160

BP V.G–Academic Senate	BP 2510
BP V.H–Termination of Employment	BP/AP 7350,7380
BP VI.A–Classified Employment Status	AP 7235-3, 7236-3 BP/AP 7270
BP VI.B–Selection/Appointment/Assignment	BP 6120, AP 7120-3
BP VI.C–Classification and Compensation	BP/AP 7130, AP 7234, AP 6535, AP 7232
BP VI.D–Classified Administrators	BP 7260, BP 7130, BP 7150.2, AP 7342, BP/AP 7340, BP/AP 7160
BP VI.E–Absences, Leaves, Holidays, and Vacations	AP7346, BPAPP7340, AP7343, BPAP7340, AP7342, BPAP7387
BP VI.F–Professional Growth and Assessment	BP/AP 7160
BP VI.G–Classified Senate	BP/AP 2510
BP VI.I–Other	AP 7280-3
BP VII.A–Instructional Programs and Services	AP 4104, BP/AP 4400, AP 4026, BP/AP 3720
BP VII.D–Instructional Services Academic Freedom	BP 4030
BP VIII.A–Admission to the College	BP/AP 5010, AP 505, AP 5040, BP/AP 4070, BP/AP 5050
BP VIII.B–Matriculation	BP/AP 5050
BP VIII.C–Student Activities and Student Government	BP/AP 5400
BP VIII.D–Student Fees	BP/AP 5030, AP 5031
BP VIII.E–Rights and Responsibility of Students and Staff Members	BP/AP 5500, BP/AP 5505, AP 5520, AP 5530, BP/AP 3900, BP/AP 5040, AP 5045, BP/AP 3540, BP/AP 5130, BP/AP 3410

The chart below lists old administrative procedures to be deleted.

Old Administrative Procedure	Addressed In
AP IV.A02–Personnel	Program review
AP IV.A-03–Job Descriptions	Classified Employee Manual, Section D.3.0
AP IV.A-05–Employee Directory	Operational manual
AP V.A-03–Temporary Employee	AP 7212
AP V.A-06–Volunteers	AP 7500

RECOMMENDATION

Rescind old board policies, as detailed above.

Subject: **Approve Renewal of Superintendent/ President Contract**	**Attachment:** **None**
Category: **Action Items**	**Type of Board Consideration:** **Information Consent Action** ✓
Recommended: **Charlie Ng, Vice President** **Business and Administrative Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

Superintendent/President Cooke began employment with the district on January 1, 2015, with a four-year contract through December 31, 2018. As per Board Policy/Administrative Procedure 2435, the board has completed its evaluation of the superintendent/president and considered an extension of the current four-year contract.

STATUS

After its annual evaluation of the superintendent/president, the board recommended renewal of the superintendent/president contract for a four-year term, effective July 1, 2015, with no change in salary or other terms and conditions of the current contract.

RECOMMENDATION

Approve renewal of superintendent/president contract for a four-year term beginning July 1, 2015, through June 30, 2019.

Subject: **Board Policy 3420 – Equal Employment Opportunity**	**Attachment:** **Board Policy 3420 – Equal Employment Opportunity**
Category: **Second Reading and Adoption – Board Policies**	**Type of Board Consideration:** **Information** **Consent** **Action** ✔
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

Revisions to Board Policy 3420, Equal Employment Opportunity, were vetted through the necessary councils and approved by cabinet. The policy was submitted to the Board of Trustees for a first reading on May 20, 2015, and is now presented for adoption.

RECOMMENDATION

Adopt Board Policy 3420, Equal Employment Opportunity, as presented.

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students. The board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The superintendent/president shall develop, for review and adoption by the board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

Adoption History: 10/6/09, _____
Reference Update: 1/15, 4/15
References: Education Code §§87100, et seq.
Title 5 §53000, et seq.
Accrediting Commission for Community and Junior Colleges
Accreditation Standard III.A.12

~~The MiraCosta Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. The district is committed to a continuing good-faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the district on the basis of accent, age, ancestry, citizenship status, color, disability, economic status, ethnic-group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.~~

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The superintendent/president shall develop, for review and adoption by the board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

Adoption History: 10/6/09, _____
Reference Update: 1/15, 4/15
References: Education Code §§87100, et seq.
Title 5 §53000, et seq.
Accrediting Commission for Community and Junior Colleges
Accreditation Standard III.A.12

Subject:	Attachment:
Board Policy 3710 – Security of Copyright	Board Policy 3710 – Security of Copyright
Category:	Type of Board Consideration:
Second Reading and Adoption – Board Policies	Information Consent Action ✓
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Board Policy 3710, Security of Copyright, a new policy, was vetted through the necessary councils and committees, and approved by cabinet. The policy was submitted to the Board of Trustees for a first reading on May 20, 2015, and is now presented for adoption.

RECOMMENDATION

Adopt Board Policy 3710, Security of Copyright, as presented.

The superintendent/president is directed to develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the district. The procedures developed by the superintendent/president shall assure that the district may use, sell, give, or exchange published materials and may license materials prepared by the district in connection with its curricular and special services.

In the development of these procedures, the superintendent/president shall solicit the input of the proper representatives of the college community in accordance with the district's policies regarding shared local decision-making.

See Administrative Procedure 3710.

Adoption History: _____

References: Education Code §§72207, 81459
17 U.S. Code §201

Subject:	Attachment:
Board Policy 4230: Grading and Academic Record Symbols	**Board Policy 4230: Grading and Academic Record Symbols**
Category: **Second Reading and Adoption – Board Policies**	**Type of Board Consideration:** **Information Consent Action** ✓
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

Revisions to Board Policy 4230, Grading and Academic Record Symbols, were vetted through the necessary councils and committees, and approved by cabinet. The policy was submitted to the Board of Trustees for a first reading on May 20, 2015, and is now presented for adoption.

RECOMMENDATION

Adopt Board Policy 4230, Grading and Academic Record Symbols, as presented.

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students.

See Administrative Procedure 4230.

Adoption History: 5/19/09, _____

Periodic Review: 5/12/15

References: Title 5 §55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students.

~~Courses shall be graded using the grading system established by Title 5, as follows:~~

~~Symbol~~	~~Definition~~	~~Grade Points~~
~~A~~	~~Excellent~~	~~4.0~~
~~B~~	~~Good~~	~~3.0~~
~~C~~	~~Satisfactory~~	~~2.0~~
~~D~~	~~Passing, less than satisfactory~~	~~1.0~~
~~F~~	~~Failing~~	~~0.0~~
~~P~~	~~Pass~~	
~~NP~~	~~No Pass~~	

~~The grading system shall be published in the college catalog and made available to students.~~

See Administrative Procedure 4230.

Adoption History: 5/19/09, _____

Periodic Review: 5/12/15

References: Title 5 §55023

Subject:	Attachment:
Board Policy 5010 – Admission ad Concurrent Enrollment	BP 5010 – Admission ad Concurrent Enrollment
Category:	Type of Board Consideration:
First Reading – Board Policies	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

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

STATUS

Revisions to Board Policy 5010, Admission and Concurrent Enrollment, were vetted through the necessary councils and committees, approved by cabinet, and are presented for a first reading by the Board of Trustees.

The policy will be presented on a future agenda for second review and adoption.

RECOMMENDATION

For information only.

The district shall admit students in credit classes who are:

A. Eighteen years of age or older and able to benefit from instruction.

B. The holder of a high school diploma or equivalent.

C. Currently attending high school as a sophomore, junior, or senior with a concurrent enrollment permit signed by the high school principal or designee and parent. Home-schooled students must provide proof of filing as a private school with the Superintendent of Public Instruction or may obtain sign off from the local public high school that the student would normally be attending.

The district may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the district.

The district shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The superintendent/president shall establish procedures for evaluating the validity of a student's high school completion.

Students under 18 years of age who have not completed high school and are not pursuing the equivalent of a high school education or who are requesting enrollment as a full-time student may directly petition the president of the college to authorize attendance by having their parents submit a petition.

Concurrently enrolled high school students are limited to enrollment in 11.0 semester units during the spring and fall term (8.0 units during summer) unless they are approved for full-time enrollment. High school students who are concurrently enrolled in 11.0 units or less during a semester or intersession are not required to pay MiraCosta College enrollment fees but are required to pay other college fees, such as nonresident tuition, parking, health services, and student center.

To be eligible for attendance at MiraCosta College for tuition-free, adult continuing-education (noncredit) courses in the authorized noncredit categories of parenting, home economics, health and safety, short-term vocational, and courses for older adults, a student must be 18 years of age or older.

Adoption History: 1/19/10, _____
Periodic Review: 4/15
References: Education Code §§76000, 76001, 76002, 76038
Labor Code §3077
U.S. Dept. of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. §668.16(p).

To be eligible for attendance at MiraCosta College in the Adult High School ~~**Diploma**~~ or in noncredit English as a Second Language programs, a student must be 18 years of age or older or 17 years of age or older, concurrently enrolled in high school, and credit deficient. The concurrent enrollment permit must be signed by the student, the high school counselor, the principal or designee, and the parent or guardian. If 17 years of age or younger and not concurrently enrolled in high school, a minor's petition must be signed by the student and the parent or guardian.

Denial of Requests for Admission

The board through its designee (superintendent/president) reserves the right to grant permission for special full-time or part-time enrollment by a pupil who is identified as highly gifted. If permission to enroll is not given, the findings and the reason for denying the request will be provided in writing within sixty days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least thirty days after the pupil submits the request to the district. The superintendent/president shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The superintendent/president shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

International Students

The district shall administer a program designed to attract, screen, process, and admit international students consistent with Education Code §§68060-68082, appropriate sections of Title 5, and all regulations of the Department of Homeland Security. Students who are citizens of a foreign country attending MiraCosta College on F-1 visas will be subject to the nonresident tuition and may be subject to a capital outlay fee. Nonresident tuition may be waived for currently enrolled F-1 international students who demonstrate financial need, provided that no more than ten percent of the total number of international students attending MiraCosta College are exempt from this fee (Education Code §76140(a)(2)). Exemptions from this fee are granted on an individual basis.

International students on an F-1 visa are prohibited by the Department of Homeland Security from attending tuition-free courses.

See Administrative Procedures 5010, 5011, Admissions and Concurrent Enrollment of High School and Other Young Students, and 5012, International Students.

Subject: **Board Policy 5015 – Residence Determination**	**Attachment:** **BP 5015 – Residence Determination**
Category: **First Reading – Board Policies**	**Type of Board Consideration:** **Information** ✓ **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

Revisions to Board Policy 5015, Residence Determination, were vetted through the necessary councils and committees, approved by cabinet, and are presented for a first reading by the Board of Trustees.

The policy will be presented on a future agenda for second review and adoption.

RECOMMENDATION

For information only.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. ~~**At any residence determination date, a**~~ **A** student previously classified as a nonresident may be reclassified **at any residence determination date**.

The residence determination date and a summary of the rules and regulations shall be published in the college catalog. The applicable Education Code provisions and the rules and regulations adopted by the Board of Governors and the district shall be made available to students.

The superintendent/president shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedures 5015.

Adoption History: 1/19/10, _____
Periodic Review: 6/15
References: Education Code §§68040, 76140
Title 5 §54000, et seq.

Subject: **Board Policy 5020 – Nonresident Tuition**	**Attachment:** **BP 5020 – Nonresident Tuition**
Category: **First Reading – Board Policies**	**Type of Board Consideration:** **Information** ✓ **Consent** **Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

BACKGROUND

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

STATUS

Revisions to Board Policy 5020, Nonresident Tuition, were vetted through the necessary councils and committees, approved by cabinet, and are presented for a first reading by the Board of Trustees.

The policy will be presented on a future agenda for second review and adoption.

RECOMMENDATION

For information only.

In addition to enrollment fees, nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1 of each year, the superintendent/president shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The superintendent/president shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The superintendent/president is authorized to implement a capital-outlay fee to be charged to nonresident students. Not later than February 1 of each year, the superintendent/president shall bring to the board for approval an action whether or not to establish a capital-outlay fee for the following fiscal year and the amount of such fee. If established, the board shall find and declare that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES (full-time equivalent students) in the preceding fiscal year.

A student who would otherwise be charged this capital-outlay fee shall be exempt if he or she demonstrates that he or she is a victim of persecution or discrimination in the country of which he or she is a citizen and resident, or if he or she demonstrates economic hardship.
Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students shall also be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the district stating that they intend to establish residency in California as soon as possible.

The district may charge each nonresident applicant who is both a citizen and resident of a foreign country a processing fees not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government, or (2) $100, which may be deducted from the tuition fee at the time of enrollment.

See Administrative Procedure 5020.

Adoption History: 4/20/10, _____
Periodic Review: 6/15
References: Education Code §§68050, 68051, 68130, 68130.5, 76141
Title 5, §54045.5

Subject:	Attachment:
Classified Employee Board Report	None
Category:	**Type of Board Consideration:**
College-Related Reports	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

2015/16 Classified Senate Council Update

Heidi Willis has accepted the position of treasurer for 2015/16.

Classified Senate Committees

Currently, Classified Senate is in the process of filling vacant classified positions on the budget and planning and institutional program-review governance committees.

CSC Summer Retreat

The Classified Senate Council has plans to meet for a half-day retreat on June 17. During the retreat, council members will discuss 2015/16 goals, events, general-meeting schedule, staff development, negotiations, fundraising, and the Welcome Wagon.

Classified Leadership Institute (CLI)

Gwen Partlow, Heidi Willis, Emilio Mejares, Brandi Blahnik and Melanie Haynie attended the 23rd annual CLI conference, which was held in Tahoe City on June 4–6. The conference was sponsored by the Community College League of California and the California Community Colleges Classified Senate (4CS), and offered workshops focusing on leadership in a changing climate. The conference was a great opportunity for members to learn new leadership skills and network with colleagues from other California community colleges.

Lori Schneider, past CSC president, received the Excellence Award for Outstanding Service as Classified Senate President from 4CS.

Appreciation Night with the Padres

This year marks the tenth anniversary of this event, which is hosted by the Classified Senate. This year sixty tickets were sold for the annual event held on June 12. Purchasers receive a game ticket located in a field-level, hospitality semi-private suite overlooking third base and an upgraded all-you-can eat buffet and beverage package. The event draws participation from staff, faculty, and administrators alike–a fun, team-building experience indeed!

Subject:	Attachment:
Faculty Monthly Board Report	None
Category:	Type of Board Consideration:
College-Related Reports	✓ Information Consent Action
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

Academic Senate Meetings

May 15, 2015 – Regular Meeting

- Approvals
  - BP2510–Collegial Governance and Local Participation in Decision Making
  - The following policies and procedures were received from the Courses and Programs Committee and approved:
    - AP3100–Organizational Structure
    - BP/AP4025–Philosophy and Criteria for Associate Degrees and General Education
    - AP4026–Philosophy and Criteria for International Education
    - BP/AP4050–Articulation
    - BP4100–Graduation Requirements for Degrees and Certificates
    - AP4105–Distance Education
    - BP/AP4225–Course Repetition
    - BP/AP4260–Prerequisites and Co-requisites
    - AP5031–Instructional Materials Fees

Academic Senate—Other Activities

- The Academic Senate will send three faculty members (Susan Herrmann, Luke Lambert, and Leila Safaralian) to the Achieving the Dream Kickoff meeting in Cincinnati, June 23–24.

- Susan Herrmann, president elect, was accepted into the faculty leadership module of the Academic Senate of California Community Colleges (ASCCC) Professional Development College for 2015/16, which is a year-long program focused on development of senate leaders.

Subject: **Instructional Services Division Monthly Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
Recommended: Mary K Benard **Mary Benard, Ed.D.** **Vice President, Instructional Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

MAY-JUNE HIGHLIGHTS

Career Studies and Services (Al Taccone, Donna Davis)

The month of May finds the members of the Career Studies and Services team helping students prepare for successful interactions with employers, whether for high-skill, high-wage positions related to their degrees and certificates or for summer internships that will help them validate or reconsider their career and education plans. Often, one of the biggest surprises for students and graduates is the significant role social media plays in the selection process. According to AdWeek's *Social Times* newsletter, "Social media for hiring purposes is at an all-time high: 92 percent of companies use platforms such as Twitter, LinkedIn, and Facebook for recruitment …Amongst the top social networks, LinkedIn leads the way, favored by 93 percent of companies, ahead of Facebook (66 percent) and Twitter (54 percent). Almost three-quarters (73 percent) of recruiters say that they have made successful hires through social media, and, conversely, one-third of employers rejected candidates because of something that they found in their social profiles."

To help students use social media to their advantage in the job and internship search, the Career Center offers a series of workshops:

- Networking with Social Media
- LinkedIn for Beginners
- LinkedIn.com Advanced
- Professional LinkedIn Photo Session

The Professional LinkedIn Photo Session was held in collaboration with the student Photography Club.

The semester-long collaboration with classroom faculty teaching DESN 290, Design Portfolio and Presentation, and CSIT 195, Computer Studies Portfolio Development, resulted in successful stories of students getting an internship. Among the success stories was Gilberto Perez, a veteran, who, through the course, got an internship as an Architectural Model Fabricator. At the conclusion of Gilberto's summer internship (building the structural model for

the renovation of the Oceanside Airport), he will begin his studies as a transfer student at a top architectural school, CalPoly Pomona.

Library (Mario Valente, Michelle Ohnstad, Jennifer Paris)

From May 11 through May 22, the Library and Information Hub at the Oceanside Campus extended its hours in preparation for final exams. The Associated Student Government initiated the extended-hours pilot, and student equity funds were used to pay for extra staffing time. The Hub opened early each weekday and was opened for extended weeknight hours until 11 p.m. Extended hours were also available the Friday, Saturday, and Sunday before finals. Students were pleased with this effort and took advantage of the extra time for studying. The extended hours offered on Sunday was by far the most successful, with an average of 150 students in the Hub during any given hour of that day. The data from this pilot will be used for planning of additional extended-hours efforts in the future.

This summer, the libraries are working on some facelift projects, including weeding of outdated materials and formats, such as VHS tapes. The Oceanside Library is transforming the shelving near the circulation desk by creating a vibrant magazine browsing area and highlighting leisure-reading materials along the back wall.

David Gray, graduate student at San Jose State University (post-master's certificate and Ph.D. programs), was a library intern during the spring semester. As part of his internship work at the college, Mr. Gray completed a report with recommendations to create and support the district's records and archives.

Infrastructure Services and Systems (ISS) (Mario Valente, Steve Schultz)

May and June were busy project months for the ISS team. While several projects are still in process, following are some notable completions.

- Mark Stramaglia completed several projects, including the development of a grade roster customization for expanded institutional service learning outcomes (ISLO) data collection for the Student Learning Outcomes and Assessment Committee (SLOAC); the automation of Institute for Internal Perspectives (IIP) admissions letters using PeopleSoft CommGen; and the deployment of the Follett Bookstore application, ConnectOnce, with integration to the PeopleSoft production system. In addition, Mark also presented a Higher Education Users Group (HEUG) Education Series webinar, which had over 275 registrants from higher-education institutions nationwide.

- Karen Brown completed a significant upgrade to Blackboard, the district's primary student learning management system. Karen also completed an upgrade to OnGuard, the system that controls the district's automated door-locking system, as well as the message archive system.

- Emilio Mejares completed testing and migrated the PeopleSoft Campus Solution Bundle 37 into production. Emilio has also worked on several other automation additions in PeopleSoft for the student financials and veterans components/modules.

Math Learning Center (Carlos Lopez, Scott Fallstrom)

Since spring semester ended, the Math Learning Center (MLC) permanent employees have worked on a number of projects, such as updating handouts, taking inventory, and looking at ways to expand what is offered, training sessions on ways of explaining topics in statistics in

different ways, and preparing for the upcoming term. While there are no students, the team is as busy as ever! A number of our staff members are working directly with the Bridge to Success in Math program (BTSM) – currently being presented by MiraCosta math faculty, Leila Safaralian and Beth Powell.

Summer term has some exciting changes in the MLC. For the first time in nearly a decade, the MLC will be open at San Elijo Campus during the summer term. These hours will give students taking classes at San Elijo and/or Sage Creek High School a chance to get local support and assistance with any math questions. The San Elijo campus MLC will be open to support the six week courses offered, and the Oceanside campus MLC will be open for the full 8 weeks to support students in all sections. Each campus will also have some student tutors during the summer as a way of maintaining their skill and creating stronger ties to the campus.

Dean Carlos Lopez was informed of funding that existed outside of the MLC budget, and thanks to that, the MLC was able to purchase some new textbooks to replace the most used books, new scientific calculators, new calculators to assist students with disabilities (large button and talking calculators), new headphones for students using computers, and some moveable whiteboards for use by groups of students. These items will allow the MLC to increase support for students at both campuses and provide additional methods for the students to get the help they need. The MLC is extremely grateful for the support of Dean Lopez and Vice President Mary Benard in these areas.

Community Education and Workforce Development (Nikki Schaper, Linda Kurokawa)

The first manufacturing machinist technology class to use the new Technology Career Institute facility began its session on May 11. Due to the ongoing lack of Workforce Investment Act Individual Training Account (ITA) dollars at the North County CalJobs locations, only nine students were enrolled in this cohort. Several additional students were unable to come up with the tuition to pay for the course due to the lack of ITA funds.

The Community Education homeland security program has seen continual increases in the number of students attending the four-course series. Currently, twenty-seven students are enrolled and will complete the full training at the end of June.

College for Kids will begin the last week of June and has over 1,000 enrollments, with over 650 individual participants.

The Director of Community Education and Workforce Education participated in a by-invitation-only Innovate 78 Corridor meeting on May 27. The discussion centered on the need to meet the skills gaps found within most of local companies. There is a need for more training programs in electronic assembly, injection molding, welding, apprenticeship programs, and soft-skills. The low, entry-level salaries paid to new employees were also discussed with no obvious solution at hand. It is difficult to keep good employees when the wages are so low in North San Diego County, but it is also difficult to run a business in California, making payment of higher wages challenging. All agreed that industry needs to step up and do more to assist in developing and supporting workforce development and training partnerships with educational institutions.

MiraCosta College Community Education and Workforce Development has been nominated for the collaborator of the year award at the 2015 Celebration of Business hosted by the North San Diego Business Chamber. The winner will be selected at the awards dinner on June 13 at the San Diego Zoo Safari Park in Escondido.

School of Arts and International Languages (Jonathan Fohrman)

Theatre and Film

In May, the theatre program concluded the two-week season of Larry Kramer's devastating play about the early years of the AIDS crisis, *The Normal Heart* (directed by Professor Eric Bishop). Finishing the year, the annual theatre awards took place on May 18. As always, students were in full costume and had a lot of fun. The students kicked the event off with a special shadow puppet performance. Various students received awards from the faculty and The Spotlight Circle (MiraCosta College Foundation support group). Various alumni were in attendance, and a very moving portion of the event occurred when graduating students had a few moments to discuss personal and academic development and next steps. On May 15, Professor Eric Bishop also directed a staged reading of the August Wilson play *Fences*, which was produced in conjunction with Umoja/BSU.

Music

As always, the music program ended the year with a large number of performances that demonstrated the range and quality of performance studies offered and of student outcomes achieved. The end-of-year performances included the MiraCosta Chamber Choir and Masterworks Chorale (May 12), the MiraCosta College Symphony Orchestra (May 16 and 17), and the Frequency Vocal Jazz Ensemble, which also featured various solo and small-group performances that included students in the applied and instrumental jazz courses (May 13–15). A separate recital on May 12 featured students in the applied classical music program, which prepares students for successful auditions and transfer studies in university programs. While the faculty are to be credited for wonderful commitment to a vibrant and active program, the program staff, which includes Kathy Brown, Jim McKinley, and Matt Carruthers, also deserve special recognition for providing extensive work to support these and many other events during a couple of very intensive weeks, concluded with a very long day to provide sound for the graduation ceremony. Thanks also to Professor Torok and the MiraCosta Oceanside Jazz Orchestra (MOJO) for musical contributions at commencement.

As noted in the last report, MOJO recently received an award for outstanding community college large jazz ensemble performance by *Downbeat Magazine*. As a result, Professor Torok was interviewed for KUSI's Saturday morning news show, and the band performed several numbers at the TV station.

Capping off the year's performances, Steven Traugh, associate faculty member, and recording arts students performed a very special concert on May 29 with scores of fifth-grade students from Oceanside Unified School District schools as part of the STEAM service learning/student equity project described in last month's report. Dean of Counseling and Student Development Dr. Wendy Stewart and Interim Service Learning Coordinator Bea Palmer are to be recognized for providing extensive support to this large-scale collaboration with Oceanside schools!

Dance

Dance Break 2015 (May 14–17), the end-of-year dance recital directed by Professor Dave Massey, received wonderful accolades from audience members and demonstrated the range of dance forms being taught, the artistic vision of the dance faculty, and the tremendous commitment and growth of the students. The program ended the year with a special Red-carpet gala that celebrated student accomplishments.

Art

The year's final Kruglak Gallery exhibit opened on May 18 and featured the work of students enrolled in Professor Anna O'Cain's Art 295 course. Designed as a capstone art course, Art 295 students prepare portfolios for transfer into an art program. The full portfolios were also available in the gallery and demonstrated outstanding work being accomplished in the art program. The exhibit was curated by students enrolled in the new museum studies program under the direction of Professor Leah Cluff. Other exciting events in May displayed student work. At the beginning of the month, as part of the Art Walk in downtown Oceanside, an exhibit opened in the Oceanside Public Library featuring the work of students enrolled in a digital photography class taught by a new associate faculty member, Christina Ree. On May 22, the work of students enrolled in darkroom photography classes, taught by Associate Faculty Instructor Rizzhel Javier, was featured in *Light Leak*, a screening of images and sound in the MCC Theatre, which utilized an increasingly disappearing format…35mm slides!

International Languages

May brought exciting news of students transferring into international languages programs, including those at CSUSM and CSU Long Beach, and some that are farther afield, including a student who was accepted into a program at Kansai Gaidai University in Japan, and another who was accepted into Temple University in Japan.

Noncredit Student Success and Support Program (Nikki Schaper, Shannon Ilas)

The Noncredit SSSP Advisory Board has successfully pinpointed its priorities in the areas of orientation, assessment, and advising and has created a timeline to make the changes. The workgroups are working diligently to increase on-demand testing, online registration, a more user-friendly webpage, uniform marketing materials, a student-centered orientation process, and an education plan to help students reach their goals.

Experience MiraCosta, an already existing program that assists students wishing to transfer to credit, was expanded to include a group tour of the Oceanside Campus and registration/ counseling on the same day. Students appreciated the personalized process and felt that their goal of a college degree was possible.

Outreach efforts continue in the Oceanside area and have been expanded to the southern end of the district. An email campaign, using iContact, will begin during the summer term for fall registration. In addition, the noncredit programs will separate the continuing education (noncredit) classes from community services and send a separate bulletin. In response to constituent feedback, the bulletin will be redesigned in a magazine-style format to make the information easier to access and sent at a time more conducive to registration. The noncredit programs have combined outreach efforts with GEAR UP, which works with students in high school and middle school. Information will be sent on noncredit classes to the 1,800 students to take back to the parents who may be interested in pursuing their own educational goals.

Small Business Development Center (Nikki Schaper, Sudershan Shaunak)

Celebrating Fifteen Years of the SBDC Providing Service to the Community

On May 29, the SBDC celebrated fifteen years of service to the community by holding a special event at the Town and Country Resort and Convention Center.

The program started with almost one hundred people participating in two educational sessions on obtaining the Small Business Administration 8(a) certification and the California Department of General Services certification to help small businesses win government contracts as a way to grow their business.

The second part of the program was a business showcase with forty-six SBDC clients exhibiting products and services. Combined, these businesses employ over 300 people and have sales of almost $250 million.

The business showcase was followed up with approximately 125 appointments for SBDC clients to meet with buyers from twenty-seven local, state, and federal agencies.

The final segment of the celebration was a lunch program at which SBA District Director Dr. Ruben Garcia and MiraCosta College Superintendent/President Sunita Cooke acted as emcees for the event. Two hundred fifteen participants, including many MiraCostans, listened as six SBDC clients shared stories about their businesses, the challenges they have overcome, and the assistance they received from the SBDC. Senator Marty Block, Assembly Member Shirley Nash Weber, Congressman Scott Peters, and Assembly Member Brian Jones spoke about the important role small businesses play in the economy. Photos from the event can be seen at: https://www.flickr.com/photos/miracosta_college/sets/72157651637741324

AB86 Noncredit Adult Education (Nikki Schaper, Krista Warren)

The Coastal North County Adult Education Consortium (CNCAEC) AB86 Leadership Team, comprised of the following individuals, continues to meet weekly to focus on work related to the AB86 Adult Education Block Grant:

- MiraCosta College Interim Dean, Behavioral Sciences, History and Community Education Dr. Nikki Schaper
- San Dieguito Union High School District Director of Adult Education Programs Manuel Zapata
- MiraCosta College AB86 Project Manager Krista Warren

The primary work this month has been focused on implementation plans for piloting MiraCosta College Adult High School classes at Sunset High School in fall 2015. For this planning, the consortium has been working collaboratively and meeting regularly with Rick Ayala, principal of Sunset High School; counselors from MCC and SDUHSD; faculty from MiraCosta College; and administrative and support staff from MiraCosta College, as plans are developed to meet the need of continuing and new students in the Adult High School who reside in the southern part of the district. This pilot is a result of a Chancellor's Office-approved extension of funds from the 2014/15 planning grant. Site visits for faculty and staff have been scheduled, in addition to informational meetings and registration/orientation and assessments, which are being communicated to continuing and prospective students. The memorandum of understanding to offer the MiraCosta College classes in the San Dieguito Union High School District has been approved by the San Dieguito Union High School District Board of Education and is scheduled for review and approval by the MiraCosta College Board of Trustees at the June 24 board meeting.

Faculty workgroups from the consortium are meeting this summer to collaboratively develop and align adult education curriculum in the areas of elementary and secondary basic skills, including classes required for a GED or high school diploma, English as a second language, education programs for adults with disabilities, and short-term career technical education programs. The faculty workgroups are focusing on five, new course proposals that have initial approval from the MiraCosta College Courses and Programs Committee.

The updates to Governor Brown's May state budget revise continue to unfold, and the key changes are:

- Eliminate allocation boards within each consortium–each consortium will be required to create rules and procedures regarding how it will make decisions based on state guidelines that require consortia to seek and respond to input on proposed decisions from interested stakeholders and to make decisions publicly.

- Require More Robust, but Less Frequent, Planning–local consortiums will develop a comprehensive plan for adult education in its region at least once every three years, along with annual updates.

- Provide Greater Funding Certainty–the Superintendent of Public Instruction and the Chancellor of the California Community Colleges will certify maintenance-of-effort levels by July 30, and will determine the allocation of any remaining block grant funds to consortia by October 30. Beginning in 2016, the superintendent and chancellor will provide preliminary allocations to consortia shortly following the release of each Governor's budget and final allocations, along with preliminary projections for two future years, shortly after each budget is enacted. At the consortia level, allocations to districts will be at least equal to their distribution from the previous year, with limited exceptions. Further, use of a local fiscal administrator is no longer required.

As a greater understanding of what funding may be available for adult education programs for the consortium, MiraCosta College's partner district, Oceanside Unified School District, has decided not to continue offering ESL and EL civics classes. It last classes were held last week and students were given information about related and free classes offered at the Community Learning Center.

Subject: **Student Services Division Monthly Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**Type of Board Consideration:** ✓ **Information** **Consent** **Action**
Recommended: **Richard Robertson, Ph.D.** **Vice President, Student Services**	**Approved for Consideration:** **Sunita V. Cooke, Ph.D.** **Superintendent/President**

Student Success and Student Equity

The Student Services Division held its first "Factor 6 Olympics" on May 29 in Pedley Park. Teams representing all areas of the division were created to participate in friendly competition in six contests. Each contest focused on one of the Six Factors of Student Success:

1. Directed–setting a goal and knowing how to achieve it. (This event featured a race, obstacles, and a blind fold.)
2. Focused–staying on track, keeping your eyes on the prize. (This event featured a string, a pencil, and a bottle.)
3. Nurtured–someone wants to help you succeed. (This event featured food.)
4. Engaged–participates actively in class and outside activity. (This event featured an outside activity.)
5. Connect–part of a college community. (This event featured a race and a connection.)
6. Valued–skills, talents, abilities are appreciated and recognized. (This event showcased the teams in the talent show.)

The afternoon fostered positive team building, not only during the event itself, but also in the preparation and planning leading up to the event.

Admissions and Records

Admissions and Records (A/R) staff collaborated with the staff from GEAR UP to provide an online application workshop for approximately sixty students from Oceanside and El Camino high schools. Using the newly developed presentation, A/R staff met with the students at their respective high schools and walked them through the application process. Students were excited and felt a sense of accomplishment when they finished submitting their first college applications.

The Admissions and Records Office is now fully compliant with and staff are trained on the new requirements for Section 702 of the VACA (Veterans Choice and Accountability Act), which permits the exemption of qualified veterans from paying nonresident tuition.

Staff continued to make good progress on the goal of delivering functionality of the CCCApply online application. Additionally, staff is working with other departments to develop a prior college-credit-evaluation-request tracking system, which will greatly enhance MiraCosta's ability to submit and track evaluation requests.

Front office staff training for myEdPlan began in May for A/R and Counseling. The training provides a hands-on introduction and discussion of the impact myEdPlan will have on students and staff. Training will continue with other offices through the summer.

The myEdPlan pilot approach was re-evaluated and is now set to begin in late June. The scope of the pilot was expanded to include the 2014/15 and 2015/16 catalogs in order to better serve new, first-time college students.

College Police

College Police are working with Technology Career Institute (TCI) personnel to develop an emergency preparedness team at the new TCI location. Training of personnel at the TCI is underway and necessary emergency equipment and supplies have been identified. Customizing an emergency preparedness manual is also underway and will be completed soon.

College Police have also attended several training sessions and meetings at the County of San Diego Emergency Operation Center (EOC) this past month. The goal of these meetings is to ensure local colleges are current with San Diego's EOC technology and processes.

Counseling

The Counseling Department successfully hired one, full-time counselor, in addition to a new counseling operations supervisor. The department also sent several counselors to the annual Ensuring Transfer Success Conference. The department is gearing up for the unveiling of the new myEdPlan online education-planning tool by piloting it with select students this summer. The tool will be fully implemented at the beginning of the fall semester.

The Puente Program successfully graduated twelve students this year, and the majority of them will be transferring to UCs and CSUs in fall 2015.

Disabled Students Program and Services (DSPS)

May activities in Disabled Students Programs and Services (DSPS) centered on multiple, end-of-term actions. Proctored-exam accommodations were well planned and facilitated for approximately 240 finals over five days. The DSPS team worked diligently, sometimes outside of regular office hours, to ensure students were accommodated appropriately with extended time, readers, and scribes in distraction-reduced settings. High school visits also wrapped up in May, yielding a large number of new student-intake counseling appointments for June. DSPS is proud of several graduating students–watching students successfully transition is extremely gratifying!

Extended Opportunities Programs and Services (EOPS)

EOPS is proud of the 151 EOPS (current and former) students who graduated in May.

Financial Aid (FAO)

The MiraCosta College Financial Aid Office continues processing summer 2015 financial aid files and is beginning to process the 2015/16 aid year applications. In May, the search for a student services coordinator, financial aid, was completed and Alison Cotter was hired. Alison, in this position, will be able to further support student success by educating students on financial literacy and providing targeted information and interventions for students on academic and progress probation.

Statistics

2014/15

- Unduplicated FAFSA (Free Application for Federal Student Aid) ISIRs (Institutional Student Information Record) received to date: 17,082 (includes students who chose not to enroll at MiraCosta College)
- Students waiting to be awarded: 10
- As of May 20, the processing time for a student's file was 1.5 weeks.
- Number of BOG fee waivers granted to date: 9,460, for a total of $7,197,352 in waived fees
- CA DREAM APP students (BOG or Cal Grant): 234

Health Services

Health Services interviewed and hired twelve mental health peer educators for 2015/16. This is the third group of peers hired to educate their peers on mental health issues. The mental health peer-educator program was implemented with the assistance of a mental health grant that ended May 31. Health fees will fund this program starting in fall 2015.

Institute for International Perspectives (IIP)

MiraCosta has been selected to host two international students for the Thomas Jefferson Scholarship Program's Tunisia Community College Scholarship Program for the 2015/16 school year. The scholarship, sponsored by the U.S. State Department, is designed to build the workforce capacity of a diverse group of youth leaders from across all regions of Tunisia. The program provides participants with a deeper understanding of American culture and new globally applicable skills to help them contribute to the economic growth and development of Tunisia. The scholarship program asks the campus community to contribute to their learning and exposure to American culture. The International Office is looking for MiraCosta faculty and staff to help these students get acclimated to MiraCosta and the local community.

IIP screened and interviewed new student leaders and workers for 2015/16. Six peer leaders, four student bloggers/outreach workers, and two student administrative supporters were selected.

More than thirty-five international students graduated at the May ceremony. As of today, IIP processed transfer requests from nineteen international students–six to UCLA, four to SDSU, two to UC Berkeley and CSUSM, and one student each to UC Irvine, UC Riverside, UC San Diego, CSU Long Beach, and CSU Northridge.

IIP processed thirty-one new international student applications for summer 2015, one of the largest summer application pools. Eighteen new students have enrolled in the summer session.

Intramural and Intercollegiate Athletics

Athletics

The athletics department is proud to announce that Brogan Griffin (sophomore women's basketball student athlete) was selected as the Scholar Athlete of the Year in the Pacific Coast Athletic Conference. Brogan earned a perfect 4.0 GPA while at MiraCosta College, and was recently accepted to (and will attend) the well-respected USC School of Business. Brogan was also a standout on the basketball court, earning an all-conference selection and scoring twenty-one points per game, the third best in the state of California.

The women's sand volleyball team sent two duos to compete in the individual state championship tournament. Each team made it to the semi-finals, losing to Irvine Valley College (the eventual champion).

Men's basketball student athlete Donny Punter committed to continue his education and playing career at Hope International University on scholarship. Men's basketball student athlete Travon Tucker has been offered a partial scholarship to attend Presentation College in South Dakota.

Intramural Sports

The intramural sports program offered several May events, including hiking, flag football, soccer, and basketball.

Retention Services

An adult re-entry outreach event took place next to the fountain on the Oceanside Campus from May 6 to May 15. Adult Re-entry Specialist Jon Fuzell contacted over 125 students, which resulted in the creation of an initial cohort list of thirty students who wish to participate in an adult re-entry program at MiraCosta College.

The number of overall tutoring appointments at the Community Learning Center (CLC) for May was up twenty-one percent when compared to the same period last year. Tutoring and Academic Support Center services at the CLC for the summer term began June 15 and ends on August 6.

The First Year Experience (FYE) Program held its end-of-the-year ceremony on May 15. Forty students, administrators, board members, faculty, and staff attended. Faculty and staff presented participation certificates and student awards. Nahum Martinez, keynote speaker and FYE student, was nominated by his FYE peers and delivered a heart-warming message of hope.

At the Oceanside Campus, tutors offered 81.5 additional hours of availability as part of the extended library hours (May 11–17); sixty-four student contacts were made. End-of-semester tutor consultations between tutors and Faculty Director Edward Pohlert took place as an opportunity to review student evaluations, discuss their tutor role, and consult about challenges they have had as a tutor or student.

Spring facilitated learning sessions (FLS) served 467 students with 2,352 contacts. Fifty-seven student success workshops were offered in the spring, attended by 394 students.

School Relations and Diversity Outreach

On May 1, Student Services Specialist Caroline Lee represented MiraCosta College at the Oceanside High School Wally Molifua Luau. The luau serves as a scholarship fundraiser for Oceanside High School students.

Student Ambassadors provided information and staffing support at the Technology Career Institute open house, Fiesta del Sol in Solana Beach, Libby Lake resource fair, and the Crowne Heights community festival.

Lisa Montes screened the film, *Resurrection Blvd.,* on May 1 at the San Elijo Campus as part of the Latino Film Series. Executive Producer Dennis Leoni took questions from the audience after the film.

On May 8, graduates from the CLC were brought to the Oceanside Campus for early college admissions and planning, a pilot program designed to help students from the CLC receive a campus tour, orientation, and advising; six students attended.

Service Learning

The Service Learning Office placed 700 students at 124 different, local nonprofit organizations and public schools. These students represented 90 different classes from various disciplines.

Eighty students received emergency food pantry services.

The Year of Service Celebration was a big success. Amanda Chico received the Tim Dong Service Award, and Jeffery Ulrich received a $1,000 scholarship from California Coast Credit Union. The office recognized The Glenner Memory Care Center for its outstanding partnership, and also recognized Professor Karen Baum for her dedication and commitment to service learning.

The Music Project, led by Professor Steven Traugh in collaboration with Service Learning Interim Coordinator Bea Palmer, was a huge success. Professor Traugh and his recording arts Service Learning students worked closely with fifth-grade students from Oceanside Unified School District. The fifth graders and their parents visited the college campus to record music created by MiraCosta students. The result was a medley of inspiring songs celebrating the benefits of going to college. The songs were performed at various fifth-grade promotion ceremonies and the gala celebration, Pathways to 21st Century Careers, coordinated by Steven Traugh and his students, and Bea Palmer. The music arrangement was composed and recorded by MiraCosta students.

Interim Service Learning Secretary Clerk II Amanda Cordova, a MiraCosta alumna and recipient of the Service Learning Tim Dong Scholarship, and Service Learning advocate (worker), was accepted into various law schools. She selected UC Irvine and will begin law school in August. Congratulations to Amanda Cordova!

Student Activities and Student Government (ASG)

Oceanside Campus

The Student Activities Office produced this year's commencement ceremony, which represented the largest number of participants to walk across the stage. More than 500 students received their diplomas from Dr. Cooke. This year's event included for the first time a

Board of Trustees and faculty reception, and a new stage arrangement. Feedback from students and guests indicated a high level of satisfaction with the day's events.

The Associated Student Government Student Senate approved a concept and budget for remodeling the Oceanside Student Activities Office. Staff and students will be visiting other campuses throughout the area to gain useful ideas for the Oceanside Student Center.

Library staff has provided data related to student use during its extended hours during finals week. An analysis and final report with be given to Dean of Counseling and Student Services Wendy Stewart and the Student Senate over the summer.

San Elijo Campus

The San Elijo ASG officers hosted the tenth and final college hour of the 2015 academic year. More than 200 students participated–some tie-dyed t-shirts, some chose to listen to music and socialize, while others chose to eat lunch and quickly retreat to study for finals. Overall, the college hour program during the spring semester was strongly supported by the student body.

Though the San Elijo Campus (SEC) started the semester with no clubs, it ended the year with two enthusiastic clubs, and both participated in the year-end luncheon for club advisors. The SEC ASG officers believe the lack of clubs is directly related to the low number of full-time faculty members available to advise on the SEC campus, but they still announced a goal of attracting more new clubs to the campus next semester.

The OC and SEC Student Activities offices held a joint retreat at which the staff established joint goals, worked on a joint calendar, and focused on student development theory and team building in an effort to better support students.

The entire SEC Student Activities Office staff provided hands-on support to the OC SAO staff to produce the 2015 MiraCosta College commencement ceremony.

Testing

The Bridge to Success in Math Program began on May 26 and saw record enrollment of 121 students for the first session and 100 students for the second session.

Transfer Center

On May 8, the Transfer Center attended an Operation Connect workshop, a program in partnership with North San Diego Business Chamber, CSU San Marcos, and the North County Higher Education Alliance (NCHEA) that bridges transitioning military and businesses. During the workshop, the Transfer Center representative was able to assess, mentor, and provide transfer information to current and prospective MCC students. The event was a success with contacts made with several veteran students who previously transferred from MiraCosta to CSU San Marcos Special Meeting, and other students who will be applying this fall. All were very receptive to the information presented and mentioned they would follow up with a transfer counselor for updated educational plans.

On May 12, Transfer Counselor Jed Schleuter facilitated the introduction to transfer workshop and presented an overview of the transfer process to twelve parents and continuing/ prospective students at the Oceanside Campus.

Kristi Wish attended the Superacac 2015 Conference in Reno. The three-day conference consisted of counseling faculty, university representatives, administrators, and college/university professionals. Topics of discussion and collaboration included Western undergraduate education, increasing transfer rates of underrepresented students to universities, social media strategies, and current issues facing transfer students. Attendance at this conference increased MiraCosta's visibility among colleagues at other colleges and increased the department's professional network, allowing the department to more effectively seek best practices for students.

Veteran Services

Veteran Services participated in a NCHEA project with CSUSM and Palomar College for Operation: Connect. The project allowed veterans from the three colleges to participate in an all-day workshop on resume writing and networking and assigned them a mentor from the North San Diego Business Chamber. Nine MiraCosta College veteran students participated in the workshop and a networking event held the following week.

The Veterans Club held their end-of-the-year barbecue. Students, faculty, and staff from all over campus came out to support the club and donate to the club fund. The barbecue was a huge success and the club is planning to hold a follow-up event during club recruitment week. Two student veterans participated in the student panel for the *Theater of War* presentation in early May. In this panel, the students spoke about their experiences while serving in the military and how they aligned with the characters in the play.

Subject: **Business and Administrative Services Division Monthly Board Report**	**Attachment:** **None**
Category: **College-Related Reports**	**Type of Board Consideration:** ✓ **Information Consent Action**
Recommended: **Charlie Ng, Vice President** **Business and Administrative Services**	**Approved for Consideration:** **Sunita V. Cook, Ph.D.** **Superintendent/President**

Purchasing and Material Management (Susan Asato, Director)

All of the bids and resulting contracts have been executed for the construction and furnishings for the classroom modernization project. These seventeen classrooms will have a brand new look and improved functionality when the fall semester begins in August.

A new legislative mandate, SB 854, has been issued by the Department of Industrial Relations (DIR), making several changes to the laws governing how the DIR monitors compliance with prevailing-wage requirements on public works projects. These new requirements apply to all public works that are subject to the prevailing-wage requirements of the Labor Code, without regard to funding source. The Purchasing and Material Management Department has developed and implemented a program that allows full compliance with these new regulations.

Fiscal Services (Katie White, Director)

The Fiscal Services Department assisted with the DOL TAACCCT 3 Grant (for the Community Education and Workforce Development programs) progress monitoring audit, which included reviewing accounting processes/procedures on tracking, recording, and monitoring of the Grant's expenses.

The 2015 Actuarial Valuation of Retiree Health Program kick-off meeting was held in early May with Human Resources, Fiscal Services, and Nyhart. The actuarial study is conducted every two years to update the valuation of the actuarial liability for the district's current retiree health programs. The census data, health coverage programs, and health claims history will be based on the June 30, 2015, data. The actuarial report is expected to be completed in late August.

The Fiscal Services Department began preparing for the fiscal year-end process and this will continue through June and July as all FY15 accounts/activities are reconciled to close out FY2015; state and federally funded programs are closely monitored and will be reconciled as part of the year-end financial close process. The Payroll Department, in addition to their normal monthly activities, has been preparing for FY16 payroll set-ups, which include validating and

modifying faculty and classified workweek changes and additions of new faculty and temporary workers into the payroll system.

Student Accounts (Jo Ferris, Director)

The Student Accounts Office continues to be busy with summer enrollment. Staff continue to process payments, as well as assist students who use third parties to pay fees, such as military, military spouse, scholarships, state rehabilitation, employment development department, state 529 plans, and veterans, including GI-Post 9/11.

The new software for processing payments, CashNet, is running smoothly, enabling continued success with the payment-plan options for those students who can't pay the total due on the same day they enroll in courses.

The box office processed eight different events on multiple days, totaling seventeen events in May. During the fiscal year, 10,745 tickets were sold.

Staff attended the PacWest SFS (West Coast Student Financial Services) Conference in May, which catches up attendees on the latest information from the Department of Education, shares new technology available from lending agencies, and facilitates networking and interaction with colleagues from around the region.

Human Resources (Sheri Wright, Director)

The seventeen, full-time faculty searches are now complete. Of the sixteen hires, nine individuals are current MiraCosta associate faculty members, and two others have prior MiraCosta College teaching experience.

As of this writing, there are seven classified recruitments underway, another fifteen classified recruitments have been approved but not yet posted, and there are three vacancies waiting for replacement approval.

Risk Management (Joe Mazza, Director)

With the assistance of the director of financial aid, the director of risk management successfully defended the district in a small claims case presented by a former student.

The director completed new evaluations for eleven employees and arranged for items to be installed for six employees from a prior group of evaluations.

The director helped staff with planning and risk management issues for a Pacific Island outreach event.

Facilities (Tom Macias, Director)

The director served as the San Diego regional representative on the monthly California Community College/Investor Owned Utility (CCC/IOU) management team meeting. The CCC/IOU Energy Efficiency Partnership was created to encourage energy-efficiency investments and foster best practices in the California community college system, and to provide financial incentives and support for energy-efficiency improvements to the CCC system statewide.

Staff met to discuss various turf-removal options in order to help meet the new, state water-conservation requirements. Additionally, staff met with Cenergistic to begin planning for the implementation of the new thermostat set points that will result in the district saving energy.

The summer 2015 Five-Year Construction Plan projects, which consist of classroom upgrades to seventeen classrooms within Buildings 3500A, 3500B, 3600 and 4800, as well as office renovations in T110 and Building 1000, have kicked-off. Initial project coordination and set-up is complete. Demolition is nearing completion on all projects and overhead utility infrastructure work is progressing. These projects are currently on schedule to be completed prior to the start of the fall 2015 semester.

Subject: **Office of the President Monthly Report**	**Attachment:**
Category: **College-Related Reports**	**Type of Board Consideration:** ✓ **Information Consent Action**
	Approved for Consideration: **Sunita V. Cooke, Ph.D.** **Superintendent/President**

JUNE HIGHLIGHTS

Public Information Office (Cheryl Broom)

As of the writing of this board report, MiraCosta College's credit summer enrollment is up by 4.5 percent.

Enrollment made a huge surge following this semester's email marketing campaigns. For these campaigns, PIO targeted the following groups:

- Summer 2015 applicants who have not yet enrolled in classes.
- Spring 2015 students who completed at least one class but have not enrolled in a summer 2015 semester class, minus those who graduated.
- Spring 2015 applicants who did not enroll in spring semester and have not yet applied for summer semester.
- Fall 2014 students who completed at least one class in fall 2014 but did not take a class in spring 2015 and who have not applied for summer.

Controlling for duplications, the total count of all lists is 24,160. As of Monday, June 15, 2015, the emails resulted in 300 applications and at least 461 student enrollments. Additional data about engagement with campaign (open and click rates) is available upon request.

Beyond email marketing, PIO also employed the following recruitment strategies:

- Two postcard mailings, resulting in 1,442 visits to the MiraCosta College summer website.
    - First mailed the week of April 6 to 172,900 households.
    - Second mailed the week of June 1 to 55,000 households.
- Facebook advertising that ran between April 6 and June 15, 2015. These ads reached 116,431 Facebook users and resulted in 2,284 visits to the MiraCosta College summer website. Nonpaid summer announcements also ran on Facebook, Twitter, and Instagram.
- Online search display advertising on Google, Yahoo, and Bing, shown in response to 1,196 web searches, resulting in 87 website visits.

- An email to spring 2015 students alerting them when the class schedule was available. A second email alerting them when registration began.
- Advertisements on the MiraCosta College website, television monitors, and a new billboard in the Student Center with summer enrollment dates.
- Print advertisements featuring summer semester in the following publications:
    - *School News Roll Call* (sent to all parents in Carlsbad Unified School District)
    - *Lancer Express* (Carlsbad High School newspaper), *Mav Life* (La Costa Canyon High School), *The Mustang* (San Dieguito Academy), and *The Falconer* (Torrey Pines High School).

Office of Institutional Effectiveness (Bob Pacheco)

The Office of Institutional Effectiveness (OIE) handles the research, planning, and accreditation efforts at MiraCosta College (MCC). The Institutional Effectiveness Committee (IEC), chaired by the dean of institutional effectiveness, is a governance body that ensures academic quality by systematically reviewing, evaluating, and refining the district's governance organization and Integrated Planning Model. The IEC also coordinates the integration of the functions and processes for planning and decision-making.

During this past month, the dean of institutional effectiveness worked with the superintendent/president and the vice president of business services on creating and assessing "administrative unit outcomes" (AUOs) for these divisions. AUOs are the extension of student learning outcomes to non-instructional areas. Administrative unit leaders must view themselves as teachers of the students and personnel who access their departments' services. Traditionally, administrative units used key performance indicators (program efficiency and output production) as the sole source of program improvement. AUOs align with the MiraCosta College institutional student learning outcomes (ISLOs).

The OIE also timely submitted the Institutional Effectiveness Partnership Initiative (IEPI) goals to the California Community Colleges Chancellor's Office (CCCCO) in Sacramento. The IEPI is a collaborative effort to help advance the institutional effectiveness of California community colleges and, in the process, improve student success and academic quality. Essentially, the IEPI process incorporates evidence-based goal setting and benchmarking into existing community college planning processes. The dean of institution effectiveness will update the board in detail on the IEPI goals at the July 15, 2015, meeting. General information about the IEPI can be found at:
http://www.miracosta.edu/officeofthepresident/oir/InstitutionalEffectivenessPartnershipInitiative.html

The Office of Institutional Effectiveness continues its work on the three key accreditation documents due for the next academic year, including the Adult High School midterm report, the baccalaureate degree substantive change, and the self-evaluation report. In addition, the office is updating the MiraCosta College dashboards for the summer 2015 presentations.

Development and Foundation Office (Linda Fogerson)

While many faculty and students take a summer break, the Development and Foundation Office is in the process of closing out another successful fundraising year, while also revving up for a successful FY15/16.

Database Refresh

The database is being refreshed with directory information of 140,000 alumni. That group will be screened to identify 25,000 individuals who would be most likely to make a gift to the college. Those identified with the greatest philanthropic propensity will begin to receive *MiraCosta, Transforming Lives* and annual solicitations. A similar refresh of the database nine years ago helped the Development and Foundation offices increase the number of donors to the college from 350 to more than 3,000 today.

Planning

Over the summer, the Development and Foundation offices are planning for the coming academic year preparing to roll out more than eight, high-level donor events (not fundraisers) in quick succession throughout the academic year; conduct annual payroll and year-end solicitations; launch a new fundraising campaign in support of the STEM Academic Support Center; and collaborate with the Public Information Office on publications and certain events.

Grant Receipts

Four grants were received this month in support of a variety of campus programs–$10,000 from Datron World Communications for the purchase of heavily used but expensive textbooks, which will become part of the college's book reserve/lending library; $7,500 from SDG&E to support the Summer Bridge Program; $7,800 from the Rancho Santa Fe Garden Club to support the Horticulture Teaching Garden; and $10,000 from SDG&E for the Small Business Development Center.

Fun Facts about Scholarships

It is estimated more than $360,000 in scholarships will be distributed to students this year. The annual scholarship awards celebration, in spite of threatening rain, was a tremendous success with 211 students and 99 scholarship donors participating. More than thirty people volunteered to make the event a success, including members of the MiraCosta College Foundation Board, who served as event hosts.

Some Statistics

Over the past month, the foundation office processed 325 gifts in support of the college and its students, resulting in the creation of more than 360 letters of acknowledgement (note: the superintendent/president also acknowledges gifts of more than $500). In addition, 107 check requests were processed from faculty and staff who are making use of their foundation funds.