MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF REGULAR MEETING **May 20, 2015**
(Approved June 24, 2015)

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:	Attachment:
Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions	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

STATUS

1. Employment of the following tenure track faculty members:

   a. Sean Davis, Sociology Instructor – Women's Studies – School of Behavioral Sciences, History and Community Education, position 1285, salary class 2, step 2, $70,274 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

   BA, Sociology – California State University, San Marcos
   MA, Sociological Practice – California State University, San Marcos

   Professor Davis has worked for MiraCosta as an associate faculty member for the past two years. He has also worked as an adjunct sociology professor for Palomar College and CSU San Marcos. Professor Davis has extensive teaching experience in the areas of introductory women's studies, introductory sociology, social problems, sexualities, justice studies, youth studies, and sociology/psychology of the family.

   b. Arti Dua, Counselor – Student Success and Support Program (SSSP), Counseling Dept., position 2543, salary class 3, step 10 x 1.108 time factor, $117,366 per year, full-time, 195 days per year (2013–15 academic salary schedule), effective July 1, 2015:

   MS, Educational Counseling – National University
   BA, Speech Communication – San Diego State University

   Arti Dua has worked as a full-time noncredit counselor for MiraCosta Community Education Department for the past year. Arti has provided educational planning, career, personal and crisis counseling, developed and facilitated workshops, participated in curriculum development, program review, and assessment of

student learning outcomes. Arti has also developed curriculum and taught Transfer Success and College Success Skills courses for MiraCosta and Palomar colleges.

c. Claudia Flores, Child Development Instructor – School of Career and Technical Education, position 1368, salary class 2, step 10, $103,419 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Human Behavior – National University
BA, Child Development – San Diego State University
AA, Child Development – Southwestern College

Professor Flores has worked for Grossmont-Cuyamaca Community College as a full-time instructor of Child Development for the past nine years. Professor Flores assisted with course design and student-learning outcomes, developed online coursework, and served as the campus coordinator for the Child Development Training Consortium.

d. Nolan Fossum, Mathematics Instructor – School of Math and Sciences, position 1372, salary class 4, step 10, $108,435 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Mathematics – California State University, Fullerton
BS, Mathematics – University of California, Irvine

Professor Fossum has taught basic skills and transfer-level math courses for MiraCosta, Saddleback, and Santiago Canyon colleges, UC Irvine, and CSU, San Marcos. He also worked as a math teacher and department chair for San Juan Hills High School. Professor Fossum also served as a co-director of the Irvine Math Project, where he helped develop a NSF-funded grant to improve math education in struggling school districts.

e. Linda Haar, Child Development Center Director/Instructor, School of Career and Technical Education, position 1361, salary class 4, step 11, $112,118 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Education – National University
BS, Health Science – San Diego State University
AA, Child Development – Grossmont/Cuyamaca Community College District

Professor Haar has served as the interim director of the MiraCosta Child Development Center where she managed the daily operations of the center for the past year. She also taught online child development courses for MiraCosta on a part-time basis. Professor Haar previously worked for Grossmont Cuyamaca Community College District as a Child Development Center Coordinator/Adjunct Instructor.

f. Jade Hidle, English Instructor – School of Letters & Communication Studies, position 1371, salary class 6, step 4, $91,359 per year, (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

Ph.D., Literature – University of California, San Diego
MA, Creative Writing – California State University, Long Beach
BA, English: Creative Writing, California State University, Long Beach

Professor Hidle has worked as an Associate Faculty member for the MiraCosta Department of Letters for the past four years where she taught English 100 and 201 courses. She also served as an Adjunct English Instructor for Orange Coast and Fullerton colleges and CSU, Long Beach. Professor Hidle is a recent recipient of the UCSD Diversity, Equity and Inclusion Teaching Award.

g. Delores Loedel, Accounting Instructor - School of Career and Technical Education, position 1376, salary class 5, step 4, $88,849 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MS, Managerial Accounting Systems – University of North Texas
BS, Accounting – University of North Texas

Professor Loedel has worked as a MiraCosta Associate Faculty member since 2002 where she taught a variety of accounting courses both online and in the classroom. She also served as an adjunct Accounting Instructor for Miramar and Palomar colleges.

h. Casey McFarland, Kinesiology Instructor – School of Career and Technical Education, position 1250, salary class 4, step 3, $82,657 per year (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Public Health – San Diego State University
BA, Communications – University of California, Santa Barbara

Professor McFarland has worked as an Associate Kinesiology Instructor for MiraCosta since 2012 where she taught lecture and lab kinesiology, yoga and health courses. She is also a self-employed fitness and yoga instructor. Professor McFarland is a Yoga Alliance Certified Registered Yoga Teacher.

i. Jeffrey Murico, Philosophy & Religious Studies Instructor – School of Letters and Communication Studies, position 1373, salary class 5, step 2, $81,483 per year (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

Ph.D., Religion, Ethics, Society – Claremont School of Theology (in progress)
MA, Religion – Claremont Graduate University
BA, Religious Studies – San Diego State University

Professor Murico previously served as full-time lecturer in the Department of Religious Studies at San Diego State University. He also worked as an Adjunct

Professor for Philosophy at Chaffey College where he taught a variety of courses in the department of Philosophy.

j. Vicky Tam, Nursing Instructor – Certified Nursing Assistant (CNA) Program, School of Career and Technical Education, position 1254, salary class 5, step 6, $96,215 per year (2013-15 academic salary schedule), full-time, effective August 14, 2015:

MS, Nursing – University of Phoenix
BS, Nursing – University of Dubuque
AA, Nursing – Northeast Iowa Institute of Peosta

Professor Tam has worked as an Instructional Associate for MiraCosta's nursing program for the past eight years, where she facilitated student instruction in various settings, such as clinical, classroom and skills lab. Professor Tam has also worked as a staff nurse providing direct patient care in a long-term care facility.

2. In accordance with Board Policy V.B-5 and Procedure V.B-05, the Academic Senate adopted the following resolution to affirm its support of the Equivalency Committee's findings that the individuals identified below have provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the District to teach in the disciplines listed:

Elisabeth Nicholes – Philosophy
Brian Harris – Sociology
Jason Perez – English
Jeffrey Murico – Philosophy
Tasha Frankie – Computer Science

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

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

WHEREAS Academic Senate notes the candidates exhibit a strong background in general education,

THEREFORE BE IT RESOLVED, the Academic Senate recommends that the Board of Trustees accept the candidates' qualifications as equivalent for the specific assignment in question.

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

Stephanie Blundell – Nursing
Cynthia Gonzales – Noncredit Counselor
Amanda Horner – Business
Donald Kalescky – Business
Karen Kart – Business
Vee Nguyen – Math
Kathryn Palacios – CSIT
Brian Priebe – Business
Abraham Ragudo – Surgical Technology

RECOMMENDATION

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

Subject:	Attachment:
Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions	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

STATUS

1. Resignation of Vanessa DiBenedetto, Program Aide – Testing Services, position 4143, effective May 22, 2015.

2. Employment of the following regular classified employees:

   Glenn Lindholm, Gallery Assistant – Art Dept., position 4500, salary range 17, step 1, $1,894.91 per month, 18 hours per week, 10 months per year, effective May 6, 2015.

   Zachary Gardiner, Programmer Analyst – Data Warehouse, Office of Institutional Effectiveness, position 4029, salary range 37, step 2, $7,914.25 per month, full-time, 12 months per year, effective June 1, 2015.

   Angela Johnson, Human Resources Analyst, position 3474, salary range 26, step 1, $5,460.75 per month, full-time 12 months per year, effective May 4, 2015.

   Sarah Wendelboe, Secretary/Clerk II – Career Services, salary range 12, step 1, $1,640.96 per month, 18 hours per week, 12 months per year, effective April 27, 2016.

   Juan Orozco, Police Locker Room Safety Attendant, position 3554, salary range 9, step 1, $1,002.30 per month, 12 hours per week, 11 months per year, effective April 23, 2015.

   Adam Guzman, Instructional Aide – Automotive Technology, position 3388, salary range 9, step 1, $2,505.94 per month, 30 hours per week, 10 months per year, effective May 1, 2015.

   Adam Bishop, Secretary/Clerk II – Writing Center, position 3547, salary range 12, step 1, $3,646.58 per month, full-time 11 months per year, effective May 6, 2015.

Esteban Garza, Police Locker Room Safety Attendant, position 3555, salary range 9, step 1, $1,002.37 per month, 12 hours per week, 10 months per year, effective May 13, 2015.

3. Catastrophic leave request for Carol Simonds, Payroll Supervisor, position 3276, in accordance with Board Policy 7345. Carol is requesting a waiver to the limitation on how much of her available sick leave can be used for personal necessity leave as she has exhausted her personal necessity allowance. Classified employees are limited to seven days of personal necessity leave per fiscal year.

4. Request for parental leave in accordance with AP 7340:

   Lenore Gallucci-Stevenson, Institutional Effectiveness Specialist, position 3490, requests a reduced work schedule from full-time to 32 hours per week effective April 14 – May 1, 2015. Effective June 8, 2015, she will reduce her work schedule to 20 hours per week until April 1, 2016.

   Laura Paciorek, ECE Instructional Specialist – Child Development Center, position 4039, requests a leave of absence effective May 26, 2015 – May 29, 2015 and August 14, 2015 – August 31, 2015.

5. Permanent change of assignment for Taylor Tirona, Secretary I – Counseling Dept., position 3135. Taylor has accepted the position of Counseling Operations Supervisor, position 3149, salary range 29, step 1, $5,954.33 per month, full-time, 12 months per year, effective May 1, 2015.

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

   Matthew Carruthers, Instructional Assistant II – Music Dept., will assist the Music Dept. during the summer session, salary range 17, step 2, $25.64 per hour, 32 hours per week, effective June 1 – June 30, 2015.

   Sonia Gonzales, Health Services Assistant, position 3473, will serve as a Secretary II for the Institute for International Perspectives, salary range 19, step 1, $25.73 per hour, full-time, effective June 1 – June 12, 2015.

   Griselda Hernandez, Noncredit Student and Faculty Support Assistant, position 3263, will serve as a Cashier II for Cashiering Services Dept., salary range 18, step 1, $25.01 per hour, 2 hours per week, effective July 1, 2015 – June 30, 2016.

   Vicky Tam, Instructional Associate – Nursing and Allied Health Dept., position 4092, will assist the department over the summer months, salary range 25, step 6, $37.33 per hour, 30 hours total, effective June 1 – July 31, 2015.

   Sinclaire Tirona, Library Technician I, Public Services, position 3424, will serve as a Secretary/Clerk II for Veterans Services, salary range 12, step 1, $21.04 per hour, as needed, effective April 22 – June 30, 2015.

   Charlie Medina, Instructional Aide – Academic Information Services Dept., position, 4104, will serve as a workshop presenter for Retention Services, $50 per hour, four hours total, effective July 1 – December 31, 2015.

Juan Orozco, Police Locker Room Safety Attendant, position 3554, will serve as a substitute Police Community Services Officer, salary range 15, step 1, $22.93 per hour, 8 hours per month, effective April 23 – June 30, 2015.

Justin Kidwell, Instructional Associate – Theater and Film, position 4094, will assist the department of the summer months as a Campus Aide III, $17 per hour, 58 hours total, effective June 1 – June 30, 2015.

Elizabeth Leguizamo, Secretary/Clerk I – Counseling, position 3146, will serve as a Secretary/Clerk II, Veterans Services, salary range 12, step 1, $21.04 per hour, 12 hours per week, effective April 23 – June 30, 2015.

Kathy Thiele, Instructional Division Secretary, position 3344, will assist the department in the summer months, salary range 20, step 23, $39.26 per hour, 20 hours per week, effective June 15, 2015 – August 6, 2015.

Sinclair Tirona, Library Technician I – Public Services, position 3424, will serve as a GEAR UP School Site Coordinator, range 12, step 1, $21.04 per hour, 28 hours per week, effective June 8, 2015 – July 3, 2015.

7. Temporary change in assignment for Julie Essman, Student Employment Specialist – Career Services, position 3266, increase in hours from 24 to 38 hours per week, effective May 1 – June 30, 2015.

8. Temporary change in assignment for Tina Helmstreit, Secretary/Clerk III – Counseling, position 3527, will serve as a Secretary II – Counseling, salary range 19, step 1, $4,459.75 per month, effective April 6, 2015, until the replacement recruitment is completed.

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

Employee	Job Title	Assignment	Department	Hourly Rate	Start Date	End Date
Bridget O'Brien	Campus Aide I	substitute	Honors Scholar Program	$9/hr	4/15/15	6/30/15
Joseph Fischer Paige Helms Bethany Shears	Apprentice I	short-term	Retention Services	$9/hr	7/1/15	12/31/15

Michael Cassen Lilia Castillo Blanca Castro May Paul Cativiela Christina Chantrill Bryce Chudomelka Christopher Condon Darlene Conolly Serena Cuevas Estefania Dieguez Hernandez Yasuko Fosket Irene Gerold Erika Guerrero-Callejas Erin Hunt Maria Ibarra Nickolas Lunzer Joseph Madril Lily Mara Carl Margolis Janet Martinez Pamela Martinez Aranda Catherine McProuty Josefina Medina Lindsey Morse Cindy Oropeza Monica Oropeza Jose Ramirez Cathy Robin Thomas Schmidt Amanda Smith Margaret Sullivan Paripon Thitathan Ngan Tran Matthew Wambach Rebecca Powers	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15

Edilberto Canseco Michael Cassen Lilia Castillo Blanca Castro May Paul Cativiela Christina Chantrill Bryce Chudomelka Christopher Condon Darlene Conolly Serena Cuevas Estefania Dieguez Hernandez Yasuko Fosket Irene Gerold Erika Guerrero-Callejas Erin Hunt Maria Ibarra Nickolas Lunzer Joseph Madril Lily Mara Carl Margolis Janet Martinez Pamela Martinez Aranda Catherine McProuty Josefina Medina Lindsey Morse Cindy Oropeza Monica Oropeza Jose Ramirez Cathy Robin Thomas Schmidt Amanda Smith Margaret Sullivan Paripon Thitathan Ngan Tran Matthew Wambach Rebecca Powers	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15
Ryan Adames Matthew Adams Kaitlin Alessi Fatima Askerova Joshua Baca Jair Bacaycay Ashley Barnes Robert Bates Tyler Bernard Jeffrey Bethune Cherisse Blanchard Carson Blessinger Jason Blevins Robert Boehm Joel Borja Paul Bradley Caitlyn Bralla-Martin Danielle Brush	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15

Fatima Askerova Jeffrey Bethune Cherisse Blanchard Caitlyn Bralla-Martin Danielle Brush Christina Chantrill Darlene Conolly Yasuko Fosket Irene Gerold Lily Mara Mary Meyers Cindy Oropeza Cathy Robin Ngan Tran Tania Arellano	Apprentice III	short-term	Retention Services	$13/hr	7/1/15	12/31/15
Alfredo Ahumada	Campus Aide III	short-term	Retention Svcs	$17/hr	7/1/15	12/31/15
Juan Orozco	Police Community Service Officer	substitute	Police	$22.93/hr	4/8/15	6/30/15
Rose Nunes Erik Anderson Gretchen Koch Michael Drentea Jack Lungu	Campus Aide III	short-term	Public Info Office	$17/hr	7/1/15	12/31/15
Reden Magtira France Magtira Alice Brzovi Jaice Bishop Donna Blanton	Receptionist/ Switchboard Operator	substitute	Public Info Office	$21.65/hr	7/1/15	12/31/15
Bryan Garcia	Campus Aide I	short-term	Adm/Records	$9/hr	7/1/15	12/31/15
Deanne Dreis Olivia Kleinrath Bryan Garcia Elizabeth Rubin	Campus Aide III	short-term	Adm/Records	$17/hr	7/1/15	12/31/15
Amanda Sherwood Becky Turner Lonna Leghart Adrian Anderson Margie Arguello Erin Perkins Cyndi Ottle	Campus Aide III	short-term	Cashiering Svcs.	$17/hr	7/1/15	12/31/15
Margie Arguello Patt Goetz Dannie Haemig Deanne Dreis Cyndi Ottle	Campus Aide III	short-term	Cashiering Svcs.	$17/hr	7/1/15	12/31/15
Cyndi Ottle Griselda Hernandez	Cashier II	substitute	Cashiering Svcs.	$25.01/hr	7/1/15	6/30/2016
Albert Vu Sheila Sadeghi	Instructional Assistant I	short-term	Biology	$21.04/hr	6/15/15	7/31/15
Chelsea Chavira	Campus Aide III	substitute	Adm/Records	$17/hr	5/1/15	6/30/15
Jerome Rilling Jose Ramirez	Custodian	substitute	Custodial	$21.65/hr	4/15/15	6/30/15
Jaeryoung Lee	Concert Performer	short-term	Music		11/8/2014	11/8/2014
Nicole Meredith Michelle Garcia Amanda Hill Jill Cook	ECE Instructional Specialist	substitute	Child Dev Ctr	$25.73/hr	8/24/15	12/18/15
Amanda Manger Annie Lee	ECE Program Specialist	substitute	Child Dev Ctr	$26.49/hr	8/3/15	12/23/15
Afifa Zaman	Campus Aide III	short-term	CalWORKs	$17/hr	2/1/15	3/31/15

Nick Timm	Campus Aide I	short-term	Theatre	$9/hr	5/21/15	6/30/15
Brent McDannald	Campus Aide I	short-term	Theatre	$9/hr	5/21/15	6/30/15
Justin Smiley	Campus Aide III	short-term	Theatre	$17/hr	5/21/15	6/30/15
Zachary Elliott	Campus Aide III	short-term	Theatre	$17/hr	5/21/15	6/30/15
Roslyn Lehman	Costume Shop Maintenance	short-term	Theatre	$10/hr	5/21/15	6/30/15
Ruth Flores	Campus Aide III	substitute	GEAR UP	$17/hr	3/24/15	6/30/15
Edith Arciga	Campus Aide III	substitute	GEAR UP	$17/hr	4/1/15	6/30/15
Ismariceli Antonio	GEAR UP School Site Coordinator	substitute	GEAR UP	$21.04/hr	7/1/15	12/31/15
Marcaus Barfield	GEAR UP Support Staff I	substitute	GEAR UP	$9/hr	4/23/15	6/30/15
Sumire Moriuchi	Campus Aide I	short-term	Accounting	$9/hr	6/1/15	6/30/15
Sumire Moriuchi	Campus Aide I	short-term	Accounting	$9/hr	7/1/15	8/21/15
Michael Kessab	Apprentice I	short-term	Math	$9/hr	7/1/15	12/31/15
Chanwoong Park Farshud Sorourifer Sasha Vafaei Alex Klimek	Apprentice II	short-term	Math	$11/hr	7/1/15	12/31/15
Julian Trupe Victor Lopez-Sierra Juan Castallejos Darlene Connoly Ryan Turner	Apprentice III	short-term	Math	$13/hr	7/1/15	12/31/15
Lori Smith	Campus Aide II	substitute	Counseling	$13/hr	4/23/15	6/30/15
Joseph Otero	Campus Aide I	short-term	Veterans Svcs	$9/hr	5/21/15	6/30/15
Sinclaire Tirona	Secretary/Clerk II	substitute	Veterans Svcs	$21.04/h.	4/22/15	6/30/15
Dianne deGuzman	Campus Aide II	short-term	Adm/Records	$13/hr	5/21/15	6/30/15
Laura Cisneros Kiva Quezada	Secretary/Clerk III	short-term	Instruction	$22.93/hr	6/10/15	8/7/15
Amanda Manger	ECE Program Specialist	short-term	CalWorks	$26.49/hr	4/25/15	4/25/15
Leslie Hernandez Cassondra Emmons Lindsay Garbry Jessica Sanchez Perla Perez Victoria Sanchez Kelly Zimbelmann Karina Ruiz	Apprentice II	short-term	CalWorks	$10/hr	4/25/15	4/25/15
Ruth Antonizio Karen Kohl Lynn Wetzell	Test Proctor	short-term	DSPS	$22.18/hr	6/1/15	8/14/15
Ray Paul Bitar Arlinda Breen Steve Mott Jill Myers Bene Joyce Raphael Jennifer Vosburg	Test Proctor	short-term	DSPS	$21.04/hr	6/1/15	8/14/15
Anthony Garcia	Campus Aide I	short-term	AIS	$9/hr	7/1/15	12/31/15
Ruth Antonizio Karen Kohl Lynn Wetzell Ray Paul Bitar Arlinda Breen Steve Mott Jill Myers Bene Joyce Raphael Jennifer Vosburg	Campus Aide III	short-term	DSPS	$17/hr	6/1/15	8/14/15
Clay Littrell	Student Services Coordinator	substitute	DSPS	$31.50/hr	4/30/15	6/30/15

Fredrick Huffman	Apprentice II	substitute	Writing Center	$11/hr	4/30/15	6/30/15
Alfonso Gomez Olivia Henn Joel Borja Alfredo Ahumada	Instructional Assistant I	Short-term	GEAR UP	$21.04/hr	6/8/15	7/3/15
Lindsey Bollerud	Secretary/Clerk I	Substitute	Counseling	$18.74/hr	5/11/15	6/30/15

RECOMMENDATION

Ratify recommendations of superintendent/president in approving classified personnel actions.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
3 P.M. – WEDNESDAY – MAY 20, 2015
JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting of April 22, 2016
B. Regular Meeting of April 22, 2016
C. Special Meeting of April 29, 2016

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

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

V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. Female Student Athlete of the Year
B. Accreditation Update
C. Five-Year Facilities Plan Update and Facilities Plan Recommendations

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 through 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

VIII. ACTION ITEMS

A. Approve Gold Circle Club Membership for Retired Classified Employees
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
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

   Related old administrative procedures will be deleted. A listing is provided in the docket.

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

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

XI. INFORMATION

A. JPA Insurance Renewal 7/1/15–7/1/16 and District Insurance Schedule
B. Third Quarter Fiscal Report

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. DECLARE NEED FOR CLOSED SESSION

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

XIV. REPORT OUT ACTION OF CLOSED SESSION

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. ADJOURNMENT

UPCOMING MEETING

9 a.m.
Saturday, June 13, 2015
Regular Meeting/Workshop

Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Board Assistant Secretary, 760.795.6610, 760.757.2121, extension 6610, or 619.755.5155, extension 6610. The TDD number is 760.439.1060.

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

MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA

MINUTES OF SPECIAL MEETING **APRIL 22, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting on Wednesday, April 22, 2015, in the John MacDonald Board Room, Building 1000, Oceanside Campus. President Jeanne Shannon called the meeting to order at 12:47 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Jeanne Shannon
Rick Cassar	Jacqueline Simon
William Fischer	
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. PROCESS DISCUSSION

The ad hoc committee members, Trustees Fischer and McNeil, reviewed the process for finding a provisional appointee to represent Trustee Area 4.

VI. CANDIDATE INTERVIEWS

Applications were received from five community members. One person, Michael Brower, withdrew from consideration after the board agenda had been posted. The board interviewed Diana LaMar, Teri Haskins, Frank Merchat, and Jim Austin.

VII. VOTING

By motion of Trustee McNeil, seconded by Trustee Fischer, the board appointed Frank Merchat to serve as the Area 4 provisional trustee until the next general election in November 2016.

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

VIII. ADJOURNMENT

The special meeting adjourned at 2:26 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 **APRIL 22, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, April 22, 2015, in the John MacDonald Board Room on the Oceanside Campus. President Jeanne Shannon called the meeting to order at 3 p.m.

II. ADMINISTER OATH OF OFFICE – TRUSTEE AREA 4 APPOINTEE

President Cooke administered the oath of office to Frank Merchat, who was appointed as the provisional trustee at the preceding special meeting to fill the trustee vacancy in Area 4.

III. 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
Katie White, Director of Finance, Business and Administrative Services
Dick Robertson, Vice President, Student Services

IV. APPROVE MEETING MINUTES

A. Regular Meeting of March 18, 2015

By motion of Trustee McNeil, seconded by Trustee Cassar, the minutes of the Regular Meeting of March 18, 2015, were approved.

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

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

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

A. Award Presentation – Student Worker of the Year

Student Employment Specialist Julie Essman introduced the six finalists for the student worker of the year award. The 2015 student worker of the year is Colt Gordon.

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. Approve Classification of New Position

D. Adopt Resolution No. 16–14/15, Partial Layoff of Classified Position

E. Ratify Contracts and Approve Purchase Orders – March 1 through March 31, 2015

F. Approve Change Order #3 – Technology Career Institute Project

G. Approve Notice of Completion for Bid #02-15 – Technology Career Institute Project

H. Adopt Board Policy 2015, Student Trustee, for 2015/16

I. Approve of Annual Contract with Mira Mesa Driving School for Behind-the-Wheel Driver Education Training

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

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

IX. ACTION ITEMS

A. Approve Adopt Resolution No. 14–14/15, Support and Commitment for Joining the Achieving the Dream Network

By motion of Trustee McNeil, seconded by Trustee Broad, the board adopted Resolution No. 14, Support and Commitment for Joining the Achieving the Dream Network.

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

B. Public Hearing – 3:30 p.m. – MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2015

No comments.

C. Approve the MiraCosta Community College District Initial Proposal to the MiraCosta College Faculty Assembly for the Contract to Commence July 1, 2015

By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the list of items originally sunshined on March 18, 2015, in the MiraCosta Community College District initial proposal to the MiraCosta College Faculty Assembly for the contract to commence on July 1, 2015.

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

D. Approve Pre-qualification Process and Uniform System of Rating Bidders for Bid #17-15 Classroom Upgrades – Summer 2015 Project

Outside legal counsel, Mr. John P. Dacey of Bergman Dacy Goldsmith LLC, provided an overview of the pre-qualification process and uniform system for rating bidders that will be used for the summer 2015 classroom upgrades project. By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the pre-qualification process and uniform system of rating bidders for Bid #17-15, summer 2015 classroom upgrade project.

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

E. Adopt Resolution No. 15–14/15 Recognition of Classified Employees

By motion of Trustee McNeil, seconded by Trustee Fischer, the board adopted Resolution No. 15-14/15 to recognize the contributions of classified employees during the past year.

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

F. Approve Emeritus Status for Retired Faculty Members

By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved emeritus status for three faculty members (full-time faculty–Wendy Curtiss, Don Robertson [deceased]; associate faculty–Dalzell Williams).

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

G. Approve Process and Timeline for Annual Board Evaluation

Trustee Broad noted the annual constituent survey would remain the same in order to provide an even comparison with last year. A summary of open-ended comments will be provided to the board to support continuous improvement efforts. By motion of Trustee McNeil, seconded by Trustee Fischer, the board approved the process and timeline for the completion of its annual board evaluation, as presented.

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

President Cooke noted that in the near future a number of policies would be coming to the board for periodic review. She explained the proposed changes in the three policies presented in the agenda. The policies were accepted for a first reading and will be presented for adoption at a future meeting.

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee McNeil noted attending the recent honors showcase, the Child Development Center art show, a GEAR UP meeting; visiting the Career Technology Institute; attending a sand volleyball game, the monthly SDICCCA meeting, the annual Relay for Life, the science fair, and a Del Mar City Council meeting. Trustee Broad commented that the science fair was outstanding this year. Trustee Simon attended the Oceanside Jazz Festival. Trustee Cassar attended two city council meetings, as well as a recent play.

B. Students

Student Trustee Antoine Stevens-Phillips reported that the ASG elections were held online this year, which increased participation about six percent. Brayan Astorga will be the 2015/16 ASG president and Nahweed Tahmas will be the student trustee. The new scholarship to honor Michael Brown has been renamed the Black Lives Matter Scholarship. Antoine noted he has been accepted at some fine universities.

C. Classified Employees

A written report was included in the agenda. The board congratulated the classified staff members who recently received awards at the Spring Celebration of Excellence.

D. Faculty

A written report was included in the agenda. Mike Fino noted he will serve again next year as president, and Susan Herrmann will be president elect.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Trustee McNeil highlighted a number of student and faculty achievements.

2. Student Services

A written report was included in the agenda. The trustees noted the efforts of the Counseling Department to increase access to counseling.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Charlie Ng was on vacation. Dr. Cooke introduced Katie White, the new director of fiscal services. The board thanked staff for including a facilities update in the monthly division report.

4. Office of the President

A written report was included in the agenda. Dr. Cooke thanked Cheryl Broom and the Public Information Office for their work with the opening of the Technology Career Institute.

F. Superintendent/President

Superintendent/President Sunny Cooke reported that hiring interviews are under way for seventeen new faculty members.

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XIII. DECLARE NEED FOR CLOSED SESSION

At 4:12 p.m., the board announced the need to enter closed session to discuss the following:

A. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

B. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

C. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

D. Conference with Labor Negotiators
(Pursuant to Government Code §54957.6)
Agency designated representatives: Sheri Wright, Joe Newmyer
Employee organizations: Faculty Assembly; Classified Senate, Academic Administrators, Classified Administrators, Associate Faculty, Vice Presidents

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

XIV. 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)

The board approved the request of employee #2372 to participate in the district's early retirement program.

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

B. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

The board approved the request of employee #1757 to participate in the district's early retirement program.

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

C. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code §54957)

The board approved the request of employee #2727 to participate in the district's early retirement program.

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

D. **Conference with Labor Negotiators**
(Pursuant to Government Code §54957.6)
Agency designated representatives: Sheri Wright, Joe Newmyer
Employee organizations: Faculty Assembly; Classified Senate, Academic Administrators, Classified Administrators, Associate Faculty, Vice Presidents

Discussion. No action taken. Direction was provided to staff.

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

Discussion. No action taken.

XV. ADJOURNMENT

The regular meeting adjourned at 7:22 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 SPECIAL MEETING **APRIL 29, 2015**
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a special meeting/closed session on Wednesday, April 29, 2015, in Room 1054, Building 1000, Oceanside Campus. President Jeanne Shannon called the meeting to order at 10 a.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

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

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

None.

IV. CHANGES IN AGENDA ORDER

None.

V. DECLARE NEED FOR CLOSED SESSION

At 10:01 a.m., the board declared a need for closed session to discuss the following:

A. Conference with Labor Negotiators
(Pursuant to Government Code §54957.6)
Agency designated representatives: Charlie Ng, Sheri Wright, Joe Newmyer
Employee organizations: Faculty Assembly; Classified Senate, Academic Administrators, Classified Administrators, Associate Faculty, Vice Presidents

Superintendent/President Cooke joined the meeting at 10:40 a.m.

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

At 11:23 p.m., the board returned to open session to report the following:

A. Conference with Labor Negotiators
(Pursuant to Government Code §54957.6)
Agency designated representatives: Charlie Ng, Sheri Wright, Joe Newmyer
Employee organizations: Faculty Assembly; Classified Senate, Academic Administrators, Classified Administrators, Associate Faculty, Vice Presidents

Discussion. No action taken. The board gave direction to the staff.

VI. ADJOURNMENT

The special meeting adjourned at 2:26 p.m.

MINUTES APPROVAL:

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

Subject:	Attachment:
Female Student Athlete of the Year	None
Category:	Type of Board Consideration:
Presentation	✔ Information Consent Action
Recommended:	Approved for Consideration:
Richard Robertson, Ph.D. Vice President, Student Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Brogan Griffin was a key player on the MiraCosta College women's basketball team for the 2014/15 season and is an outstanding scholar as well.

STATUS

Ms. Griffin has been named the Pacific Coast Conference Female Scholar-Athlete of the Year. This honor includes all sports in which student athletes participate in the ten-college conference. Athletic Director Pat Conahan will accompany Ms. Griffin and introduce her at the meeting.

RECOMMENDATION

For information only.

Subject MiraCosta College Self-Evaluation Report	Attachment PowerPoint
Category: Consent Items	Type of Board Consideration: ✔ Information Consent Action
	Approved for Consideration: Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In fall 2016, MiraCosta College will undergo its accreditation reaffirmation including the completion of a self-evaluation, a visit to the college by a team of peers, and a full review by the Accrediting Commission for Community and Junior Colleges. To prepare for this process, it is critical that the Board of Trustees are aware of the expectations of the commission under the new standards, know its role in the accreditation process, and are apprised of the college's efforts.

STATUS

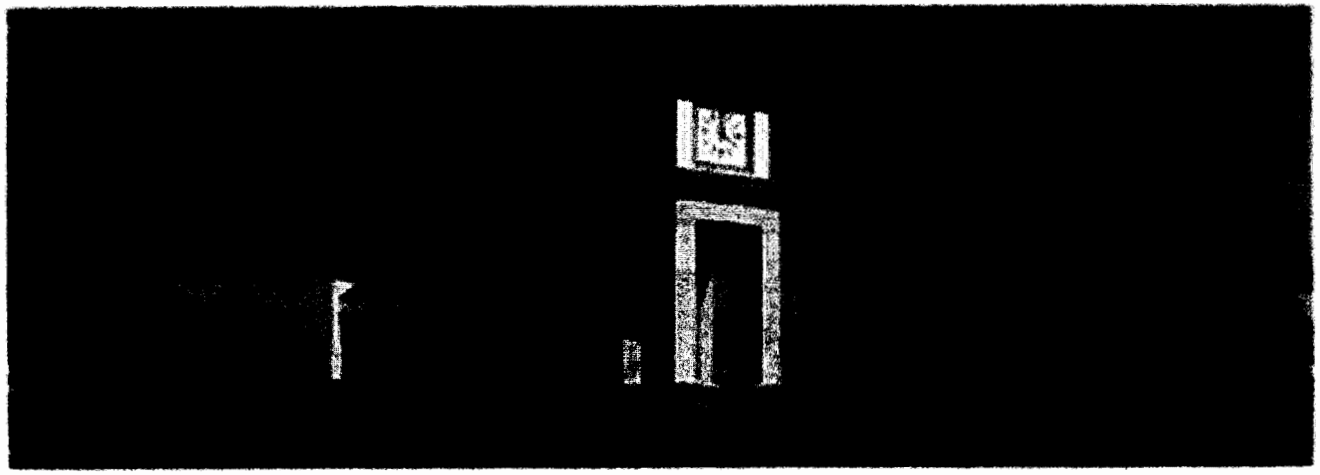
The college has established an eighteen-month schedule to update and apprise the board on each of the new standards, the augmented federal and accreditation policy requirements, and the new quality focus essay, which takes a forward-looking approach to the college's pledge to meet academic quality for the community it serves.

Dean Bob Pacheco will provide and update.

RECOMMENDATION

For information only.

Our Pledge to Academic Quality



Board Preparation for Fall 2016
Comprehensive ACCJC Visit

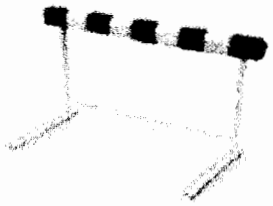
Robert Pacheco, Ed.D.
Accreditation Liaison Officer

MIRACOSTA COLLEGE

Today's Outcomes

At the end of the session, the board will:

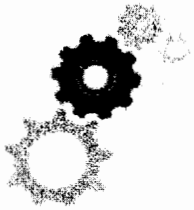
- Identify the critical new directions of the standards.
- Distinguish the components of the new Self-Evaluation Report.
- Recognize future steps to engage the board in accreditation preparation.



Goals for the Next 18 Months

The board will:

- Be aware of the Commission's expectations under the new 2014 standards.
- Understand their role in the accreditation process and governance.
- Be knowledgeable about the college's efforts.



The Plan

- Focus on the standards particularly relevant to the board (Institutional Effectiveness, the CEO, Board Roles, and Governance).
- Monthly updates on standards, requirements, policies and expectations
- Specific training to prepare for the visit

New in the 2014 Standards

- Simplified for clarity
- Emphasize the role of the CEO
- Focus the college efforts on student learning and achievement
- Stronger emphasis on evidence to support college efforts
- Focus on outcomes (learning & achievement)

New in the 2014 Standards

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

- A. Mission
- ★ B. Assuring Academic Quality and Institutional Effectiveness
- ★ C. Institutional Integrity

Standard II: Student Learning Programs and Support Services

- A. Instructional Programs
- B. Library and Learning Support Services
- C. Student Support Services

New in the 2014 Standards

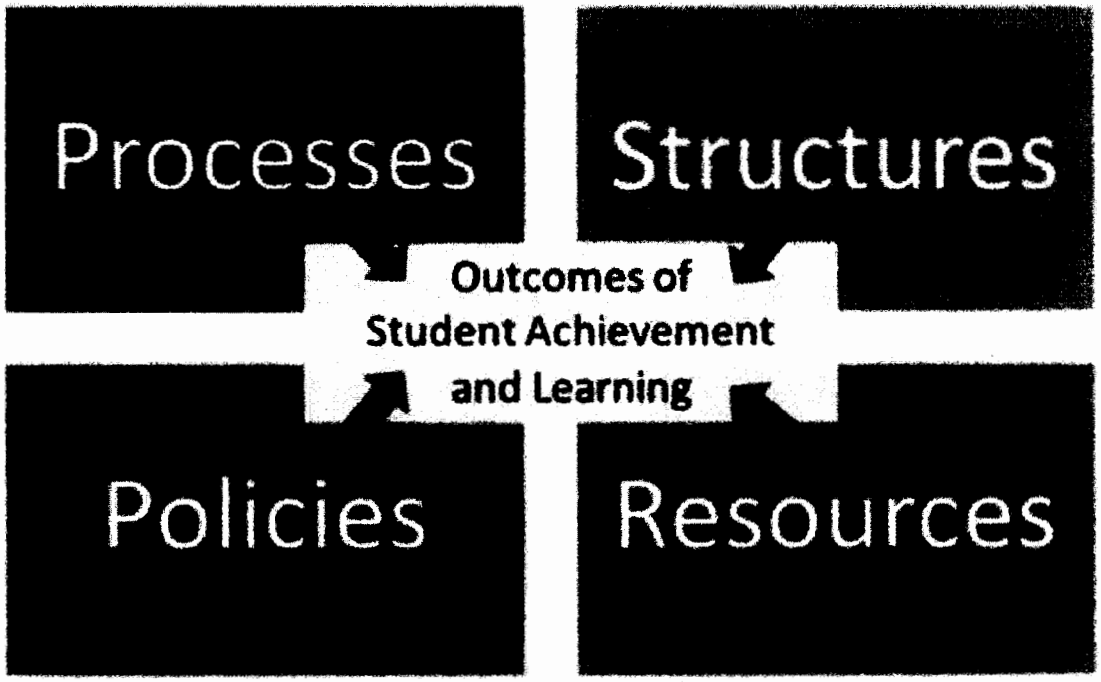
Standard III: Resources

- A. Human Resources
- B. Physical Resources
- C. Technology Resources
- D. Financial Resources

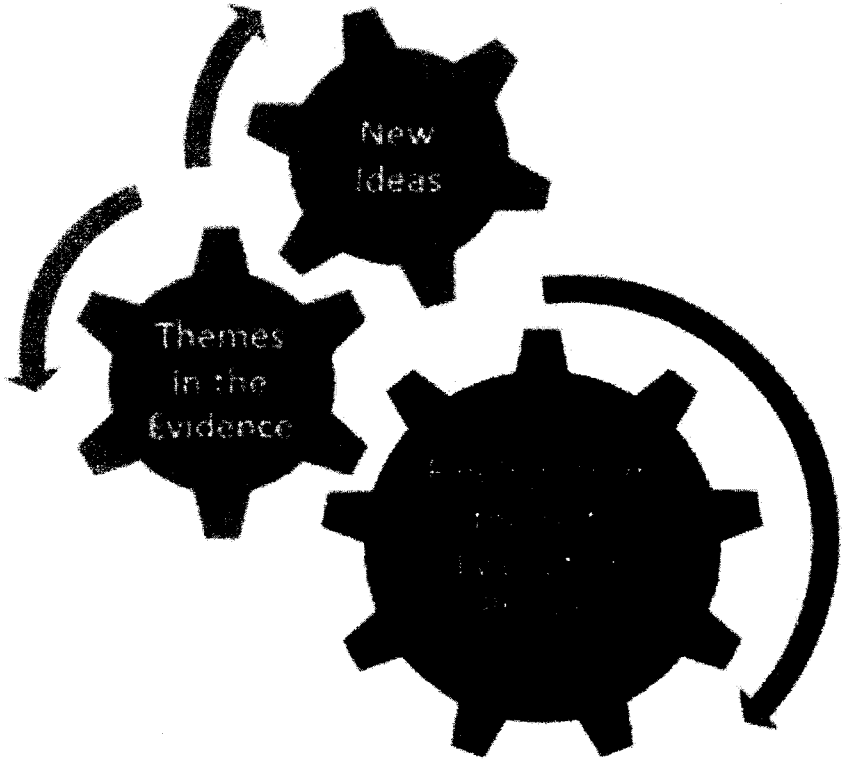
Standard IV: Leadership and Governance

- A. Decision-Making Roles and Processes
- ★ B. Chief Executive Officer
- C. Governing Board
- D. Multi-College Districts or Systems

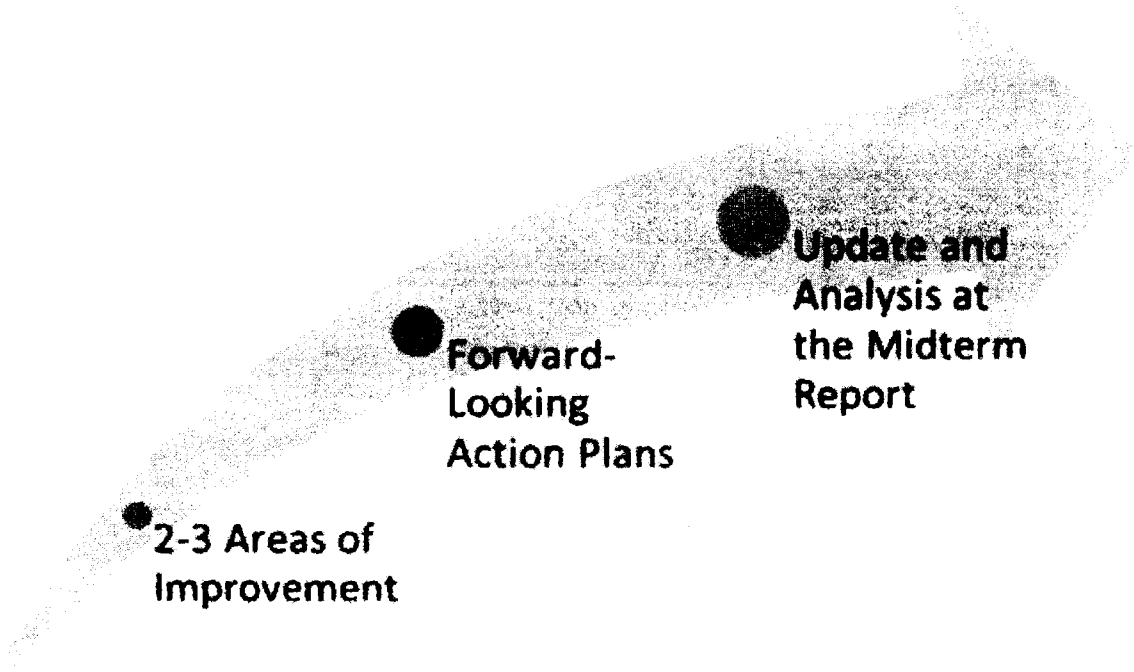
A Dedicated Focus on Outcomes



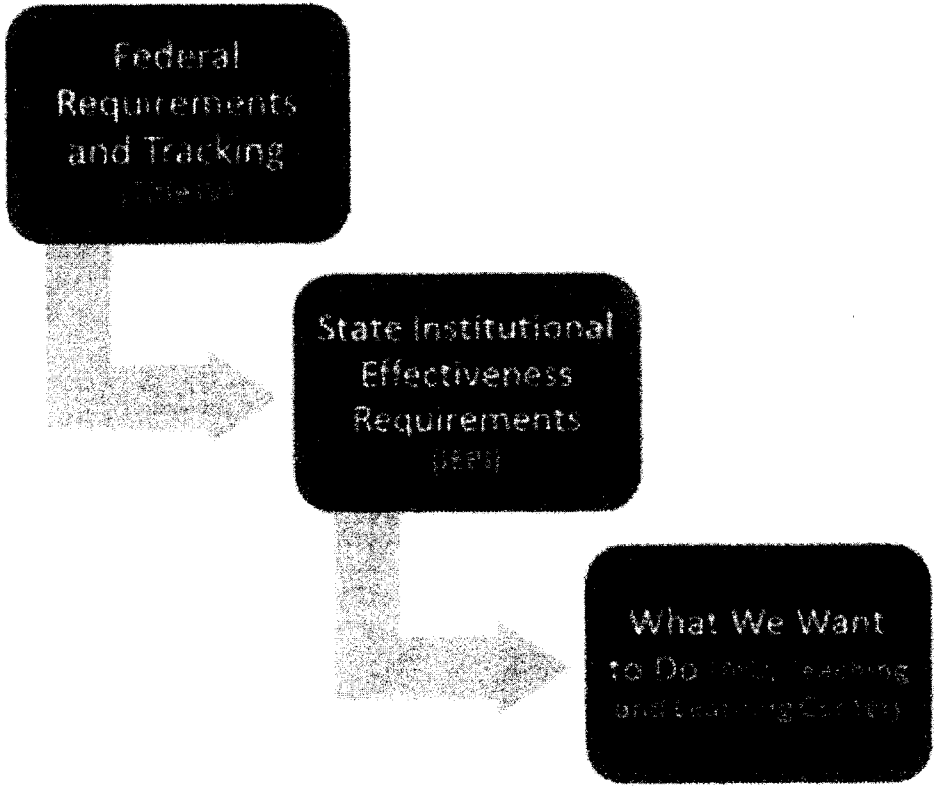
Quality Focus Essay

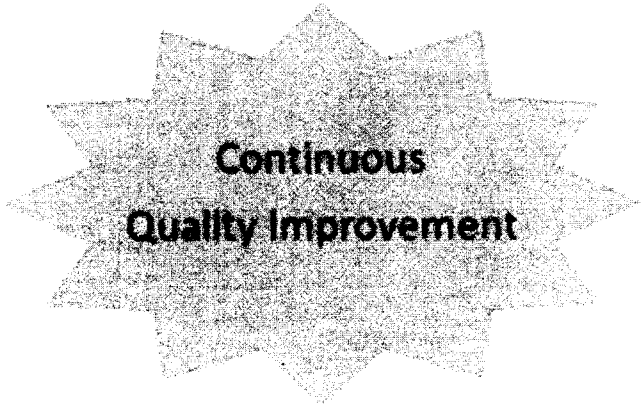


Quality Focus Essay



Weaving Requirements in One Effort





Questions?

Subject:	Attachment:
Five-Year Facilities Plan Update and Facilities Plan Recommendations	PowerPoint Presentation
Category:	Type of Board Consideration:
Presentations	✔ Information Consent Action
Recommended:	Approved for Consideration:
Charlie Ng, Vice President Business and Administrative Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

The Board of Trustees most recently approved the five-year facilities capital construction plan in May 2014. The Chancellor's Office requires that this plan is updated annually and submitted to the Chancellor's Office by June 30 of each year.

STATUS

Following approval of the board in May 2014, staff has been in the process of implementing the plan and updating the project and cost information. There have been new project needs identified since the plan was approved last year, and progress has been made on completing projects on the plan or getting projects on the plan ready for design. This summer, seventeen classrooms will be modernized at the Oceanside Campus. In addition to this, the Technology Career Institute facility in Carlsbad was completed in April 2015, and the grand opening for this facility was held in May 2015.

The revised five-year facilities capital construction plan identifies a list of project needs and includes a general discussion of the plan's primary drivers and planning priorities, space needs, a proposed schedule, rough-order-of-magnitude cost estimates, two different options for review, and a list of projects identified in the *2014 Facilities Plan* that were not included in the plan but are still a need of the college. Director of Facilities Tom Macias will present the plan.

RECOMMENDATION

For information only.

Subject:	Attachment:
Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions	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

STATUS

1. Employment of the following tenure track faculty members:

   a. Sean Davis, Sociology Instructor – Women's Studies – School of Behavioral Sciences, History and Community Education, position 1285, salary class 2, step 2, $70,274 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

   BA, Sociology – California State University, San Marcos
   MA, Sociological Practice – California State University, San Marcos

   Professor Davis has worked for MiraCosta as an associate faculty member for the past two years. He has also worked as an adjunct sociology professor for Palomar College and CSU San Marcos. Professor Davis has extensive teaching experience in the areas of introductory women's studies, introductory sociology, social problems, sexualities, justice studies, youth studies, and sociology/psychology of the family.

   b. Arti Dua, Counselor – Student Success and Support Program (SSSP), Counseling Dept., position 2543, salary class 3, step 10 x 1.108 time factor, $117,366 per year, full-time, 195 days per year (2013–15 academic salary schedule), effective July 1, 2015:

   MS, Educational Counseling – National University
   BA, Speech Communication – San Diego State University

   Arti Dua has worked as a full-time noncredit counselor for MiraCosta Community Education Department for the past year. Arti has provided educational planning, career, personal and crisis counseling, developed and facilitated workshops, participated in curriculum development, program review, and assessment of

student learning outcomes. Arti has also developed curriculum and taught Transfer Success and College Success Skills courses for MiraCosta and Palomar colleges.

c. Claudia Flores, Child Development Instructor – School of Career and Technical Education, position 1368, salary class 2, step 10, $103,419 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Human Behavior – National University
BA, Child Development – San Diego State University
AA, Child Development – Southwestern College

Professor Flores has worked for Grossmont-Cuyamaca Community College as a full-time instructor of Child Development for the past nine years. Professor Flores assisted with course design and student-learning outcomes, developed online coursework, and served as the campus coordinator for the Child Development Training Consortium.

d. Nolan Fossum, Mathematics Instructor – School of Math and Sciences, position 1372, salary class 4, step 10, $108,435 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Mathematics – California State University, Fullerton
BS, Mathematics – University of California, Irvine

Professor Fossum has taught basic skills and transfer-level math courses for MiraCosta, Saddleback, and Santiago Canyon colleges, UC Irvine, and CSU, San Marcos. He also worked as a math teacher and department chair for San Juan Hills High School. Professor Fossum also served as a co-director of the Irvine Math Project, where he helped develop a NSF-funded grant to improve math education in struggling school districts.

e. Linda Haar, Child Development Center Director/Instructor, School of Career and Technical Education, position 1361, salary class 4, step 11, $112,118 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Education – National University
BS, Health Science – San Diego State University
AA, Child Development – Grossmont/Cuyamaca Community College District

Professor Haar has served as the interim director of the MiraCosta Child Development Center where she managed the daily operations of the center for the past year. She also taught online child development courses for MiraCosta on a part-time basis. Professor Haar previously worked for Grossmont Cuyamaca Community College District as a Child Development Center Coordinator/Adjunct Instructor.

f. Jade Hidle, English Instructor – School of Letters & Communication Studies, position 1371, salary class 6, step 4, $91,359 per year, (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

Ph.D., Literature – University of California, San Diego
MA, Creative Writing – California State University, Long Beach
BA, English: Creative Writing, California State University, Long Beach

Professor Hidle has worked as an Associate Faculty member for the MiraCosta Department of Letters for the past four years where she taught English 100 and 201 courses. She also served as an Adjunct English Instructor for Orange Coast and Fullerton colleges and CSU, Long Beach. Professor Hidle is a recent recipient of the UCSD Diversity, Equity and Inclusion Teaching Award.

g. Delores Loedel, Accounting Instructor - School of Career and Technical Education, position 1376, salary class 5, step 4, $88,849 per year (2013–15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MS, Managerial Accounting Systems – University of North Texas
BS, Accounting – University of North Texas

Professor Loedel has worked as a MiraCosta Associate Faculty member since 2002 where she taught a variety of accounting courses both online and in the classroom. She also served as an adjunct Accounting Instructor for Miramar and Palomar colleges.

h. Casey McFarland, Kinesiology Instructor – School of Career and Technical Education, position 1250, salary class 4, step 3, $82,657 per year (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

MA, Public Health – San Diego State University
BA, Communications – University of California, Santa Barbara

Professor McFarland has worked as an Associate Kinesiology Instructor for MiraCosta since 2012 where she taught lecture and lab kinesiology, yoga and health courses. She is also a self-employed fitness and yoga instructor. Professor McFarland is a Yoga Alliance Certified Registered Yoga Teacher.

i. Jeffrey Murico, Philosophy & Religious Studies Instructor – School of Letters and Communication Studies, position 1373, salary class 5, step 2, $81,483 per year (2013-15 academic salary schedule [actual salary placement contingent upon verification]), full-time, effective August 14, 2015:

Ph.D., Religion, Ethics, Society – Claremont School of Theology (in progress)
MA, Religion – Claremont Graduate University
BA, Religious Studies – San Diego State University

Professor Murico previously served as full-time lecturer in the Department of Religious Studies at San Diego State University. He also worked as an Adjunct

Professor for Philosophy at Chaffey College where he taught a variety of courses in the department of Philosophy.

j. Vicky Tam, Nursing Instructor – Certified Nursing Assistant (CNA) Program, School of Career and Technical Education, position 1254, salary class 5, step 6, $96,215 per year (2013-15 academic salary schedule), full-time, effective August 14, 2015:

MS, Nursing – University of Phoenix
BS, Nursing – University of Dubuque
AA, Nursing – Northeast Iowa Institute of Peosta

Professor Tam has worked as an Instructional Associate for MiraCosta's nursing program for the past eight years, where she facilitated student instruction in various settings, such as clinical, classroom and skills lab. Professor Tam has also worked as a staff nurse providing direct patient care in a long-term care facility.

2. In accordance with Board Policy V.B-5 and Procedure V.B-05, the Academic Senate adopted the following resolution to affirm its support of the Equivalency Committee's findings that the individuals identified below have provided sufficient evidence of experience and/or education equivalent to the minimum qualifications established by the District to teach in the disciplines listed:

Elisabeth Nicholes – Philosophy
Brian Harris – Sociology
Jason Perez – English
Jeffrey Murico – Philosophy
Tasha Frankie – Computer Science

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

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

WHEREAS Academic Senate notes the candidates exhibit a strong background in general education,

THEREFORE BE IT RESOLVED, the Academic Senate recommends that the Board of Trustees accept the candidates' qualifications as equivalent for the specific assignment in question.

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

Stephanie Blundell – Nursing
Cynthia Gonzales – Noncredit Counselor
Amanda Horner – Business
Donald Kalescky – Business
Karen Kart – Business
Vee Nguyen – Math
Kathryn Palacios – CSIT
Brian Priebe – Business
Abraham Ragudo – Surgical Technology

RECOMMENDATION

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

Subject:	Attachment:
Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions	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

STATUS

1. Resignation of Vanessa DiBenedetto, Program Aide – Testing Services, position 4143, effective May 22, 2015.

2. Employment of the following regular classified employees:

   Glenn Lindholm, Gallery Attendant – Art Dept., position 4500, salary range 17, step 1, $1,894.91 per month, 18 hours per week, 10 months per year, effective May 6, 2015.

   Zachary Gardiner, Programmer Analyst – Data Warehouse, Office of Institutional Effectiveness, position 4029, salary range 37, step 2, $7,914.25 per month, full-time, 12 months per year, effective June 1, 2015.

   Angela Johnson, Human Resources Analyst, position 3474, salary range 26, step 1, $5,460.75 per month, full-time 12 months per year, effective May 4, 2015.

   Sarah Wendelboe, Secretary/Clerk II – Career Services, salary range 12, step 1, $1,640.96 per month, 18 hours per week, 12 months per year, effective April 27, 2016.

   Juan Orozco, Police Locker Room Safety Attendant, position 3554, salary range 9, step 1, $1,002.30 per month, 12 hours per week, 11 months per year, effective April 23, 2015.

   Adam Guzman, Instructional Aide – Automotive Technology, position 3388, salary range 9, step 1, $2,505.94 per month, 30 hours per week, 10 months per year, effective May 1, 2015.

   Adam Bishop, Secretary/Clerk II – Writing Center, position 3547, salary range 12, step 1, $3,646.58 per month, full-time 11 months per year, effective May 6, 2015.

Esteban Garza, Police Locker Room Safety Attendant, position 3555, salary range 9, step 1, $1,002.37 per month, 12 hours per week, 10 months per year, effective May 13, 2015.

3. Catastrophic leave request for Carol Simonds, Payroll Supervisor, position 3276, in accordance with Board Policy 7345. Carol is requesting a waiver to the limitation on how much of her available sick leave can be used for personal necessity leave as she has exhausted her personal necessity allowance. Classified employees are limited to seven days of personal necessity leave per fiscal year.

4. Request for parental leave in accordance with AP 7340:

   Lenore Gallucci-Stevenson, Institutional Effectiveness Specialist, position 3490, requests a reduced work schedule from full-time to 32 hours per week effective April 14 – May 1, 2015. Effective June 8, 2015, she will reduce her work schedule to 20 hours per week until April 1, 2016.

   Laura Paciorek, ECE Instructional Specialist – Child Development Center, position 4039, requests a leave of absence effective May 26, 2015 – May 29, 2015 and August 14, 2015 – August 31, 2015.

5. Permanent change of assignment for Taylor Tirona, Secretary I – Counseling Dept., position 3135. Taylor has accepted the position of Counseling Operations Supervisor, position 3149, salary range 29, step 1, $5,954.33 per month, full-time, 12 months per year, effective May 1, 2015.

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

   Matthew Carruthers, Instructional Assistant II – Music Dept., will assist the Music Dept. during the summer session, salary range 17, step 2, $25.64 per hour, 32 hours per week, effective June 1 – June 30, 2015.

   Sonia Gonzales, Health Services Assistant, position 3473, will serve as a Secretary II for the Institute for International Perspectives, salary range 19, step 1, $25.73 per hour, full-time, effective June 1 – June 12, 2015.

   Griselda Hernandez, Noncredit Student and Faculty Support Assistant, position 3263, will serve as a Cashier II for Cashiering Services Dept., salary range 18, step 1, $25.01 per hour, 2 hours per week, effective July 1, 2015 – June 30, 2016.

   Vicky Tam, Instructional Associate – Nursing and Allied Health Dept., position 4092, will assist the department over the summer months, salary range 25, step 6, $37.33 per hour, 30 hours total, effective June 1 – July 31, 2015.

   Sinclaire Tirona, Library Technician I, Public Services, position 3424, will serve as a Secretary/Clerk II for Veterans Services, salary range 12, step 1, $21.04 per hour, as needed, effective April 22 – June 30, 2015.

   Charlie Medina, Instructional Aide – Academic Information Services Dept., position, 4104, will serve as a workshop presenter for Retention Services, $50 per hour, four hours total, effective July 1 – December 31, 2015.

Juan Orozco, Police Locker Room Safety Attendant, position 3554, will serve as a substitute Police Community Services Officer, salary range 15, step 1, $22.93 per hour, 8 hours per month, effective April 23 – June 30, 2015.

Justin Kidwell, Instructional Associate – Theater and Film, position 4094, will assist the department of the summer months as a Campus Aide III, $17 per hour, 58 hours total, effective June 1 – June 30, 2015.

Elizabeth Leguizamo, Secretary/Clerk I – Counseling, position 3146, will serve as a Secretary/Clerk II, Veterans Services, salary range 12, step 1, $21.04 per hour, 12 hours per week, effective April 23 – June 30, 2015.

Kathy Thiele, Instructional Division Secretary, position 3344, will assist the department in the summer months, salary range 20, step 23, $39.26 per hour, 20 hours per week, effective June 15, 2015 – August 6, 2015.

Sinclair Tirona, Library Technician I – Public Services, position 3424, will serve as a GEAR UP School Site Coordinator, range 12, step 1, $21.04 per hour, 28 hours per week, effective June 8, 2015 – July 3, 2015.

7. Temporary change in assignment for Julie Essman, Student Employment Specialist – Career Services, position 3266, increase in hours from 24 to 38 hours per week, effective May 1 – June 30, 2015.

8. Temporary change in assignment for Tina Helmstreit, Secretary/Clerk III – Counseling, position 3527, will serve as a Secretary II – Counseling, salary range 19, step 1, $4,459.75 per month, effective April 6, 2015, until the replacement recruitment is completed.

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

Employee	Job Title	Assignment	Department	Hourly Rate	Start Date	End Date
Bridget O'Brien	Campus Aide I	substitute	Honors Scholar Program	$9/hr	4/15/15	6/30/15
Joseph Fischer Paige Helms Bethany Shears	Apprentice I	short-term	Retention Services	$9/hr	7/1/15	12/31/15

Michael Cassen Lilia Castillo Blanca Castro May Paul Cativiela Christina Chantrill Bryce Chudomelka Christopher Condon Darlene Conolly Serena Cuevas Estefania Dieguez Hernandez Yasuko Fosket Irene Gerold Erika Guerrero-Callejas Erin Hunt Maria Ibarra Nickolas Lunzer Joseph Madril Lily Mara Carl Margolis Janet Martinez Pamela Martinez Aranda Catherine McProuty Josefina Medina Lindsey Morse Cindy Oropeza Monica Oropeza Jose Ramirez Cathy Robin Thomas Schmidt Amanda Smith Margaret Sullivan Paripon Thitathan Ngan Tran Matthew Wambach Rebecca Powers	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15

Edilberto Canseco Michael Cassen Lilia Castillo Blanca Castro May Paul Cativiela Christina Chantrill Bryce Chudomelka Christopher Condon Darlene Conolly Serena Cuevas Estefania Dieguez Hernandez Yasuko Fosket Irene Gerold Erika Guerrero-Callejas Erin Hunt Maria Ibarra Nickolas Lunzer Joseph Madril Lily Mara Carl Margolis Janet Martinez Pamela Martinez Aranda Catherine McProuty Josefina Medina Lindsey Morse Cindy Oropeza Monica Oropeza Jose Ramirez Cathy Robin Thomas Schmidt Amanda Smith Margaret Sullivan Paripon Thitathan Ngan Tran Matthew Wambach Rebecca Powers	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15
Ryan Adames Matthew Adams Kaitlin Alessi Fatima Askerova Joshua Baca Jair Bacaycay Ashley Barnes Robert Bates Tyler Bernard Jeffrey Bethune Cherisse Blanchard Carson Blessinger Jason Blevins Robert Boehm Joel Borja Paul Bradley Caitlyn Bralla-Martin Danielle Brush	Apprentice II	short-term	Retention Services	$11/hr	7/1/15	12/31/15

Fatima Askerova Jeffrey Bethune Cherisse Blanchard Caitlyn Bralla-Martin Danielle Brush Christina Chantrill Darlene Conolly Yasuko Fosket Irene Gerold Lily Mara Mary Meyers Cindy Oropeza Cathy Robin Ngan Tran Tania Arellano	Apprentice III	short-term	Retention Services	$13/hr	7/1/15	12/31/15
Alfredo Ahumada	Campus Aide III	short-term	Retention Svcs	$17/hr	7/1/15	12/31/15
Juan Orozco	Police Community Service Officer	substitute	Police	$22.93/hr	4/8/15	6/30/15
Rose Nunes Erik Anderson Gretchen Koch Michael Drentea Jack Lungu	Campus Aide III	short-term	Public Info Office	$17/hr	7/1/15	12/31/15
Reden Magtira France Magtira Alice Brzovi Jaice Bishop Donna Blanton	Receptionist/ Switchboard Operator	substitute	Public Info Office	$21.65/hr	7/1/15	12/31/15
Bryan Garcia	Campus Aide I	short-term	Adm/Records	$9/hr	7/1/15	12/31/15
Deanne Dreis Olivia Kleinrath Bryan Garcia Elizabeth Rubin	Campus Aide III	short-term	Adm/Records	$17/hr	7/1/15	12/31/15
Amanda Sherwood Becky Turner Lonna Leghart Adrian Anderson Margie Arguello Erin Perkins Cyndi Ottle	Campus Aide III	short-term	Cashiering Svcs.	$17/hr	7/1/15	12/31/15
Margie Arguello Patt Goetz Dannie Haemig Deanne Dreis Cyndi Ottle	Campus Aide III	short-term	Cashiering Svcs.	$17/hr	7/1/15	12/31/15
Cyndi Ottle Griselda Hernandez	Cashier II	substitute	Cashiering Svcs.	$25.01/hr	7/1/15	6/30/2016
Albert Vu Sheila Sadeghi	Instructional Assistant I	short-term	Biology	$21.04/hr	6/15/15	7/31/15
Chelsea Chavira	Campus Aide III	substitute	Adm/Records	$17/hr	5/1/15	6/30/15
Jerome Rilling Jose Ramirez	Custodian	substitute	Custodial	$21.65/hr	4/15/15	6/30/15
Jaeryoung Lee	Concert Performer	short-term	Music		11/8/2014	11/8/2014
Nicole Meredith Michelle Garcia Amanda Hill Jill Cook	ECE Instructional Specialist	substitute	Child Dev Ctr	$25.73/hr	8/24/15	12/18/15
Amanda Manger Annie Lee	ECE Program Specialist	substitute	Child Dev Ctr	$26.49/hr	8/3/15	12/23/15
Afifa Zaman	Campus Aide III	short-term	CalWORKs	$17/hr	2/1/15	3/31/15

Nick Timm	Campus Aide I	short-term	Theatre	$9/hr	5/21/15	6/30/15
Brent McDannald	Campus Aide I	short-term	Theatre	$9/hr	5/21/15	6/30/15
Justin Smiley	Campus Aide III	short-term	Theatre	$17/hr	5/21/15	6/30/15
Zachary Elliott	Campus Aide III	short-term	Theatre	$17/hr	5/21/15	6/30/15
Roslyn Lehman	Costume Shop Maintenance	short-term	Theatre	$10/hr	5/21/15	6/30/15
Ruth Flores	Campus Aide III	substitute	GEAR UP	$17/hr	3/24/15	6/30/15
Edith Arciga	Campus Aide III	substitute	GEAR UP	$17/hr	4/1/15	6/30/15
Ismariceli Antonio	GEAR UP School Site Coordinator	substitute	GEAR UP	$21.04/hr	7/1/15	12/31/15
Marcaus Barfield	GEAR UP Support Staff I	substitute	GEAR UP	$9/hr	4/23/15	6/30/15
Sumire Moriuchi	Campus Aide I	short-term	Accounting	$9/hr	6/1/15	6/30/15
Sumire Moriuchi	Campus Aide I	short-term	Accounting	$9/hr	7/1/15	8/21/15
Michael Kessab	Apprentice I	short-term	Math	$9/hr	7/1/15	12/31/15
Chanwoong Park Farshud Sorourifer Sasha Vafaei Alex Klimek	Apprentice II	short-term	Math	$11/hr	7/1/15	12/31/15
Julian Trupe Victor Lopez-Sierra Juan Castallejos Darlene Connoly Ryan Turner	Apprentice III	short-term	Math	$13/hr	7/1/15	12/31/15
Lori Smith	Campus Aide II	substitute	Counseling	$13/hr	4/23/15	6/30/15
Joseph Otero	Campus Aide I	short-term	Veterans Svcs	$9/hr	5/21/15	6/30/15
Sinclaire Tirona	Secretary/Clerk II	substitute	Veterans Svcs	$21.04/h.	4/22/15	6/30/15
Dianne deGuzman	Campus Aide II	short-term	Adm/Records	$13/hr	5/21/15	6/30/15
Laura Cisneros Kiva Quezada	Secretary/Clerk III	short-term	Instruction	$22.93/hr	6/10/15	8/7/15
Amanda Manger	ECE Program Specialist	short-term	CalWorks	$26.49/hr	4/25/15	4/25/15
Leslie Hernandez Cassondra Emmons Lindsay Garbry Jessica Sanchez Perla Perez Victoria Sanchez Kelly Zimbelmann Karina Ruiz	Apprentice II	short-term	CalWorks	$10/hr	4/25/15	4/25/15
Ruth Antonizio Karen Kohl Lynn Wetzell	Test Proctor	short-term	DSPS	$22.18/hr	6/1/15	8/14/15
Ray Paul Bitar Arlinda Breen Steve Mott Jill Myers Bene Joyce Raphael Jennifer Vosburg	Test Proctor	short-term	DSPS	$21.04/hr	6/1/15	8/14/15
Anthony Garcia	Campus Aide I	short-term	AIS	$9/hr	7/1/15	12/31/15
Ruth Antonizio Karen Kohl Lynn Wetzell Ray Paul Bitar Arlinda Breen Steve Mott Jill Myers Bene Joyce Raphael Jennifer Vosburg	Campus Aide III	short-term	DSPS	$17/hr	6/1/15	8/14/15
Clay Littrell	Student Services Coordinator	substitute	DSPS	$31.50/hr	4/30/15	6/30/15

Fredrick Huffman	Apprentice II	substitute	Writing Center	$11/hr	4/30/15	6/30/15
Alfonso Gomez Olivia Henn Joel Borja Alfredo Ahumada	Instructional Assistant I	Short-term	GEAR UP	$21.04/hr	6/8/15	7/3/15
Lindsey Bollerud	Secretary/Clerk I	Substitute	Counseling	$18.74/hr	5/11/15	6/30/15

RECOMMENDATION

Ratify recommendations of superintendent/president in approving classified personnel actions.

Subject:	Attachment:
Approve Classification of New Position	Job Description
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

Job description for a new position of Assistant Athletic Trainer (position 7271) has been evaluated by the Classification Review Committee.

STATUS

The Classification Review Committee recommended to the superintendent/president classification of range 27 and a job title of assistant athletic trainer, effective June 1, 2015. Entry-level salary is $32.44 per hour.

RECOMMENDATION

Approve classification of position 7271, as detailed above.

CLASS TITLE: ASSISTANT ATHLETIC TRAINER

BASIC FUNCTION:
Under the direction of the Athletic Director, the Assistant Athletic Trainer is responsible for assisting in the development, coordination, and administration of a comprehensive sports medicine program for college intercollegiate sports. The assistant athletic trainer will also perform professional and administrative services essential for the successful implementation and development of the program.

REPRESENTATIVE DUTIES:

1. Assist with the implementation of the sports medicine program for the college, including: injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes. *[E] Primary responsibility is with the Women's Volleyball team.*

2. Provide athletic training services for the college's athletic department, including attendance at scheduled team practices and home competitions as necessary. *[E]*

3. Assist with physical examinations and medical referrals for student-athletes to determine their ability to practice and compete. *[E]*

4. Work in conjunction with athletic department staff to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual student-athlete needs. *[E]*

5. Evaluate and recommend new techniques and equipment that would enhance the benefit of the sports medical program.

6. Establish and maintain accurate records of athletes for eligibility based on physical examinations; maintain accurate and detailed records of injuries, treatment and correspondence with physicians. *[E]*

7. May assist with athlete insurance claims process; correspond with providers and insurance companies to ensure payment.

8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
District organization, operations, policies and objectives.
Methods, practices, terminology, and techniques used in athletic training activities, including the prevention of injuries.
Advanced principles of anatomy, physiology, kinesiology, and nutrition.
Symptoms of athletic injuries, applicable treatment and first aid methods.
Musculoskeletal rehabilitation protocols and techniques.
Physical fitness and conditioning programs related to athletics.

(E) = Essential job function

Health related physical fitness and weight loss programs for the general population.
Rules and regulations applying to safe equipment operation and medical care.
Recordkeeping techniques.
School insurance policy.
Principles of supervision and program administration.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of the State Education Code.
Familiarity with Pacific Coast Athletic Conference governing rules.

ABILITY TO:
Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Understand and follow oral and written directions.
Operate a variety of office equipment, including computer and appropriate software.

Administer advance first aid, emergency care, and physical therapy.
Operate a variety of therapeutic equipment and machines.
Understand and safely operate modalities used in athletic therapy.
Understand and apply various technical directions issued by physicians.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Plan and organize work.
Train and provide work direction to others.
Work with physically disabled students.
Work as a member of a team.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:
Education and experience equivalent to a Bachelor's degree in appropriate area of specialization and two years directly related experience.

LICENSES AND OTHER REQUIREMENTS:
Certification by the National Athletic Trainers' Association Board of Certification (NATABOC); valid CPR/AED certificate and a valid California driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
May provide work direction to student athletic trainers and work study students.

CONTACTS:
Staff, faculty, administrators, students, physicians, parents and guardians, other colleges, community organizations and vendors.

PHYSICAL EFFORT:
Moderate physical activity with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 35 pounds or less; ability to work at

computer for extended periods of time, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:
Primarily works in either an office environment (athletic training room facility) or athletic event locations; frequently conducts events in an outside environment during possible inclement weather, Exposure to dust, dirt, heat, cold, fumes, steam, moisture, noise, etc. Subject to frequent interruptions by individuals in person or by telephone, intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, holidays and/or weekends on an as-needed basis. Occasional local travel may be requested.

Subject:	Attachment:
Approve Minimum Qualification Comparable Degree Title Requests	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

Previously, equivalency requests were approved only for individuals. A new procedure was developed and approved (Administrative Procedure 7211.2) that allows a comparable degree title to be approved so individuals with the same degree title are not required to individually go through the equivalency process.

STATUS

In accordance with Administrative Procedure 7211.2, the Academic Senate approved the Equivalency Committee recommendations to approve comparable degree titles for the following:

Specific Degree Title	Comparable Degree Title (s)
Counseling Educational Counseling	Education–Educational and Clinical Counseling Education–Educational Counseling Education–School Counseling Education–Counseling Option
English	Literature and Writing Studies
Sociology	Sociological Practice
Chemistry	Organic Chemistry

RECOMMENDATION

Approve minimum qualification comparable degree title requests, as listed above.

Subject:	Attachment:
Ratify Contracts and Approve Purchase Orders – April 1 through April 30, 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 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 of Trustees for formal approval at the next board meeting.

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
April 1 through April 30, 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.*

PO #	Vendor	[illegible]	[illegible]
33385	Fredricks Electric Inc.	Data installation and equipment connect (TCI)	13,453.60

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 #	Vendor	[illegible]	[illegible]
33388	Axcess Video Inc.	Axis TV software license and maintenance (AIS)	27,066.96
33515	ePlus Inc.	Data center storage and maintenance (AIS)	68,000.00
33553	Sage Business & Education LLC	Consulting services (SBDC)	50,000.00
33554	Trace3	Cisco Catalyst network systems (AIS)	44,436.60
33586	Apple Computer Inc.	iMac computer, qty 20 (AIS)	29,358.40

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 #	Vendor	[illegible]	[illegible]
33387	Hewlett Packard Company	ProDesk 600 desktop PC, qty 20 (AIS)	16,661.62
33422	Aardvark Clay	Equipment replacement (Art)	11,405.00
33450	Scott Summerfield	Communications consulting services (PIO/Board)	10,000.00
33460	IntelliResponse Systems Inc.	SmartSource hosting svcs and maintenance (A&R)	22,500.00
33467	Advanced Web Offset	Summer 2015 bulletin (Comm Svcs)	20,432.55
33474	Community College League of California	Films on demand streaming media renewal (IS)	20,000.00
33487	Bio-Rad	Fluorescent cell imager (Bio/Biotech)	12,955.68
33506	Advantage Inc. CA	Fall 2015 mini schedule print agreement (PIO)	24,979.40
33529	Hotcourses Inc.	Annual online subscription (IIP)	13,090.00
33580	Dell Marketing L P	Precision T3600 desktop computer, qty 6 (AIS)	20,088.49
33590	Apple Computer Inc.	Mac mini and keyboard/mouse combo, qty 20 (AIS)	18,363.20

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 #	Vendor	[illegible]	[illegible]
33350	C D W Government Inc.	Document camera (Comm Ed)	7,901.15
33358	Westberg & White Inc.	Programming svcs for Student Ctr renovation (Fac)	7,000.00
33398	Aardvark Clay	Pottery equipment/materials (Comm Ed)	7,100.12
33412	Colad Group Inc.	MiraCosta College pocket folders (PIO)	7,308.60
33420	L + L Printers	*Tidepools* bound-book printing services (IS)	5,216.40
33431	E L S Educational Services Inc.	Fall 2014/spring 2015 marketing services fees (IIP)	6,800.00
33433	Follett	Book loan program – AB540 (Voc Ed)	7,394.67
33435	Follett	Book loan program – VTEA S15 (Voc Ed)	6,393.20
33459	Image Access Corporation	Scanning system (AIS)	8,717.52
33478	Donor Trends Inc.	Database alumni update (Foundation)	9,500.00
33569	Demco	Furniture – SEC (Lib)	8,268.22
33574	Ellucian Company LP	Degree Works maintenance renewal (Couns)	8,348.00
33578	Dell Marketing L P	OptiPlex 9020 computers, qty 6 – TCI (AIS)	5,791.20
33579	Dell Marketing L P	Latitude laptops, qty 5 (Nurs)	8,251.15
33583	K I	Furniture – Theater lobby (Arts)	8,330.82

Total Contract Ex[illegible]
Ratify purchase orders 33380 through 33593.

Subject:	Attachment:
Ratify Budget Transfers for the Period Ending March 31, 2015	Budget Transfer Summary
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

Total amounts budgeted in the final budget as the proposed expenditure for each major account classification shall be the maximum expended for that classification for the fiscal year except as specifically authorized by the Board of Trustees. Title 5 requires board approval by a majority of members of the board for transfers between major account classifications as defined by the California Community Colleges Budget and Accounting Manual:

1000	Academic Salaries
2000	Classified Salaries
3000	Staff Benefits
4000	Supplies (small tangible items)
5000	Contract Services (intangibles)
6000	Capital Outlay
7500	Other Outgo
7900	Contingencies (reserves)

Two-thirds of the board members must approve transfers from the reserve for contingencies. To expedite the year-end closing process, Education Code §42601 authorizes the board to adopt a resolution permitting the county superintendent of schools to originate intra-budget transfers necessary for closing the district's records. Such resolution is filed annually in May and is separate from this agenda.

STATUS

The attached information reflects year-to-date budget transfers between major account classifications for the period ending March 31, 2015.

RECOMMENDATION

Ratify budget transfers as shown.

BUDGET TRANSFERS
FOR THE PERIOD ENDING MARCH 31, 2015

The schedule listed below summarizes the **net** impact of budget transfers between major account classifications and transfer from/to contingencies.

GENERAL FUND

Account	Account Description	Total YTD FY15 3/31/2015
1000	Academic Salaries	-$5,035
2000	Classified Salaries	-$57,958
3000	Staff Benefits	$25,073
4000	Supplies	$57,438
5000	Contract Services	$281,092
6000	Capital Outlay	-$53,080
7900	Reserves	-$247,530
Grand Total		$0

Subject:	Attachment:
Approve RFQ/RFP #16-15 – Art/Music/ Theatre Chiller Consolidation 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

On November 6, 2012, Proposition 39 was passed by the voters to provide funds for energy efficiency projects for California K-12 schools and community colleges over a period of five years. MiraCosta Community College District has been awarded Proposition 39 funds in addition to qualifying for possible energy rebates through the California Community Colleges Investor Owned Utilities (CCCIOU) program. The district has opted to undertake a chiller consolidation project, which has been deemed eligible for the program by the Chancellor's Office. This chiller consolidation project is estimated to save the district more than 90,000 kWh/yr.

Proposition 39 funds totaling $191,040 have been allocated and received by the district for this project, and an additional request of $48,530 was submitted on May 7, 2015. In addition, other estimated energy-saving rebates from the utilities will be approximately $21,000. This project is funded entirely by Proposition 39 contributions and utility rebates.

STATUS

In accordance with Proposition 39 guidelines, the district undertook a combination, two-step process for solicitation of proposals from vendors. A request for qualifications (RFQ) request for proposal (RFP) was advertised in the local paper on April 8, 2015, and April 15, 2015, in compliance with Government Code §4217.10–4217.18 and Public Contract Code §20133(c)(1) to select a qualified, energy-service company and utilize best-value criteria as the method of award. An evaluation committee reviewed the proposals utilizing best-value criteria and assessment of both experience and qualifications. Paradigm Mechanical Corporation was determined to be the best-qualified and most cost-effective provider.

RFQ/RFP Summary

- The district received two responses (Siemens and Paradigm), both of which were deemed at the time to be responsive and responsible.
- Final evaluation determined both proposals were equivalent in terms of ability to perform the specific project, but Paradigm offered the lowest price at $237,457, followed by Siemens with a cost of $300,220.

RECOMMENDATION

Approve RFQ/RFP #16-15 – Art/Music/ Theatre Chiller Consolidation Project and authorize the execution of the necessary purchase orders and contracts with Paradigm Mechanical Corporation to complete the project as specified in the RFQ/RFP #16-15 for a total cost not to exceed $237,457.

Subject:	Attachment:
Approve Architectural Design Services Contract Amendment #02 for Architects Mosher Drew	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 implementation of the five-year construction plan, Architects Mosher Drew is currently under contract to provide preliminary design services, which consist of conceptual- level planning and cost estimates for classroom modernization, storage for art/music, new space for theatre/dance, and the gym renovation. Architects Mosher Drew is also under contract to provide architectural design services for summer 2015 classroom upgrades. Contract amendment #02 consists of two additional service requests associated with scope of work related to both of these design services.

STATUS

Contract amendment #02 consists of the following:

- Providing additional preliminary design services for the gym renovation project to develop multiple conceptual-level planning options and respective cost estimates. These items were determined to be necessary as the original scope and cost estimates revealed a need to pursue alternative options.
- Electrical design services associated with the security systems, clocks, and audio/visual systems as part of the classroom upgrades. These items were expected to be explored and identified to be included in a second contract amendment during the Architects Mosher Drew original scope of work.

The cost for these architectural design services were negotiated for a fixed-fee amount of $8,120, and these services and all costs are included as part of the five-year construction plan budget.

RECOMMENDATION

Approve architectural design services Contract Amendment #02 for Architects Mosher Drew in a fixed fee amount of $8,120 in accordance with the specified bid pricing, terms, and conditions and authorize the director of purchasing and material management to execute the contract amendment.

Subject:	Attachment:
Award Bid #18-15 – T-110 Modular Remodel	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 T-110 modular building project will create office space for fourteen faculty members on the Oceanside Campus. Project design and review is completed and construction is scheduled to begin on May 21, 2015. Substantial completion is anticipated at the end of July 2015.

STATUS

The T-110 modular remodel project has received Division of the State Architect approval, and the bidding process for construction on Bid #18-15 closed May 4, 2015, faculty at 2 p.m. Four bid proposals were received to complete the building renovation and associated site work. The lowest three responsive and responsible bids are as follows:

1. **ICS, Inc.** **$227,600**
2. Dennis Patrick Company Inc. $278,000
3. Faris Construction $297,000

Bid analysis has been performed on the three lowest bids, and the ICS, Inc. proposal in the total bid amount of $227,600 is considered the lowest, most responsive and responsible bidder.

The bid value ended up being just slightly higher than what was budgeted for the construction costs by $3,600. This difference can be covered by the budgeted project contingency.

RECOMMENDATION

Award Bid #18-15 to ICS, Inc. in the total bid amount of $227,600 in accordance with the specified bid pricing, terms, and conditions and allow district staff to execute the necessary documents.

Subject:	Attachment:
Award Bid #17-15 – Classroom Upgrades Summer 2015	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 Board of Trustees previously approved the funding to modernize classrooms over the next several summers. This specific project will modernize seventeen classrooms on the Oceanside Campus in Buildings 3500A, 3500B, 3600 and 4800. Project design and review is completed and construction is scheduled to occur starting in late May 2015. Substantial completion is anticipated beginning of August 2015.

On April 22, 2015, the board approved use of a pre-qualification process pursuant to Public Contract Code §20651.5 for this project.

STATUS

The classroom upgrades summer 2015 project has received Division of the State Architect approval, and the bidding process for construction on this Bid #17-15 closed May 12, 2015, at 2 p.m. Three bid proposals were received to complete the building renovation and associated sitework. The lowest three responsive and responsible bids received from the group of pre-qualified contractors are as follows:

1.	**PRAVA Construction Services, Inc.**	**$948,993**
2.	Whitwer Construction, Inc.	$986,000
3.	Reynolds Contracting, Inc.	$1,459,795

Additionally, bid analysis has been performed on the three lowest bids and the PRAVA Construction Services, Inc. proposal in the total bid amount of $948,993 is considered the lowest, most responsive and responsible bidder.

The bid value was well within the project construction budget.

RECOMMENDATION

Award Bid #17-15 to PRAVA Construction Services, Inc. in the total bid amount of $948,993 in accordance with the specified bid pricing, terms, and conditions and allow district staff to execute the necessary documents.

Subject:	Attachment:
Award Bid #09-15 – Microscopes to JH Technologies, Inc.	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

On Wednesday, April 23, 2015, the district received a bid on district bid #09-15 for thirty-two microscopes for the Biology Department. These microscopes are equipment replacement items.

STATUS

Eight companies were solicited to participate in this bid. The college received responses from two companies–one "no bid" and one bid from JH Technologies, Inc. at a total value of $129,517.06, which was deemed to be responsive and responsible.

RECOMMENDATION

Award bid #09-15–Microscopes to JH Technologies, Inc. for the total value of $129,517.06 in accordance with the specified bid pricing, terms, and conditions, and authorize the director of purchasing and material management to execute the necessary documents.

Subject:	Attachment:
Award Bid #10-15–Bioreactors to Eppendorf	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

On Wednesday, April 22, 2015, the district received a bid on Bid #10-15–Bioreactors. This procurement consists of the purchase of five new bioreactor units for the Biotechnology Department. These bioreactor systems will be an integral part of the existing bioprocessing certificate program and will continue to be an integral part in the future curriculum developed for the biomanufacturing baccalaureate degree program. The systems incorporate single-use bioreactor technology, which will allow great flexibility in cell culture and fermentation-related coursework.

STATUS

Three companies received the plans for this bid. The college received responses from two of the companies. One was "no bid" and the other was a bid from Eppendorf at a total dollar value of $168,363.66, which was deemed to be consistent with expected costs.

RECOMMENDATION

Award Bid #10-15–Bioreactors to Eppendorf, for a total value of $168,363.66 in accordance with the specified bid pricing, terms, and conditions, and authorize the director of purchasing and material management to execute the necessary documents.

Subject:	Attachment:
Approve Curriculum for the 2015-2016 Catalog, Part III	2015-2016 Curriculum Approvals, Part III, Modified Degrees and Certificates
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

In accordance with Board Policy 4020, Program, Curriculum, and Course Development, the Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs, and this is coordinated by the Instructional Services Division. As such, the Courses and Programs Committee is the recommending body for curriculum. Normally, the Courses and Programs Committee does not approve curriculum in the spring, but a correction needed to be made to the dance instructor certificate of achievement in order to avoid a negative impact on dance students. Therefore, the Courses and Programs Committee reviewed and approved the revision to this certificate at its April 23, 2015, meeting.

This agenda item consists only of the sole approval for modification of the dance instructor certificate of achievement.

STATUS

One certificate of achievement is presented for approval.

RECOMMENDATION

Approve the modification of the dance instructor certificate of achievement for inclusion in the 2015-2016 catalog.

Subject:	Attachment:
Approve Gold Circle Club Membership for Retired Classified Employees	None
Category:	Type of Board Consideration:
Action Items	Information Consent Action ✔
	Approved for Consideration:
	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

In accordance with Board Policy 7280, Employee Recognition, and Administrative Procedure 7280-3, Classified, the names of those retirees who meet the qualifications for Gold Circle Club membership shall be forwarded to the Board of Trustees for approval.

STATUS

Gold Circle Club membership is granted to retired or retiring classified employees of the college who are at least fifty years of age and have been employees of the district for at least ten years. Gold Circle Club members will receive appropriate recognition, including a certificate of membership and appreciation, and may be granted other benefits, including an email account, access to the library, discounts on computer purchases through Academic Information Services, a one-time supply of retiree business cards, if desired, and four tickets per year to athletic, performing arts, or scholarly functions.

As of June 30, 2015, eligible classified employees include:

- Patricia Luca, Secretary II – Counseling, 19.5 years
- Laurel McMillen, Purchasing and Material Management Assistant I, 17 years
- Connie Riley, Secretary/Clerk III – Counseling, 10 years
- Gail Shirley, Administrative Assistant – VP Business Administrative Services, 24 years
- Carol Simonds, Payroll Supervisor, 24 years
- Maria Torres, Instructional Aid – ESL, 19 years

RECOMMENDATION

Approve Gold Circle Club membership for Patricia Luca, Laurel McMillen, Connie Riley, Gail Shirley, Carol Simonds, and Maria Torres.

Subject:	Attachment:
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	Memorandum of Understanding
Category:	**Type of Board Consideration:**
Action Items	Information Consent ✔ Action
Recommended:	**Approved for Consideration:**
Mary Benard, Ed.D. Vice President, Instructional Services	Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Since the passage of Assembly Bill 86 (AB86), MiraCosta Community College District, San Dieguito Union High School District, Carlsbad Unified School District, and Oceanside Unified School District 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, the California 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 new adult education plans collaboratively. MiraCosta College, San Dieguito Union High School District, Carlsbad Unified School District, and Oceanside Unified school districts 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 addresses the following five AB86 program areas:

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

To complete this work, four workgroups were created with faculty representation from MiraCosta College, San Dieguito Union High School District and Oceanside Unified School District. 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 (CNCAEC) identified current adult education services and 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 of California 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 AB86 planning grant, the Coastal North County Adult Education Consortium has submitted a proposal to the Chancellor's Office to pilot MiraCosta College Adult High School classes in the San Dieguito Union High School District for fall 2015. The goal of the CNCAEC is to align and increase adult education offerings in the collective district, expanding course offerings into the southern district of San Dieguito. With robust and quality adult education programs provided by MiraCosta College, this pilot will further the college's collaborative efforts to support the needs of the adult education learner in all areas of the district.

STATUS

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 AB86 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 the implementation of the memorandum of understanding between the MiraCosta Community College District and the 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.

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 & 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:	Attachment:
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	(Collective Bargaining Agreement is available online.)
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

In February 2014, the MiraCosta College Academic Senate voted to turn over all responsibilities for working conditions to the newly created MiraCosta College Faculty Assembly. Subsequently, the Faculty Assembly submitted an application to the California Public Employee Relations Board (PERB) for recognition as the bargaining agent for full-time faculty. The district received notification of PERB's decision on January 16, 2015, that recognition must be granted. On January 21, 2015, the Board of Trustees recognized the MiraCosta College Faculty Assembly as the exclusive representative of the full-time faculty employee unit. Initial sunshine proposals were presented to the Board of Trustees on March 18, 2015, and negotiations for an agreement ensued.

STATUS

The district's negotiators and the Faculty Assembly have completed negotiations on an agreement that was reviewed with the Board of Trustees in closed session on April 29, 2015, and subsequently ratified by the union's membership. The agreement is available online and a copy is on file with the secretary to the Board of Trustees.

RECOMMENDATION

Ratify 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, and authorize the superintendent/president to sign the agreement on behalf of the district.

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 Board Policy	Addressed In
BPI.A–Description and Purpose of MiraCosta Community College District	BP1100, BP1200
BPI.B–Board's Legal Authority, Duties and Operational Policies	BP2200
BPII.D–Public Information Office	BP/AP1100, AP1100.5
BPII.E–Administrative Relationships between Oceanside Campus, San Elijo Campus,Community Learning Center	BP1100, BPAP3100, BP7250
BPII.F–Institutional Memberships	Not based on statute, locally developed.
BPIII.A–Auxiliary Services	BPAP3600
BPIII.D–Fiscal Affairs	addressed in BP/AP 3310, BP/AP3820, BP/AP 6300, AP 6302, AP 6304, BP/AP 6400, AP5070

BPIII.E–Purchasing and Material Management	BP/AP 6330
BPIII.F–Insurance and Risk Management	BP/AP 2710, BP/AP 2712, BP/AP 2715, BP/AP 6540
BPIII.G–Safety	BP/AP 3500, BP/AP 3505, BP/AP 3510, BP/AP 5210, BP/AP 6800, AP 6850, BP/AP 7330
BPIII.H–Travel	BP/AP 4300, BP/AP 6530, BP/AP 7400
BPIV.A–General Information	BP/AP 3100, BP/AP 7110, BP/AP 7120, BP 7210, BP 7230, BP 7250, BP 7260
BPIV.B–Employment	3410, BP/AP 3420, BP/AP 7335, BP/AP 7330, AP 7337, AP 6322, BP/AP 6530, BP/AP 7310, BP/AP 7110, BP/AP 7500

The chart below lists the old administrative procedures to be deleted.

Old Administrative Procedure	Addressed In
APII.A-01.B–Superintendent/President Annual Performance Assessment	AP2435
APII.A-02.C–Duties and Responsibility of Staff	BP7250, BP7260
APII.A.03–Table of Organization	AP3100
APII.A.04–Reorganization	AP3100, AP7232
APII.C-03–Conditions for Continuing Recognition	AP2510
APII.D-01–Access to Public Records	BP/AP3300
APII.D-02–Press Releases/Publicity/Publications	AP1100
APII.E-01–Administrative Relationships between OC,SEC,CLC	AP3100
APIII.A-01.c–Competitive Food Sales	AP3600
APIII.A-01.d–Vending Machines	AP3600
APIII.A-02–Auxiliary Services Advisory Committee	AP3600
APIII.B-01.b–Facilities Deferred Maintenance Plan	AP3250, AP6330, AP6520
APIII.B-01.c–Fire Equipment and Extinguisher Care	AP6520
APIII.B-01.d–Responsibility of Maintenance and Equipment	AP6520, AP6535
APIII.B-01.e–Maintenance of Facilities Attached Equipment	AP6520, AP6535
APIII.B-01.f–Work Requests for Maintenance	AP6520
APIII.B-02.b–Off-Campus Facilities Use	handled through MOUs
APIII.B-02.3–Building Security	AP6520
APIII.B-02.f–Building Use Setup Requests	AP6700
APIII.B-02.g–Operations Support Charges and Overtime Authorization	AP6700
APIII.B-02.h–Drinking or Eating in Classrooms and Public Areas	AP6700
APIII.B-02.i–Issuance and Accountability for Keys and Access Codes	AP6520
APIII.B-02.j–Student Use of Buildings	AP6700
APIII.C-05–Approval of Art Work Purchase or Gifts	AP3820, AP3820
APIII.C-06–Management of Vacated Space	AP6610

RECOMMENDATION

Rescind old board policies as detailed above.

2015-2016 Curriculum Approvals
Effective: August 2015

Part III

II. Certificate and Degree Level

B. Modified Degrees and Certificates

Department	Subject	Certificate Type	Degree Type	Certificate/Degree Title	Required Units	Date Approved
DNCE	DNCE	COA		Dance Instructor	22.5	4/23/15

Total Modified Degrees and Certificates: 1

Subject:	Attachment:
Approve Summer 2015 Community Education Classes	New Summer 2015 Community Education and Workforce Development Classes
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

In order to maintain a healthy program, Community Education and Workforce Development must continually update and expand its program. Offering new classes each semester is a vital part of keeping the public interested and attracted to the programs.

To meet the needs of the community, twelve additional classes/programs and five excursions are presented for approval to be added to the summer 2015 schedule.

The expenses for class materials, instructor fees, and Community Education and Workforce Development overhead will be offset by the tuition requested for each class.

STATUS

Community Education course proposals include the addition of twelve art, enrichment, and career-development classes and five new excursions.

RECOMMENDATION

Approve seventeen new Community Education offerings for summer 2015.

MiraCosta Community Services
New Classes – Summer 2015

ARTS & CRAFTS

Mosaic Murals & More!

In this fun, relaxed class we will explore mosaic design and transfer methods and techniques intended for mosaic murals, back splashes, decorative walls, etc. Students will create their own flat surface mosaic on a table, tray, or other flat surface that can be transported to class. All levels welcome, whether you consider yourself an artist or not. More advanced students may choose to do their own project with individual guidance from the instructor and class participation.
Instructor: Cathy Sparks Lyons, BFA
Fee: $105
San Elijo Campus, Room 205
7 Saturdays, 7/18–8/29, 9 a.m.–12 p.m..

Clothing Alteration, Restyling & Repairs

Learn the basics of garment fitting, style, restyle and repairs. Bring in garments to try on and be fitted by instructor. Receive step-by-step demonstration on how to fit, mark, sew, press and finish off most basic alterations, restyle and repairs. In addition, learn how to choose well in future purchases based on the style and fit that best suit your body type. The instructor will do demonstrations from 9 a.m.–12 noon, followed by a short lunch break, then hands-on lab until 2 p.m.
Supplies: MiraCosta College does not provide sewing machines. Bring a sack lunch. A materials list will be sent prior to the start of class.
Instructor: Angela Fesi-Pouliot
Fee: $80
Oceanside Campus, Room 4529
4 Saturdays, 8/1–8/29, 9 a.m.–2 p.m.
Class will not be held on 8/15.

BUSINESS & CAREERS

Sales Strategies for Success

Gain powerful communication skills and professional techniques for success in sales and in life. Professionals in business management, sales, marketing and corporate America will learn how to identify, find, approach and close key customers and gatekeepers to yield higher commissions and upward career mobility. All attendees will discover techniques for influencing others and techniques for protecting yourselves against the common techniques being used by others to persuade you. Each topic and technique in this course will be specifically targeted at the exact trades, environments, and challenges being faced by students in attendance; meaning, the course will be tailored precisely to you! By the conclusion of this course you will have learned and practiced new tools and techniques for accomplishing exactly what you are striving to achieve personally and professionally.
Supplies: Bring with you a list of specific objections and obstacles you are facing that you hope this course will help you overcome, transcend or barrel through.
Instructor: Clayton Thibodeau
Fee: $65
Oceanside Campus, Room 3106
2 Tuesdays, 7/14–7/21, 5:30–8:30 p.m

Engineering Technician

Engineering technology, or mechatronics, integrates theories and application in mechanical, electrical and electronic systems, fluid power, robotics, and computer software. All topics covered during lecture are explored significantly more in-depth during the lab portion of each class. The wide range of test equipment utilized in the lab gives students an opportunity to train with equipment they can expect to find in the workplace. Our program is designed around the changing skills and training demanded by area manufacturers. Students learn how to not only use the equipment, but to repair, troubleshoot, and install systems. Students who attend will experience an accelerated program designed to quickly prepare them to meet the skill sets that will qualify graduates to move right into entry-level positions with local industry.
Fee: $5,500. WIA and GI Bill funding approved.
Location: Technology Career Institute, 2075 Las Palmas Dr., Carlsbad
Class Dates: Monday–Friday, 8/12–11/19 (no class 9/7), 8 a.m.–5 p.m.

Personal Care Assistant

Personal care assistants (PCAs), also known as caregivers, give assistance to primarily elderly clients who are ill, injured, mentally or physically disabled, or those who need extra non-medical assistance to be able to stay in their home. They work in the home, or in assisted/independent living facilities. PCAs often help their clients with activities of daily living: ambulating, feeding, bathing, grooming, toileting, as well as shopping and light housekeeping. In addition, PCAs may provide or arrange transportation, prepare and serve meals, and provide companionship for their clients. This course will provide quality instruction to ensure the student knows their basic caregiving skills, required responsibilities, expectations and professional/legal boundaries. The student will be introduced to other potential careers in the health care field. Currently, California does not have any state requirements for this position. Students successfully meeting the requirements of this course will receive a Certificate of Accomplishment. For more information, call 760.795.6820.
Fee: First Class Special of $350! GI and WIA funding approved.

Location: Technology Career Institute, 2075 Las Palmas Dr., Carlsbad
Class Dates: Mondays, 5–9 p.m. & Saturdays, 10 a.m.–4 p.m., 6/15–8/24 (no class on 7/4)

ENRICHMENT

Mommy & Me Ballet

Calling all moms of preschool age children! Mommy and Me Ballet is the perfect class for mother and child pairs who are interested in exploring the prerequisites of dance and pre-ballet in a fun and nurturing environment. Activities involving parachutes, hula-hoops and bouncy balls add playful elements to an enriching and engaging experience that inspires a love of learning and movement. The shared experience creates a special bond between mother and child and creates joyful and lasting memories. This is the perfect class for keeping kids active and immersed in learning throughout the summer while also encouraging fun and creativity!
Supplies: A $15 material fee will be collected in class. Wear loose fitting/flexible clothing, ballet shoes or socks.
Instructor: Camille McPherson Fee: $130 for both mom & child. San Elijo Campus, Room 204
6 Saturdays, 6/13–7/25, 10:30–11:30 a.m.
Class will not be held on 7/4

Makeup Artistry

Come learn about the exciting world of makeup artistry and learn the essential techniques to work on yourself and others. In this hands-on makeup class, you will learn to contour, highlight and properly color match. Learn to create a natural eye look that can be used for bridal, print, film and every day. Create a glamour look for special events, fashion and print. We will explore different liner techniques and how to make your look last all day. The workshop will cover what you need in a professional kit, how to attract business, and how to get discounts on brands like MAC, Nars, Stila, Bobbi Brown and more! Instructor will provide a certificate at the end of class..
Supplies: A $35 material fee will be collected in class. Please bring a mirror to class. It is optional to bring your own brushes; otherwise, instructor will provide loaners in class.
Instructor: Michele Godinez
Fee: $89
Oceanside Campus, Room 7001 1 Saturday, 7/25, 9 a.m.–4 p.m.

Couples & Money—Creating Financial Intimacy

Finances are too often ignored and money problems are the number one reason couples divorce. Failure to achieve financial intimacy fosters a climate of resentment, distrust, and suspicion all of which are contraindicated for "happily ever after." This workshop will teach you how to be closer to your spouse than you ever thought possible. You will learn about yourself and your spouse in ways that are designed to improve teamwork, close gaps and re-inspire the passion that bound you two together in the first place. Plan date nights to explore the methods and strategies that you can apply for a lifetime.
Supplies: Please bring a notebook and a pen or pencil.
Instructor: Desiree Jabin
Fee: $100 per couple
San Elijo Campus, Room 201
6 Wednesdays, 6/3–7/15, 6– 7:30 p.m.
Class will not be held on 7/1.

Sonoma in the City

Take a summer vacation to Sonoma Wine Country with Sommelier Bridget Cheslock. You will taste your way through all the Sonoma appellations including treats like Silver Oak from Alexander Valley, Chardonnay from Chalk Hill, and plenty of Pinot noir from the Russian River Valley and Sonoma Coast.
Supplies: A $50 material fee will be collected in class. Please bring 3 wine glasses, pen & paper.
Instructor: Bridget Cheslock
Fee: $60
San Elijo Campus, Room 406
3 Mondays, 6/29–7/13, 6–8 p.m

Basic Chocolate Candies & a Splash of Wine

Do you like chocolate? Do you love wine? If you answered yes to both, then why not learn how to make "better-than-the-box" chocolate at home so you can enjoy it whenever you want! In this class, you will learn and taste the difference between a low-quality "kiss" and a high-quality, hand-rolled "truffle." You'll see how cacao beans turn into the bars you buy at the specialty stores and how to make your own versions with pretty much a pot of warm water and a mixing bowl full of melted chocolate. You will learn the basics of how to temper dark, milk and white chocolate to get that snap and sheen as well as basic techniques to make all sorts of chocolate-covered candies in the comfort of your kitchen. You will also get a light introduction into how wine pairs with these candies so you can use that knowledge at home.
Supplies: A $50 material fee will be collected in class. Please bring aprons, a pair of clean dishtowels, a flat container to take home the chocolates, and a wine glass.
Instructor: James R. Arens
Fee: $95
San Elijo Campus, Room 406
6 Thursdays, 6/4–7/9, 5:30–8 p.m.

**Healthy & Flavorful Dishes—
The Heart of Mediterranean Cuisine**

If your mouth waters at the smell of fresh baked baklava, slow roasted chicken, and herb-infused couscous, join us for a fun course that will teach you techniques of all these delicious dishes! In this course, you will be training with Chef Fajardo in the art and technique of Mediterranean cooking and eating. You will not only learn how to cook delicious Mediterranean food, but also gain a better understanding of the cultures and traditions associated with these meals. The best part, you get to EAT everything we make. Each day will include an array of snacks, appetizers, main course and dessert recipes.
Supplies: A $65 material fee will be collected in class to cover spices, proteins, vegetables, grains, etc. Please bring an apron (optional).
Instructor: Ekhlas Fajardo
Fee: $65
San Elijo Campus, Room 406
Tuesday & Thursday, 8/4–8/6, 5:30–7:30 p.m

Summer Sight Reading Orchestra*

This class includes sight-reading of orchestral literature from the 17th century to the present. Open to college students and community musicians wishing to develop a further understanding of music through symphonic ensemble playing. Students are expected to participate in sight reading activities.
Instructor: Branden Muresan
Please contact Branden at brandenmuresan@ miracosta.edu prior to the audition.
Fee: $80
Oceanside Campus, Room 2406
Mondays & Wednesdays, 6/15–7/8, 6:30 –9:20 p.m.

EXCURSIONS

Eat, Pray, Love—
Holyland Exhibition, Monastery of the Angels
Saturday, June 13
On this true Los Angeles adventure, we will explore several of the city's much-loved yet hidden gems. First, a two- hour docent-guided walking tour of the Holyland Exhibition, founded in 1924 by a man with a love affair for the Holyland and the preservation of its ancient past. You will be amazed at the wealth of artifacts on display, some nearly 2,000 years old. Costumed guides will highlight the exhibits and tell the story of the items as they relate to the Bible and ancient traditions and customs. Afterward, enjoy an included lunch with choice of sandwich at famous Canter's Deli, which has offered an authentic Jewish deli-style experience since 1931 and is a well-known L.A. landmark. In the afternoon, we will visit the Monastery of the Angels, a spiritual oasis in Hollywood where a community of cloistered Dominican nuns create wonderful hand- dipped chocolates, pumpkin bread and other goods for purchase.
Suggested: Walking shoes (must be able to use stairs to access the second level of the HolyLand Exhibition).
Includes Canter's Deli lunch
Fee: $79
Depart 7:30 a.m. Return 5:30 p.m.

A Day on Catalina Island
Saturday, July 18
Take pleasure in the flavor and the romance of a Mediterranean island for the day. The smooth boat ride from Long Beach takes only an hour each way. Once you arrive, explore and discover the enchantment of Catalina at your leisure or take an optional tour. Truly, a Pacific paradise, the charming island village of Avalon is nestled in a lush tropical canyon overlooking Catalina's Avalon Bay. Visit a myriad of quaint shops and discover the romantic locations where some of Hollywood's "classics" were filmed. Enjoy lunch on your own at one of the many outstanding eateries. Upon arrival, various optional tours (with additional fees) are available including a narrated motor coach tour along the beachfront, up the hillsides and through the heart of Avalon. See the perfect views and vibrant local spots as your driver-guide provides you with interesting stories, tidbits and the history of Santa Catalina Island. Or, perhaps you want to join a guided tour to see the art deco murals in the glamorous Catalina Casino that hosted the big bands of yesteryear? Or, maybe a glass-bottom boat excursion—the options are endless. The boat going to Catalina has shaded and unshaded areas, and a restroom onboard, for your comfort.
Fee: $109
Depart 8 a.m. Return 6:30 p.m.

Glamour of the Academy Awards

The Dolby Theatre & "Film Costumes" Exhibit
Saturday, April 11
Celebrate Oscar season with a tour to discover the glamour and history of this American tradition. Step beyond the velvet rope and experience the glamour and nostalgia of the Oscars, with a fascinating, docent-guided tour of the Dolby (formerly Kodak) Theatre at Hollywood & Highland–the home of the Academy Awards ceremonies! Hear about what goes on behind the scenes of the Oscars and see where your favorite stars were sitting! Enjoy time for lunch and browsing at Hollywood & Highland, offering a variety of eateries and unique shops. You will have time to visit the Hollywood Walk of Fame, the Chinese Theatre (see how your hands and feet measure up to the stars' concrete prints) and take in the incredible views of the Hollywood sign. Then, a visit to the annual "Art of Motion Picture Costume Design Exhibition" held at the L.A. Fashion Institute of Design (FIDM), where the actual costumes from films of 2014 are on display.
Fee: $69
Depart 8:15 a.m. Return 5:45 p.m.

Big Bear Lake Escape

Narrated lake cruise & shopping with included lakeside lunch
Sunday, August 30
Imagine yourself on a tranquil lake, experiencing serenity, the beauty of nature and the smell of fresh air. Today we escape to Big Bear, the charming mountain community nestled in the beautiful pine forests atop the San Bernardino Mountains (elevation 6,700 feet) and featuring spectacular scenery in all directions. Enjoy a narrated cruise on this beautiful lake aboard the Big Bear Queen including sights such as the solar observatory and celebrity homes, along with Big Bear history and local anecdotes. There will be time to browse the shops in the Bavarian-style Big Bear Village. Prior to that, enjoy an included three-course lunch with choice of entrée at a lovely restaurant that offers spectacular lake views.
Suggested: Rubber-soled walking shoes and a sweater or jacket as it can be cool on the water. The boat has shaded and unshaded areas for your comfort.
Fee: $89
Depart 8 a.m. Return 7 p.m.

Cambria & Hearst Castle By Rail

Featuring Hearst Castle, Coast Starlight Train, Moonstone Beach hotel stay, Solvang
November 11–13 (3-Day Tour)
Embark on a relaxing, three-day getaway to explore California's Central Coast while enjoying a stay at a quaint inn on the beach along Cambria's Moonstone Beach. We'll travel by train, explore the back roads and keep a relaxed pace as we explore the region and get a first-hand look at what makes the California Coast so special. For more information, visit goodtimestravel.com and click on multi-day tours.
Deposit: $100
Fee: $479 pp double or $599 pp single

"Christmas" in San Francisco

Featuring Westin St. Francis in Union Square hotel stay, Napa Valley Wine Train, Palace Hotel tea
December 17–21 (5-Day Tour)
There is no better time of the year than Christmastime and no better place to relish in the holiday décor and festivities than in the "City by the Bay." Experience the charm of San Francisco in all of its Christmas glory while enjoying four nights at the elegant and iconic Westin St. Francis. In addition to the Napa Valley Wine Train and tea at the Palace Hotel, you will be staying in Union Square in the midst of San Francisco's best shopping. You will most definitely leave your heart, but the experiences and memories created while celebrating "Christmas" in San Francisco will be worth it. For more information, visit goodtimestravel.com and click on multi-day tours.
Deposit: $100
Fee: $1,249 pp double or $1,699 pp single

Subject:	Attachment:
Approve Community Education Motorcycle Safety Program	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

Over the past twenty years, MiraCosta Community Education has offered a comprehensive driver education program that has run smoothly and allowed local youth and adults to obtain driver licenses with a solid educational and skills foundation.

As of January 1, 2011, California Vehicle Code §12509.5 requires a person under twenty-one years of age to complete a California Highway Patrol-approved motorcycle safety course at a California motorcyclist safety program training site in California. This course must be completed before being issued a motorcycle instruction permit to practice operating a motorcycle and requires the permit to be held for six months before a class M motorcycle driver license endorsement can be issued. Successful completion of this course leads to a waiver of the motorcycle license skill test at the Department of Motor Vehicles and possibly a discount on motorcycle insurance. This is a significant bonus to students, as the savings in premiums for just one year may equal or exceed the cost of the class.

The California Highway Patrol (CHP) manages California's motorcycle safety programs. These programs approve local companies to administer the day-to-day operations of the state's motorcycle safety training. One of these companies, Inland Valley Motorsports Training, has been offering motorcycle training for more than fourteen years and has provided forty courses to over 500 customers this past year in California and Arizona. Six US veterans instruct the program, and run the base-required motorcycle-training course at Camp Pendleton for active-duty Marines. Inland Valley Motorsports Training wishes to collaborate with Community Education to provide the CHP-approved motorcycle safety training at the Oceanside Campus. Because Inland Valley Motorsports Training already has all of the instructors and equipment in place and has a long history of successful motorcycle training, the company would make an excellent partner.

The weekend-only, motorcycle safety-training classes would use a portion of parking lot 4-C and a classroom. The training would be suspended during weekend events that require additional parking in Lot 4-C.

MiraCosta Community Education would receive a portion of the gross revenues in return for program oversight, advertisement, and classroom reservation. Inland Valley Motorsports Training would be responsible for the upkeep of the small motorcycles used for training, transporting the motorcycles on and off the campus each weekend, as well as hiring and training their instructors to the CHP standards.

STATUS

If the course is approved and implemented, there will be no outlay of money required from MiraCosta College Community Education. Payment for the course would take place through the Inland Valley Motorsports Training website and telephone registration. Community Education would receive payment for each student enrolled into the motorcycle safety program.

RECOMMENDATION

Approve the implementation of a CHP-approved motorcycle safety-training program at MiraCosta College, operated and managed by Community Education and Workforce Development, in partnership with Inland Valley Motorsports Training.

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

The following three board policies were presented for first reading at the April 14, 2015, board meeting.

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

The policies are presented for second reading and adoption.

RECOMMENDATION

Adopt Board Policy 2410, Board Policy 3410, and Board Policy 7120.

[redacted]

The Board of Trustees may adopt such policies as are authorized by law or determined by the board to be necessary for the efficient operation of the district. Board policies are intended to be statements of intent by the board on a specific issue within its subject matter jurisdiction.

The policies are written to be consistent with provisions of law but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the board may be adopted, revised, added to, or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The board shall regularly assess its policies for effectiveness in fulfilling the district's mission.

Administrative procedures are to be issued by the superintendent/president as statements of the method to be used in implementing board policy. Such administrative procedures shall be developed in a manner consistent with Board Policy 2510: Collegial Governance and Participation in Local Decision Making, and shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the superintendent/ president.

The board reserves the right to request that the superintendent/president revise administrative procedures should they be inconsistent with board policies.

Copies of all board policies and administrative procedures shall be readily available through the superintendent/president and the district website.

See Administrative Procedure 2410.

Adoption History: 1/20/09, 4/12/11, _____
Reference Update: November 2014
References: Education Code §70902
Accrediting Commission for Community and Junior Colleges
Accreditation Standards IV.C.7, IV.D.4, I.B.7, I.C.5

BOARD OF TRUSTEES POLICY 3410 Nondiscrimination

The district is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The district, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to age, ancestry, color, physical or mental disability, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, race or ethnicity, religion, sexual orientation, military or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In addition to the aforementioned legally protected characteristics, the district also has an interest in nondiscrimination based on additional factors such as accent, citizenship status, economic status, and ethnic group identification even though students or employees could not make a legal claim of discrimination based on these factors.

The superintendent/president shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No district funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the district or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of age, ancestry, color, physical or mental disability, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, race or ethnicity, religion, sexual orientation, military or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure 3410.

Adoption History: 4/7/09, _____
Reference Update: 11/14, 1/15
References: Education Code §§66250 et seq., 72010 et seq., 87100 et seq.
Title 5 §§53000 et seq., 59300 et seq.
Penal Code §422.55
Government Code §§12926.1, 12940 et seq.
Accrediting Commission for Community and Junior Colleges
Accreditation Standard Catalog Requirements
Accreditation Eligibility Requirement 20

BOARD OF TRUSTEES POLICY 7120 Recruitment and Hiring

The superintendent/president shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420, Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate role in local decision-making.

The criteria and procedures for hiring academic administrators shall be established after first affording the Academic Administrators Association (MCCCDAAA) an opportunity to participate in the decisions under the board's policies regarding local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Classified Senate an opportunity to participate in the decisions under the board's policies regarding local decision-making.

The criteria and procedures for hiring classified administrators shall be established after first affording the Classified Administrators Association (MCCCDCAA) an opportunity to participate in the decisions under the board's policies regarding local decision-making.

See Administrative Procedures 7120-1, 7120-2, 7120-3, 7120-4, and 7120-5.

Adoption Date: _____

References:
Education Code §70901.2
Education Code §70902(b)(7) & (d)
Education Code §§87100 et seq.
Title 5 §§53000 et seq.
Title 5 §51023.5
ACCJC Accreditation Standard III.A.1

Subject:	Attachment:
Board Policy 3420 – Equal Employment Opportunity	Board Policy 3420 – Equal Employment Opportunity
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 3420, Equal Employment Opportunity, were vetted through the necessary councils, and has been approved by cabinet for a first reading by the Board of Trustees.

RECOMMENDATION

For information only.

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:
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

Board Policy 3710, Security of Copyright, is a new policy, which has vetted through the necessary councils and committees, and has been approved by cabinet 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 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:	Type of Board Consideration:
Information	✔ 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 has been approved by cabinet 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.

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:
JPA Insurance Renewal 7/1/15–7/1/16 and District Insurance Schedule	MiraCosta College Complete Schedule of Insurance Coverage
Category:	**Type of Board Consideration:**
Information	✔ 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 6540 requires that "A schedule of insurance coverage shall be provided annually to the Board of Trustees for review and comment."

STATUS

The attached schedule summarizes the district's joint powers authority (JPA) insurance renewal coverage for the period of July 1, 2015 to July 1, 2016 and includes all additional district insurance policies with various renewal dates. This schedule is included in the Chapter Six Board Policy and Administrative Procedures under AP6540, as the *2015–2016 Schedule of Insurance Coverage.*

This district insurance renewal includes coverage for total property (real and personal property, electronic data-processing equipment) general, auto and employment practices liability, crime, boiler and machinery, and Workers' Compensation.

- Property values on a replacement-cost basis increased from $$87,717,000 to $94,337,000; $250,000,000 JPA limit per occurrence
- Added new Building 1000 at the San Elijo Campus and the TCI building in Carlsbad
- Total liability limit is $55,000,000
- Surplus equity returned for FY 2014–2015 was $55,003; the total of $1,171,854 was returned to the district for the last ten fiscal years, FY 2004–2005 to FY 2013–2014.
- Total annual premium contribution increased from $880,337 in FY14/15 to $884,103 in FY15/16 or a 0.428-percent change.

RECOMMENDATION

For information only.

SCHEDULE OF INSURANCE COVERAGE
MIRACOSTA COMMUNITY COLLEGE DISTRICT
JULY 1, 2015 TO JULY 1, 2016

COMPANY POLICY # - BEST RATING	COVERAGE DESCRIPTION	INSURANCE REINSURANCE LIMITS	JPA SIR	DISTRICT DEDUCTIBLE	TOTAL CONTRIBUTION
Allied World National Insurance Company Policy # 030567751N - Best: A XV	Blanket Coverage - Real and Personal Property Includes Rental Interruption for Leased/Purchased buildings Theft & Vandalism - Personal Property Theft & Vandalism -Tablets/Similar Electronic Devices Flood - Annual all member aggregate Flood (Including $250,000 Flood Zones A & V) aggregate	$250,000,000 Per Occurrence Included Included $5,000,000 Aggregate	$100,000 $100,000 $100,000 $100,000	$10,000 $500 $200 $10,000	$66,691 Included Included Included
Allied World National Insurance Company Policy # 030567751N - Best: A XV	Auto Physical Damage Comprehensive - All Owned Veh. (Replacement 2007 & Newer) Collision - All Owned Vehicles (Replacement 2007 & Newer) Hired or Borrowed Vehicles	 ACV ACV $100,000	 $100,000 $100,000 $100,000	 $1,000 $1,000 $1,000	 $2,520
General Reinsurance Policy #SDJPA070114 - Best A ++XV	Commercial General Liability, including Foreign Liability for suits brought back to the United States Products and Completed Operations Employee Benefit Administration - Errors and Omissions Auto Liability Employment Practices Liability	$4,500,000 $4,500,000 $4,500,000 $4,500,000 (Per Occurrence) Subject to $10 Mil District Aggregate)	$500,000 $500,000 $500,000 $500,000	$10,000 $10,000 $10,000 $10,000	$175,704 Included $11,060 $59,489
Schools Excess Liability Fund - SELF Memorandum of Coverage - Not Rated	Comprehensive General, Employment Practices & Auto Liability	$55,000,000	$0	$0	$32,078
San Diego County Schools JPA Memorandum of Coverage - Not Rated	Uninsured & Underinsured Motorists Protection	$60,000	$60,000	$1,000	Included
National Union Fire Insurance Co. of Pittsburgh Policy # 04-341-42-18 - Best: A XV Admitted	Commercial Crime Faithful Performance Loss Inside Premises Loss Outside Premises Depositors Forgery Computer Fraud	 $1,000,000 $1,000,000 $1,000,000 $1,000,000 $1,000,000	 $75,000 $75,000 $75,000 $75,000 $75,000	 $1,000 $1,000 $1,000 $1,000 $1,000	Included
Hartford Steam Boiler Ins. Co. Policy # FBP2280945 - Best: A	Equipment Breakdown Property Damage Transformers/Miscellaneous Electrical Equipment Business Income and Extra Expense Hazardous Substance Cleanup Perishable Goods Computers	 $100,000,000 Included Included $1,000,000 $1,000,000 Included	 $5;000 $5,000 $5,000 $5,000 $2,500 $5,000	 $1,000 $1,000 $1,000 $1,000 $1,000 $1,000	$3,490
Allianz Global Corporate Specialty Policy # MXI93032341 - Best: A+ XV	Electronic Data Processing Computer Equipment - Hardware Detrimental Code - Virus & Worm	 $4,368,400 $9,000,000 (Occurrence/Aggregate)	 $0	 $500 $500	$20,718

	Media/Data - Software Earthquake/Flood	$100,000 (Blanket All Locations) $2,500,000 (Occurrence/Aggregate)		5%/$25,000 (Minimum)	
Am Trust/WESCO Policy #WPP110079301-Best:A XV	Workers' Compensation Self-Insured - Beginning 7/1/14 Employer's Liability	$900,000 Included	$100,000 Included	$0	$512,353 (Budgeted)
SAFETY National Insurance Policy # SP4050904 Best A+XII	Excess Workers' Compensation	Statutory	$0	$0	Included
		TOTAL SDCOE JPA CONTRIBUTION:			**$884,103**

Illinois Union Insurance Company	Cyber-Risk Insurance Policy	$1,000,000					$22,607
Policy EONG25660821001	6/9/14-6/9/15						
ACE USA	Foreign Liability	$1,000,000		N/A	$0		$2,500
Policy #PHF D38424348 001	3/1/15-3/1/16						
Allianz Global Corporate & Specialty AG	Commercial Property Fine Arts Coverage	$75,000			$1,000		$1,656
Policy #MXI98302591	11/4/14-11/4/15						
National Union Fire Policy # SRG 0009147196	Surfing Class						$960
Policy #PHFD37073155		$1,000,000					
Anthem Blue Cross Plan F #1157TF	*Student Accident Insurance 8/1/14-8/1/15 -Basic Coverage	Per Accident Deductible $100			$90,993		
		Students, Class I & II Athletes					
	Intercollegiate Sand Volleyball Team Included on Anthem						$2,495
AIG-Super Catastrophic Coverage #009125364	*Student Accident Intercollegiate Athletes 8/1/14-8/1/2015	Deductible $25,000			$3,355		
		$1,000,000 Coverage Limits					
AIG-Catastrophic Coverage #009125364	*Student Accident -Students Only 8/1/14-8/1/15	Deductible $50,000			$2,580		
		$1,000,000 Coverage Limits					
	(*Health Services pays 75.55%/**Risk Management pays 24.45%**)	Total Student Accident 8/1/14–15			$96,928		$32,107
National Union Fire SRG9147355	Student Intramural Sports Insurance 10/15/14-10/15/15						$12,500
Markel Insurance Company Policy # MAR16445	Special Risk Blanket Accident Policy 8/1/2014-8/1/2015	$250,000 Limit of Indemnity/Accident $10,000					$3,305
Markel Insurance Company Policy # MAR11244	Field Trip (Tripster) Health Special Risk 11/16/14-11/16/15	$150,000/ $50 deductible acc/sickness					$500
CNA Insurance #127288951	Student Blanket Professional Liability 9/1/14-9/1/15	$1,000,000 each claim/ $5,000,000 aggregate					$5,712
	TOTAL RISK MANAGEMENT INSURANCE BUDGET						**$968,445**

Subject:	Attachment:
Third Quarter Fiscal Report	Summary Report CCFS-311Q Third Quarter Quarterly Report on Investments
Category: Information	**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

Title 5, §58310 of the California Code of Regulations requires the chief executive officer or other designee of the governing board to regularly report to the governing board the district's financial condition at least once every three months. Such report is to be prepared on forms provided by the Community College System Office and submitted to the appropriate county offices and system office no later than forty-five days following the completion of each quarter. The certified report is to be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

STATUS

The quarterly fiscal report is a summary overview report, which includes information from the CCFS-311Q and Report of Investments. The CCFS-311Q is a quarterly financial status report required by the Chancellor's Office. The third quarter report for the period ending March 31, 2015, is attached. The attached quarterly report of investments includes both district funds within the San Diego County pooled investments and proprietary and fiduciary funds held by the district. The guaranteed investment contract was established as a reserve as required with the issuance of the lease revenue bonds in 1999.

RECOMMENDATION

The CCFS-311Q quarterly financial status report and the quarterly report of investments are presented for information only.

Quarterly Fiscal Overview

TO: Dr. Sunita Cooke, Superintendent/President

FROM: Charlie Ng, Vice President, Business and Administrative Services

DATE: May 20, 2015

SUBJECT: Quarterly Fiscal Overview, Quarter ending March 31, 2015

Introduction: This memo will summarize the district's Unrestricted General Fund actual-to-budget status as reported on the state's CCFS 311Q *Quarterly Financial Status Report* and the total district's cash and investment status as reported on the district's detailed *Quarterly Report of Investments.*

Actual-to-Budget, CCFS *Quarterly Financial Status Report (May 20 docket)*

Revenues

- FY15 Adopted Budget $97,414,748
- FY15 Projected Budget $97,784,748
- FY15 Actual as of March 31 $64,056,903

Expenses

- FY15 Adopted Budget $100,792,414
- FY15 Projected Budget $101,290,485
- FY15 Actual as of March 31 $75,325,132

Cash Deposits and Investments, *Quarterly Report of Investments (May 20 docket)*

- Cash in the County pooled investment fund (combined funds)
  - Amount: $30,806,419
  - Rate of Return; .49%
- Cash in bank deposits
  - Amount $1,250,040
  - Rate of Return N/A (credits against services)
- Cash in CDs and Money Market instruments
  - Amount: $562,175
  - The rates vary from .15% to .40%
- Guaranteed Investment Contracts
  - Amount $318,769
  - Rate of Return .01%

MiraCosta Community College District
Quarterly Report of Investments

For the Quarter Ending March 31, 2015

Account Description	Issuer	Yield	Date of Maturity	Dollar Amount Invested
County Pooled Investments				
General Fund	County of San Diego	0.49%	N/A	10,074,648.21
Capital Outlay Fund	County of San Diego	0.49%	N/A	17,952,989.59
Debt Service Fund	County of San Diego	0.49%	N/A	1,203,911.97
Self-Insurance Fund	County of San Diego	0.49%	N/A	214,705.13
Student Center Fee Fund	County of San Diego	0.49%	N/A	1,360,164.61
Total				**30,806,419.51**
Bank Accounts				
Federal Financial Aid Account	Bank of America	N/A	N/A	72,655.60
Cash Clearing Account	Bank of America	N/A	N/A	501,321.55
Revolving Cash Account	Bank of America	N/A	N/A	34,985.01
Bookstore Account	Bank of America	N/A	N/A	145,143.01
Cafeteria Account	Bank of America	N/A	N/A	68,416.54
Scholarship & Loan Account	Bank of America	N/A	N/A	251,014.93
Associated Students Account	Bank of America	N/A	N/A	72,504.03
Student Clubs Account	Bank of America	N/A	N/A	104,000.11
Total				**1,250,040.78**
Money Market Accounts				
Bookstore Money Market	Mission Federal Credit Union	0.15%	N/A	137,696.21
Certificates of Deposit				
Bookstore	Mission Federal Credit Union	0.40%	03/20/2016	424,478.58
Guaranteed Investment Contracts				
2010B Debt Service Reserve	Bank of New York	0.01%	10/01/2019	318,769.14
Total Investments				**32,937,404.22**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

Fiscal Year: 2014-2015

District: (050) MIRACOSTA

Quarter Ended: (Q3) Mar 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
I.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,685,502	91,262,861	93,458,641	97,774,748
A.2	Other Financing Sources (Object 8900)	254,709	201,940	165,044	10,000
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	86,940,211	91,464,801	93,623,685	97,784,748
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	85,802,725	84,363,318	88,207,791	94,360,480
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,957,149	2,858,785	5,503,175	6,930,005
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	88,759,874	87,222,103	93,710,966	101,290,485
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	-1,819,663	4,242,698	-87,281	-3,505,737
D.	**Fund Balance, Beginning**	15,149,979	13,330,316	17,573,014	17,485,733
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	15,149,979	13,330,316	17,573,014	17,485,733
E.	**Fund Balance, Ending (C. + D.2)**	13,330,316	17,573,014	17,485,733	13,979,996
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15%	20.1%	18.7%	13.8%
II.	**Annualized Attendance FTES:**				
G.1	**Annualized FTES (excluding apprentice and non-resident)**	10,525	10,901	10,948	10,466

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		10,703,370	8,804,696	10,329,581
H.2	Cash, borrowed funds only		4,000,000	2,545,833	0
H.3	Total Cash (H.1+ H.2)	11,452,142	14,703,370	11,350,529	10,329,581

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/ Col. 2)
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	97,414,748	97,774,748	64,053,040	65.5%
I.2	Other Financing Sources (Object 8900)	0	10,000	3,863	38.6%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	97,414,748	97,784,748	64,056,903	65.5%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,862,409	94,360,480	68,447,629	72.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,930,005	6,930,005	6,877,503	99.2%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	100,792,414	101,290,485	75,325,132	74.4%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-3,377,666	-3,505,737	-11,268,229	
L	Adjusted Fund Balance, Beginning	17,485,733	17,485,733	17,485,733	
L.1	**Fund Balance, Ending (C. + L.2)**	14,108,067	13,979,996	6,217,504	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14%	13.8%		

V. **Has the district settled any employee contracts during this quarter?** **NO**

If yes, complete the following: ***(If multi-year settlement, provide information for all years covered.)***

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

** As specified in Collective Bargaining Agreement or other Employment Contract*

c. **Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?** **YES**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) Lease Revenue Bond L/T Debt of 12.5M for Capital Improvement projects in the Capital Outlay Fund. Financial impact: Debt Service expense of $1M starting in FY16 for 15 years.

VII. **Does the district have significant fiscal problems that must be addressed?**

This year?	**NO**
Next year?	**NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

The new Classified Senate Council Members for 2015/16 are as follows:

President: Gwen Partlow
Vice President: Lisa Level
Treasurer: Pending
Secretary: Aimee Barragan*

Senators: Sara Cassetti*
Erich Donze
Joan Hackett*
Pamela LeBlanc
Emilio Mejares
Dixie Shulz
Fred Steffy*
Kathy Thiele

*New to council as of June 1, 2015

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

April 17, 2015 – Regular Meeting

- Approvals
  - Bylaws and Rules of the Academic Senate – Final approval for changes to reflect the new representative structure.
  - Terms and Term Lengths of Leadership Positions – The senate voted to approve a host of recommendations related to succession planning, leadership development, and creating opportunities for leadership.

May 1, 2015 – Regular Meeting

- Approvals
  - Curriculum Packet Part III approved.
  - BP3710, AP4103, AP4104, BP4230, and AP4230 were approved. These are all documents routed to Academic Affairs Committee and then Academic Senate.
  - Online Education Initiative MOU approved.
  - Staffing Plan approved.
  - Athletic Plan approved.
  - IEPI adoption of framework approved.
  - IEPI Student Performance and Outcomes goal approved. Successful course completion rate set at 71.6 percent.
  - Institutional Set Standards (ACCJC) approved.
  - AP7120-4 Full-time Faculty Recruitment and Selection approved.
  - Sabbatical Leave Reports for Karl Cleveland and Jane Mushinsky approved.

Academic Senate—Other Activities

- Elections are now complete for the membership of the Academic Senate for 2015/16:

  Officers (term end)
  Mike Fino, President (2016)
  Susan Herrmann, President Elect (2018)
  Denise Stephenson, Coordinating Officer (2017)

Senators (term end)
Joanne Benschop (2016)
Tony Burman (2017)
Laura Carlsson (2017)
Joe Chirra (2016)
Jim Julius (2017)
Luke Lara (2016)
David McField (2016)
Anthony Ongyod (2016)
Susan Pynes (2017)
Freddy Ramirez (2017)
Sue Simpson (2017)
Erin Thomas (2016)
Krista Warren (2017)

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

APRIL-MAY HIGHLIGHTS

San Elijo Campus; Student Success (Dana Smith)

The new First Four program at the San Elijo Campus is taking its first steps in active implementation. An email message has been sent to over 300 new students, who have applied to the college and have tested into pre-transfer math and English courses, inviting them to attend the first information session on May 14. An email address for First Four has been established, and a webpage is currently under construction. Applications for fall 2015 will open later this month.

According to *A Matter of Degrees: Practices to Pathways, High Impact Practices for Community College Student Success*, 2014, "students who were required to enroll in Dev Ed [developmental education] courses during their first academic term were 1.5 times more likely to pass a Dev Math course and 3.9 times more likely to pass a Dev English course." Authors of *Redesigning America's Community Colleges*, 2015, assert that creating structured choices in curriculum and streamlined pathways will be more effective for graduation rates than a piecemeal approach. First Four will likely contribute to MiraCosta College's strides forward in achieving student success.

Career Studies and Services (Al Taccone, Donna Davis)

Career Studies and Services held three exciting events during April! The first was the Entrepreneur Evening, held at the Community Learning Center and hosted by the department in collaboration with Doing What Matters for Jobs and the Economy's Deputy Sector Navigator for Small Business and MiraCosta College Business Department Associate Faculty Member Joe Molina. The event was cross-marketed with an entrepreneur workshop developed and sponsored by the Associated Student Government vice president of legislative affairs, Geoff Koch. Nine panelists representing the industries of landscaping, finance, fashion, construction, craft brewing, food service, and more shared success stories and cautionary tales with over seventy attendees. Students asked questions of the panelists, then availed themselves of the expertise of four small business advisors with expertise in the areas of law, accounting, micro-

financing, and franchising. The event was very well received, even by panelists, who shared that they, too, learned a few important tips from their fellow entrepreneurs.

The Child Development Networking and Recruitment Fair brought a dozen child development professionals and agency directors together with over forty students. Seven panelists described their education and career paths, challenged students to continue their education and to advocate for the profession, and responded to student questions. Eight agencies then recruited students for summer and permanent employment.

Finally, the department sponsors an annual student worker of the year award to acknowledge the student employee's contribution to the institution and to celebrate the demonstration of exceptional skills. The winner received a $100 Visa gift card and four Legoland tickets. Supervisors in various departments nominated six student workers this year, and a committee of five faculty and staff members ranked the nominees based on professionalism, teamwork, attitude, customer service, and overall contribution to the college. Colt Gordon was selected as the 2015 student worker of the Year. Health Services Coordinator Marge Reyzer nominated Colt, who works as a peer leader Health Services. Marge described him as "a leader and role model who really listens to others. He takes the time to be in the moment with students in order to understand their situations. He has a contagious energy that motivates and inspires others. He started a new club on campus, NYNS (New Year New Shoes), which provides shoes for others in need, and also volunteers for the Wounded Warrior Project."
Congratulations to Colt!

Honors Scholar Program (Dana Smith, Christopher Sleeper)

The Honors Scholar Program sent a record ten students to participate in the Eighth Annual Bay Area Honors Consortium at Stanford University on May 2. For the second consecutive year, MiraCosta College had the largest group of students presenting at the conference. For the past four months, these students have met regularly with mentors Lynne Miller, Bob Turner, Zika Perovic, Thao Ha, and Honors Coordinator Christopher Sleeper to prepare their presentations. Prior to the conference, the students spent a day in Berkeley and toured the university and town, led by HSP alumni students who had transferred to Berkeley over the past two years. Some of the students attended office hours, lectures, and an Honors colloquia during their free time as guests of the alumni. This experience is truly a transformative one for the students. Devon Lukasiewicz, in her reflection, commented that participating in the conferences led to "speaking up more in class. I became more confident in my knowledge. I began taking charge in group projects and presentations without the anxiety that had prevented me from doing so before (she presented)... I hadn't expected this experience to change me, but it has completely rewired my outlook on my education." Not only have these students built up an impressive toolbox of transfer skills, students who presented at the conference will also have the opportunity to publish their original research papers.
On April 10, Christopher Sleeper escorted eighteen students to the Nixon Library in Yorba Linda. Students received a tour of the library and grounds by Frank Trotta, a certified honors scholar, who has been working there as a docent this past semester. Frank took his American history honors courses from Brad Byrom and Lesley Doig, and his European history honors courses from Lisa Lane and Christopher Sleeper. Frank was recently accepted to UCLA as a history major and will transfer there in fall 2015.

As part of its community-building focus, the Honors Scholar Program holds monthly trivia nights that are always well attended. To celebrate "May the 4th"pop culture holiday, a Star Wars trivia night was attended by over twenty students. Louisa Moon of Endor, Mark "Use the Force" Yeager, Erica "Star" Peters, "Bob(ba) Fett" Turner, and Christopher "Speaks Like Yoda

He Does" Sleeper also attended. The "More Accurate Stormtroopers" team won in a night where fun, food and frivolity reigned supreme.

The Honors Scholar Program anticipates the excitement and celebration of its annual President's Luncheon on Friday, May 22.

Library (Mario Valente, Michelle Ohnstad, Jennifer Paris)

The Library received $10,000 in funding from the Basic Skills Initiative to purchase textbooks to put on reserve for use by students enrolled in basic skills courses (pre-transfer English, pre-transfer math, and ESL). With faculty input, approximately thirty different textbooks were selected and ninety-six total copies were purchased through the MiraCosta College Follett campus bookstore in support of this initiative. Of these textbooks, most were placed on reserve at the two campus libraries. A number of costly math textbooks were purchased specifically to be used by Tutoring and Academic Support Center tutors during student tutoring appointments, and a small quantity of the remaining books, including math textbooks, were purchased to support the EOPS Textbook Loan Program.

The recent Library exhibition, "Vietnam: Through the Lens of Time", was well-received by the college community, students, faculty, and staff. Statistics collected on the number of visits to the virtual version (http://library.miracosta.edu/lens_of_time) of the on-ground exhibit totaled 2,049 views from April 4 to April 30, 2015. Noteworthy is the fact that online students were able to view the exhibit. The videos in the virtual and on-ground exhibit were captioned, too.

Every year the college has to say good-bye to faculty and staff colleagues who are retiring. This year, there are fourteen retirees. The district will lose 285 years of experience when these retirees leave the college. To honor their service to MiraCosta College, students, and the District, photographs of retiring faculty and staff will be on display in both campus libraries until the end of June 2015.

The Associated Student Government (ASG) has secured student equity funding from Student Services to extend hours at the Oceanside Campus Library and Information Hub by forty-eight additional hours for the week prior to and the week of final exams, including the Sunday in between. The extended hours during this busy time will increase students' access to computers, research materials, and academic support services.

Math Learning Center (Carlos Lopez, Scott Fallstrom)

The term is nearing an end and the Math Learning Center (MLC) staff are working hard to help students finish strong. One way the staff members were able to help was to extend the hours of the MLC in the week prior to finals and in the week of finals. This was due to the same ASG proposal that provided funding to extend library hours. The MLC extended hours for seven of those days, with some new hours on Sunday, May 17. Data about student visits will be kept and reviewed to determine whether these additional hours were productive for students and staff.

After the term ends, some of the MLC staff will be working with Math Department faculty to assist with the Bridge to Success in Math (BTSM). This year, there will be two sessions running from May 26 through June 12.

The stress level for students is getting higher as the end of the term nears, and by the board meeting date, most of the final exams will be concluded. Preparations are in place for summer term, and the MLC is excited to be able to open both the Oceanside Campus MLC and the

San Elijo MLC. For the past few years, summer support was given only at the main campus, but with the permanent staff hired, there will be qualified and dedicated employees able to assist summer math students at both campuses. Where possible, some student workers will also be hired to fill additional summer hours.

The MLC would like to thank Carlos Lopez and Adrean Askerneese from the Student Success Committee. There was some funding geared towards basic skills and the MLC was able to secure a portion of the funds to purchase some new headphones to replace the ten-year-old headphones currently in use, some mobile whiteboards for the MLC, and some new calculators to assist students with disabilities (big button, large display, and talking calculators in multiple languages). These items will be available for students in summer or fall 2015. The future is bright!

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

The new engineering technician program began its first "pilot" session on April 23 with six, full-time students. The program prepares students for positions as engineering technicians in the fields of automation, robotics, manufacturing, biotech, maritime, and automotive industries. The course is designed to provide students with the practical skills necessary to jump right into a career. Students learn theory and practice with mechatronics (mechanical, electrical, computer-controlled equipment/products/devices). Students also use state-of-the-art equipment currently used in the cutting-edge industry. Students will attend for fourteen weeks sessions for eight hours each day, Monday through Friday.

The newest session of English Language Institute currently has thirty-four students enrolled. This is the highest number of students the program has had in its twenty-year history.

College for Kids is seeing a robust enrollment with over 500 students enrolled at this point, approximately fifteen percent higher than last year at this time.

Twenty members of the San Diego Chapter of the National Tooling and Machining Association enjoyed their monthly meeting at the new Technology Career Institute and received a tour of the facilities. The meeting was attended by industry representatives from all over San Diego.

School of Arts and International Languages (Jonathan Fohrman)

Theatre and Film

On April 10, the Theatre and Film Department screened and facilitated discussion of a new, award-winning film, *Matt Shepard is a Friend of Mine*. This documentary, about the brutal 1998 murder of a University of Wyoming gay student, was written and directed by one of the victim's close friends. Soon thereafter, the theatre program presented a two-week run of Larry Kramer's devastating play, *The Normal Heart* (directed by Professor Eric Bishop). Set in the early years of the AIDS crisis, the story chronicles the initial appearance of the disease, and the alarming, and profoundly sad, lack of response to one man's extensive efforts to educate the public and obtain support for needed treatment and research. The lobby featured extensive displays on the history of the AIDS crisis by student dramaturg, Emily Scibetta, and also housed information booths run by the MCC Gay-Straight Alliance and the Vista Community Clinic. While production designers for MCC Theatre are most often faculty or professional experts, these roles may at times be open to sufficiently advanced students working under faculty mentors, and in this case, students Zachary Elliott, Brent McDannald, and Thomas Wharton served (respectively) as the set, lighting, and make-up designers.

On April 25 and May 1, the theatre program hosted the first regional respondent training workshops for the Kennedy Center American College Theatre Festival (KCACTF). These trained theatre faculty served as respondents/judges for entries into the annual competition. MiraCosta faculty were joined by colleagues from Loyola Marymount University, Brigham Young University, Cal State Fullerton, Concordia University, SD Mesa College, CSU San Marcos, Grossmont College, and University of San Diego. As part of the training, workshop participants attended and evaluated the MCC production of *The Normal Heart.* This is the first time such workshops have been held outside of the theatre festival. They were deemed a great success and are now being considered for other parts of our KCACTF region.

The annual theatre awards will take place on May 18 at 6 p.m. in the Theatre. This is a fun and inspiring event that celebrates student achievement. Students who are graduating get some time to discuss their personal and academic development, and their next steps – a very moving and insightful portion of the event. All interested parties are welcome and warmly invited to attend!

Music

April saw two instances of very significant public recognition that highlight the high caliber of the MCC music program and its people. The MiraCosta Oceanside Jazz Orchestra (MOJO), led by Professor Steve Torok, was given the award for Outstanding Community College Large Jazz Ensemble Performance by "Downbeat", the premiere international publication (since 1934) concerned with jazz music. A panel of celebrated jazz musicians and educators evaluated blind/anonymous submissions based solely on their musicality. In other national news, Professor Matt Falker was recently announced as a semifinalist for the Music Education Award annually bestowed by the Recording Academy and the GRAMMY Foundation.

The music program hosted the Ninth Annual Oceanside Jazz Festival, which was attended by a large array of middle, high school, and college/university ensembles who participated in clinics, performances, and master classes. The two-day vocal jazz portion of the festival, coordinated by Matt Falker, featured performances each evening by MCC's Frequency Vocal Jazz Ensemble, alongside a couple of acclaimed visiting groups: Vocalogy and the John Proulx Trio featuring MAXJAZZ. Visiting groups included ensembles from high schools in Valencia, Torrance, and Downey, as well as Fullerton College, Fresno City College, Central Arizona College, Pasadena City College, USC, and CSUs Long Beach, Fullerton, and San Bernardino. Renowned jazz saxophonist and composer, Benny Golson, was the visiting artist. He presented a couple of master classes and performed his compositions and arrangements together with the MiraCosta Oceanside Jazz Orchestra (MOJO). MOJO, under the tutelage of Torok, had some very intensive work to do in preparation in order to perform some very challenging arrangements with a legend of jazz! In the early part of the month, Professor Torok, accompanied by the MiraCosta Jazz Collective, presented a lecture/performance on the music of Horace Silver.

Throughout April, Steven Traugh, who is an associate faculty member in music technology, lead a major outreach/service learning project to Oceanside Unified elementary schools in support of the MCC Student Equity Plan. Traugh has worked with faculty and principals at Garrison, Laurel, and Santa Margarita elementary schools to develop and implement a STEAM project focused on pathways to 21st century careers. More than 150 fifth-graders have been researching and identifying prospective careers, and provided Traugh with ideas for song lyrics. These have been synthesized by Traugh's MCC students into five songs spanning pop, rock, rap, reggae, and salsa styles. Many of the elementary students will soon join their MCC counterparts in the music studio to learn and record the songs in preparation for a joint performance in the Concert Hall, which is anticipated to occur on May 29 at 7pm. Additional

classes from San Luis Rey and Mission Elementary are just commencing this same project, further widening its already considerable scope.

Dance

In major news from the dance program, current student Lemoe Mataitusi has just been accepted into a New Zealand contemporary dance company, Black Grace (http://www.blackgrace.co.nz/). Black Grace, which is known for their fusion of Samoan and Pacific culture into contemporary dance, has not only been New Zealand's leading contemporary dance ensemble for the last two decades, it enjoys wide international acclaim. This is both a tremendous accomplishment and opportunity for Lemoe, who will be moving to New Zealand soon, but not before he performs with his MiraCosta colleagues in Dance Break on May 14–17.

Art

The annual student art exhibit opened on April 28. With nearly 300 pieces, the Kruglak Gallery was overflowing and demonstrated the great outcomes being achieved in the fine arts across a wide range of media. Timed to coincide with the opening events on April 30, Professor Yoshi Hayashi's Landmarks of Art course mounted an additional exhibit seen at various points around the campus on a roaming tour. The work of students enrolled in Professor Anna O'Cain's Art 295 course will soon be seen in an exhibit opening in the Kruglak Gallery on May 18. Designed as a capstone art course, Art 295 students prepare their portfolio for transfer into an art program. For the first time, students enrolled in the new museum studies program, which is led by Professor Leah Cluff, will curate this exhibit.

International Languages

At an April 17 languages conference at SD Mesa College, Professor Andrea Petri gave a joint presentation on issues of second-language pedagogy together with Professor Marina Laneri from Southwestern College. Also in April, it was announced that two MiraCosta faculty have had proposals accepted for this year's American Council of Teachers of Foreign Languages (the main national conference in this field). Professor Aubrey Kuan-Roderick will present on teaching Chinese language in hybrid and online modes, and Professor Andrea Petri will be part of a panel comprised of CSU Long Beach faculty in a session focused on teaching Italian for Spanish speakers. Professor Kuan-Roderick's Chinese 102 class continued their service-learning project at Temple Heights Elementary School throughout the month of April, introducing fourth and fifth graders to different Chinese festivals through interactive activities involving storytelling, games, arts, and crafts. On April 18, Professor Francisco Alvarez was joined by associate faculty colleagues Paulino Mendoza and Diane Kemp-Lopez in taking Spanish Club students to the Museum of Latin American Art in Long Beach. On April 24, Professor Rachèle DeMéo's French 202 (fourth semester) students introduced a French film presented in the International Film Series curated by the International Languages Department. On April 29, in partnership with the Institute for International Perspectives, associate faculty professor Emiko Kiyochi arranged for a number of international students from Japan to engage with her Japanese 102 students in a cultural exchange that involved two hours of communication in Japanese. A central feature of contemporary second language pedagogy involves extensive use of the target language throughout classroom activities at even very novice levels. This is difficult to achieve in languages that lack cognate terms with English and even more so with languages that also involve extensive learning of a different type of script, such as Japanese. It proved a highly successful activity, and as stated by Professor Kiyochi, "Two hours of meaningful communication in Japanese is absolutely beyond expectation at this level. I am literally in awe of what they accomplished." She is also implementing this activity in

her 101 (first semester) course. One of Kiyochi's recent students was selected to teach English by the Department of Education in Fuji and has moved to Japan to teach. Kiyochi and Mia Scavone from the MCC Institute for International Perspectives recently worked in partnership to support the efforts of the Fuji Department of Education and the Fuji-Oceanside Friendship Club (as part of the sister city arrangement) to employ a MiraCosta alumnus for this position.

Student Learning Outcome Assessment Committee (Mary Benard, Shannon Gracey)

SLOAC is piloting the addition of the global awareness institutional learning outcome to the SURF spring 2015 grade roster. Early this semester, SLOAC met with Systems and Procedures Analyst Heidi Willis and PeopleSoft Programmer/Analyst Mark Stramaglia to discuss adding another column to store additional institutional learning outcome (ILO) scores. Heidi and Mark have worked diligently to coordinate the programming in PeopleSoft to get this project up and running this semester. During this process, SLOAC hosted two professional development workshops to get the global awareness conversation started. Because of the feedback received from faculty and staff at those workshops, SLOAC recommended that MiraCosta move forward with the assessment of this ILO. Faculty are encouraged to assess the global awareness ILO, but if it cannot be adequately assessed this semester, there is a button at the bottom of each ILO column that enables the faculty to opt out for the spring 2015 semester. If faculty choose to assess, the faculty decides on both the assessment methodology and the rubric. A score of four will still represent the highest level of achievement, a one is the lowest, and a zero means the faculty felt they could not assess the student(s). In the fall, SLOAC will host focus groups to provide faculty with the opportunity to share their interpretation of this ILO, how the faculty assessed it, and how the faculty scored it.

Adult High School (Nikki Schaper, Denise Plante)

The fourteenth-annual *College Connections* event was held at the Community Learning Center on Tuesday, April 28. This event is designed to both assist and encourage students in the transition from noncredit to credit courses and programs. Approximately one hundred noncredit students had the opportunity to connect with key people from a variety of support services and extracurricular programs and activities. Representatives from the following programs and services participated: Associated Student Government; Athletics; Career Studies and Services; Counseling/Puente; EOPS; Financial Aid/Scholarship Office; Health Services; Institute for International Perspectives; Library Services; School Relations and Diversity Outreach; Service Learning; Tutoring and Academic Support Center; and the Writing Center.

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

The noncredit programs at the Community Learning Center (CLC) have begun the work on creating an action plan to implement the noncredit SSSP strategies. An advisory committee has been created and has been meeting every two weeks since March. The focus has been to evaluate practices in orientation, assessment, advising and follow-up activities/outreach. Staff from the Office of Institutional Effectiveness (OIE) and the Interim Dean of Behavioral Sciences, History and Community Education Dr. Nikki Schaper are working closely together to create a data dashboard. The creation of such a tool would enable the noncredit programs to gather key data in these areas, as well as look at persistence rates to determine if any group of students is being disproportionately impacted.

A noncredit outreach team is collaborating with the Office of School Relations and Diversity Outreach to disseminate information about MiraCosta's noncredit programs to the public. The noncredit outreach team has attended seven community events and is in contact with four community centers, three in Oceanside and one in Carlsbad. Another three events are planned

for May. Dr. Nikki Schaper and Del Zimmerman (citizenship instructor) attended a college night at the Crowne Heights Community Center to share with participants about the programs offered at the CLC. Participants were excited to hear about the drop-in ESL program, and two participants came the next day to enroll, while many others plan to enroll for the summer. Enrollment has already begun to increase, but more importantly, a relationship with the community has been established.

Small Business Development Center (Nikki Schaper, Sudershan Shaunak)

On April 17, one hundred and eighteen entrepreneurs attended a "meet the buyers" seminar at the SDG&E Energy Innovation Center in Kearny Mesa to learn more about doing work with government agencies. Several local, state, and federal agencies sent their buyers to the event.

Senator Marty Block addressed the participants and emphasized the significant role small businesses play in California's economy. He encouraged everyone to look at government procurement work as a way to grow their businesses. Representatives from the Offices of Congressman Scott Peters and County Supervisor Ron Roberts also participated in the event.

AB86 Noncredit Adult Education (Nikki Schaper, Krista Warren)

The Coastal North County Adult Education Consortium submitted its final adult education plan proposal for its region to the state of California on March 1, 2015. The completion of this proposed plan was the culmination of over nine months of collaborative work by faculty and administrators from MiraCosta College, San Dieguito Union High School District, Oceanside Unified School District, and Carlsbad Unified School District. The proposal identified current adult education services and service gaps and developed a joint plan to address them. The final report is available on the Community Education webpage using the following link: http://www.miracosta.edu/instruction/ab86/CNCAEC%20Q4%20%20FINAL.pdf

In April, Angela Senigaglia, noncredit English faculty, and Krista Warren, AB86 project manager, attended the state plenary for the Academic Senate of California Community Colleges in San Francisco. There were various presentations on best practices and updates to the adult education consortia planning from across California.

The AB86 Leadership Team continues to meet weekly and has developed and submitted an extension proposal for leftover monies from the AB86 planning grant. It has been decided to use these funds to pilot two adult high school classes–English and social science–over two terms in fall 2015, offering these classes at Sunset High School in Encinitas. Trustees from both districts have drafted for approval the memorandum of understanding to offer MiraCosta College classes in the San Dieguito Union High School District. Because of the AB86 workgroup at the state approving the extension proposal, planning for the logistics of offering these classes and best meeting the needs of students has begun with weekly meetings including faculty, administrative staff, counselors, and faculty and staff from San Dieguito Union High School District.

Faculty workgroups from the four consortium school districts are continuing to meet regularly and will continue through the 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 workgroup has submitted five new courses for approval with Courses and Programs at MiraCosta College.

Sociology (Nikki Schaper, Thao Ha)

The fall of Saigon occurred on April 30, 1975, and signaled the end of the Vietnam War and the beginning of the mass evacuation of more than 100,000 Vietnamese refugees. This year marks the fortieth anniversary of the fall of Saigon, and to commemorate this moment in history, MiraCosta College hosted The Vietnam War Commemoration Project: Fall of Saigon, which featured a panel discussion and film presentation on Thursday, April 30. The evening included a food reception of Vietnamese *banh mi* (sandwiches) and *cha gio* (egg rolls).

The event featured a panel of MiraCostans who were once Vietnamese refugees: Dr, Thao Ha, sociology instructor; Thanh Lai, fixed assets and administrative services specialist; Dr. Jade Hidle, associate faculty, English; and Nghia Nguyen, accountant. The four spoke about their own experiences–escape by boat, escape by flight, refugee camp life, and resettlement in America.

In addition to the panel, films about the Vietnamese immigrant experience in America were explored. The research of Dr. Ha is the inspiration for the new film, "Seadrift", and the working piece was introduced at the event. "Seadrift" tells the tale of Vietnamese immigrant fishery workers in Texas and hostile race relations in the 1980s. A full feature of "A Village Called Versailles," was presented. It is a 2009 film about environmental justice and social activism by Vietnamese immigrants in the Versailles neighborhood of New Orleans during the aftermath of Hurricane Katrina. Directors of both films attended the event and answered questions for the audience.

The event was incredibly successful! There was a diverse audience, and standing room only in the Little Theater and in the overflow rooms. The panel stories were recorded by Media Services, and can be viewed on YouTube https://youtu.be/9W7WY29M8Vg
The DVD of "A Village Called Versailles" is now available in the MiraCosta College library.

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

May Highlights

Student Success and Student Equity

The Student Services Division has begun the process of hiring both Student Success and Support Program staff members and Student Equity staff members. Arti Dua has been hired as the new Student Success and Support Program lead counselor, and Taylor Tirona has been hired as the new counseling operations supervisor. Several other positions in support of student success are in the interview process, and new colleagues will be in place during the summer.

The Student Success and Student Equity Summit was held on Friday, May 8, at the Sheraton Resort in Carlsbad.

Admissions and Records

Working with several other departments, Admissions is looking carefully at its processes and procedures to see if there are ways to streamline and improve processing times, and to see if there are more effective ways to support students and help them succeed. Along these lines, the office is in the process of revamping outgoing messages for students who have dropped for not meeting prerequisites in order to provide them with positive and supportive next steps.

This month staff reached out to continuing students who had not completed the matriculation process via phone calls and emails to encourage them to do so and answer any questions they have about the process, with a special emphasis on reaching out to veteran students.

Evaluators continued processing graduates and prerequisites and helped finalize the program for MiraCosta College's 80th commencement ceremony on May 22.

College Police

College Police for the past month have been working closely with the City of Oceanside and its police department in the construction of a new computer-aided dispatch system (CAD). This new system will be implemented later this year. MiraCosta College bought into a share of the system in 2009 and this is the first new major upgrade in technology. This new system will allow for several new areas of information being made available to include new databases, geographical information systems (GIS) mapping, card files, enhanced report writing, paging systems, and other miscellaneous systems. The upgrade will include computer tablets and will allow MiraCosta Police officers to remove the computer from police cars and take and send pictures. New GPS capabilities will also allow for a safety feature where MiraCosta Police dispatchers and local agencies can view the location of each MiraCosta Police vehicle and vice versa.

Counseling

Students are beginning to come in with exciting news about graduation and transfer decisions. The department is experiencing more student traffic now that summer registration is open, and strong student demand for services is expected to last until fall classes begin.

Disabled Students Program and Services (DSPS)

Counseling appointments are near capacity as DSPS students are enrolling for summer session and planning fall classes. DSPS participated in the April 2 mental health fair. A learning disability assessment orientation was provided on April 7, the final one for this academic year. DSPS informational presentations and campus tours were provided to approximately forty prospective high school students with disabilities at Oceanside High School on April 17, and Vista and Rancho Buena Vista on April 24.

Extended Opportunities Programs and Services (EOPS)

EOPS hosted its annul recognition ceremony on Friday, April 24, to recognize students who had completed twelve units each semester and had achieved a grade point average of 2.00 and higher. The theme for the ceremony was "Succeeding Against All Odds."

EOPS/CARE hosted its annual single parent conference on Saturday, April 25. Students participated in empowering workshops presented by professors Leyenda Jacobson, Anjeanette Oberg, Larry Burns, and Yesenia Balcazar. Students were inspired by Professor Sara Yerushalmian's keynote address. This year's conference theme was "Transitions: New Beginnings." A special thank-you goes to Dr. Thao Ha for donating jewelry to each of the participants.

Thanks to the collaboration with intramural sports, EOPS students had the opportunity to go kayaking on Thursday, April 30. This was the first time EOPS students experienced kayaking, and they really enjoyed it.

Financial Aid (FAO)

During April, the Financial Aid Office began processing summer 2015 financial aid files. Processing for the 2015/16 aid year began in early May.

Statistics:

2014/15

- Unduplicated FAFSA ISIRs (Institutional Student Information Record) received to date: 16,761 (includes students who chose not to enroll at MiraCosta College)
- Students waiting to be awarded: 70
- As of April 27, the processing time for a student's file was one week.
- Number of BOG fee waivers granted to date: 9,086, for a total of $6,846,535 in waived fees
- CA DREAM APP students (BOG or Cal Grant): 224

Health Services

On April 2, Health Services hosted Alive! Mental Health Fair, an educational suicide-prevention program supported by mental health grant funds. The hands-on Graffiti Art Exhibit where each student was able to create their own art expression on a large canvas is now hanging in the cafeteria. Fifteen community mental health agencies also provided information. Students were also able to view two documentaries. "A Reason To Live" depicts young suicidal adults grappling with life and death issues and how crisis interventionists help them. The second documentary, "Bullied", revealed the terrible toll bullying can take on its victims. Lastly, there was a one-hour suicide prevention-training course.

April was sexual assault awareness month. To promote education about sexual assault, Health Services sponsored the Red Flag Campaign, designed to address dating violence and promote the prevention of dating violence on college campuses.

This academic year, mental health peer educators were invited to forty-nine classrooms for interactive presentations on depression and suicide prevention or stress management. Nineteen students sought mental health counseling in Health Services following one of these presentations in their classrooms.

Institute for International Perspectives (IIP)

On April 30, IIP hosted World Cultures Day at the Oceanside Campus. This is the third collaboration between students from credit English as a second language (ESL) classes and Professor Anthony Ongyod's intercultural communication class. Together, these students co-presented thirty world cultures by exhibiting cultural artifacts, ethnic costumes, photos, and authentic snacks. Students from Professor John Kirwan's world literature class read poems written by poets from around the world. The Writing Center announced the winner of this year's haiku contest. Student Equity funded a special performance by a San Diego drummer group, Strictly Roots.

Twenty-six international students submitted graduation petitions for spring 2015.

Intramural and Intercollegiate Athletics

Athletics

Women's sand volleyball earned a conference championship in the first year of competition. Congratulations to Coach Doug Wright and his team! The team finished 5–1 in conference play and 11–5 overall. On Saturday, May 2, at Irvine Valley College, Bri Sizemore and Leila Ghasemi competed for individual state titles in Division 1. Jesse Zieg and Marley Boase played

for individual state titles in Division 2. Both duos were also named to the all-conference team for the Pacific Coast Athletic Conference.

Women's basketball athlete, sophomore Brogan Griffin, has been named the scholar athlete of the year for the Pacific Coast Athletic Conference. She earned a perfect 4.0 GPA and is an all-conference basketball player.

Men's soccer forward, sophomore Eddie Guerra, has accepted a scholarship to CSU San Marcos to study and play for their men's soccer team.

The Athletics Department has participated in a service project to collect used shoes that are refurbished and sent to developing nations. To date, about 1,000 shoes have been collected. The revised goal is to reach 2,000 shoes by the end of the spring semester.

The athletic plan that was created by a task force, including five on-campus members and one outside resource, has been taken to the Budget and Planning Committee, the Academic Affairs Committee, and the Student Success Committee. All committees expressed support for the plan, and it was then approved for recommendation to the superintendent/president and the Comprehensive Master Plan Addendum Subcommittee by the Academic Senate and the Administrative Council.

Intramural Sports

In April, the Intramural Sports Program hosted two kayaking trips, a hiking trip to Daley Ranch in Valley Center, a soccer tournament, and flag football and basketball events. For the kayaking trip on April 30, the Intramural Sports Program collaborated with EOPS and twenty-five students participated at the Oceanside Harbor.

Pacific Coast Athletic Conference Program Review

The MiraCosta Athletic Department hosted a group of athletic directors and support staff from the Pacific Coast Athletic Conference. The group met with MiraCosta College student athletes, coaches, department staff, the vice president of Student Services, and Superintendent/ President Cooke. The process allows the conference to be sure the department is serving students appropriately and equitably.

Retention Services

The First Year Experience (FYE) Program reached out via email to the seventy students who tested into pre-transfer level math and/or English and expressed interest in the program during early college admission and planning (eCAP) days. FYE selects forty-eight new incoming students for two distinct cohorts.

The Academic Peer Mentoring (APM) Program took approximately twenty students on a field trip to visit CSU San Marcos. Students were given a specialized tour, introduced to EOP staff and students, treated to lunch, and participated in a dialogue/panel of CSU San Marcos students.

This month, tutors were provided an opportunity to meet in subject-specific groups for peer consultation and discussion of best tutoring practices. Instructional Aide Bryce Chudomelka effectively facilitated over seventy tutor dialogues.

Faculty Director Dr. Edward Pohlert attended the Association for Tutoring and Learning Assistance Conference in San Francisco. He facilitated a collegial dialogue on a site visit of the Community College of San Francisco tutoring center.

At the Community Learning Center, the Adult High School U.S. History I and II appointments have increased by twenty percent when compared to the same period (January 20–April 30) in 2014.

School Relations and Diversity Outreach

In April, sixty additional high school seniors from district and local feeder high schools participated in MiraCosta College's eCAP days at the Oceanside and San Elijo campuses. The April eCAP days were held to capture students who could not attend in March. Arrangements were also made to have students from the Adult High School Program participate in an eCAP day in May. Student Ambassadors provided campus tours to students who participated in eCAP and to groups of students from the Community Learning Center, Calavera Hills Middle School, Valley Middle School, and the Vista Unified School District Workability Program.

Program Coordinator Jonathan Gómez and student ambassadors participated in the Vista College and Career Expo. Student Services Specialist Lisa Montes helped coordinate Experience MiraCosta, a program to allow students from the CLC to participate in mini-workshops led by professors from the Oceanside Campus. The program helped eighty-two students learn about the college's credit offerings. Lisa also arranged a college night at the Crowne Heights Community Center and hosted a screening of the film *God Willing* at San Elijo. In addition, she met with the City of Solana Beach Parks and Recreation Department staff to discuss the college's partnership in the Dia de Los Muertos Festival. The outreach staff met with community leaders to finalize plans for the July 5 opening of the 2015 Oceanside Samoan Cultural Celebration, which will be hosted at MiraCosta College.

Service Learning

Interim Service Learning Coordinator Bea Palmer made four classroom presentations to share course-connected service opportunities and the benefits of service learning. The Service Learning staff coordinated a service project at Brother Benno's Foundation for three classes.

California Coast Credit Union created two service learning and volunteer scholarships for MiraCosta College students, thanks to the work of Diane Danielewicz in the Scholarship Office.

Because of the strong partnership with Operation Hope-Vista, a local emergency shelter for single women and families for all North County, Bea Palmer was asked to serve on the board of directors. Since 2006, this organization has allowed eighty-five students from various disciplines to complete their course-connected service at this site.

During March, the Service Learning staff placed 499 students in the community and on campus for science fair projects. The 10th Annual Community Science Fair was well attended. An estimated 2,000 children and their family members attended. Fifty percent of the surveys received indicated they attend Title I schools, seventy percent from Oceanside schools and fifty-five percent of the attendees were males. Over 300 MiraCosta College student presenters, volunteers, and faculty participated in this year's science fair. Seven community partners were present with science activities for the public–Agua Hedionda Lagoon Conservancy, Girl Tech, LEGOLAND, Oceanside Police Department, San Diego Air and Space Museum, San Diego Zoo Safari Park, and the San Diego Zoo.

The celebration of service was held on May 7 in the John MacDonald Board Room. Twenty MiraCosta students received the presidential service award (100+ hours of volunteerism,) sixteen students received the MiraCosta service award (50 hours of volunteerism), and ten students received recognition for course-connected experiential learning in the community.

Student Activities and Student Government (ASG)

Oceanside Campus

ASG held a successful online election resulting in 1,050 votes cast. Brayan Astorga was elected as president and Naweed Tahmas as student trustee. Three other student leaders were also elected to office.

Student Activities and the ASG hosted several events–Election College Hours at the Oceanside Campus and Community Learning Center, ASG Olympics, UNITY Day for building cultural competency, Student Senate for California Community College's Region X meeting, and four workshops for student success. The department provided logistic support to the Mental Health College Hour, Transfer Day, NAMI Domestic Violence Workshop with Katie Krosner, and World Cultures Day College Hour.

The Student Center Advisory Committee approved a concept and budget for remodeling the Oceanside Campus Student Activities office. Final approval took place on May 1. Student Activities is also preparing for commencement, which will take place on May 22. Jim Gonzales met with President Cooke, resulting in changes to the commencement activities for this year's event. There will be a larger stage to hold members of the college's leadership, and a reception will be held in the library for faculty, with a rehearsal with all principals conducted on the morning of May 22.

Under the auspices of ASG, working with the staff of Dr. Wendy Stewart and Dr. Valente, the Oceanside Campus library held extended hours for final exams starting May 11.

San Elijo Campus

San Elijo Campus Student Services staff members were intensely involved in several activities this month, including co-organizing the Clothes Line Project, supporting two film nights, managing ASG elections on the campus, attending Unity Day, organizing a Leadership North County delegation visit, serving on the Pacific Islander outreach planning committee, chairing campus assessment, response, and evaluation (CARE), facilitating behavior intervention team (BIT), contributing to commencement planning, and coordinating a hiring committee. Staff worked hard this month to engage students in out-of-classroom programs in an effort to significantly impact student life on campus and conduct carefully led weekly event debriefings for SEC ASG student leaders to strengthen their leadership skills.

SEC ASG student leaders were able to organize a successful "get-out-the-vote" campaign on the San Elijo Campus. They thoughtfully planned interactive college hours this month that truly promoted community, and they invited the interim associate dean to conduct a two-hour group dynamic/team building workshop at which all eight student leaders were present.

Interim Associate Dean Cynthia Rice Carroll attended the NAACP Women of Distinction breakfast, where she was honored, along with ten other North County residents.

Testing

Testing Services continued to collaborate with Student Outreach to host groups of students from Ocean Shores at the Oceanside Campus during April to complete the matriculation process. A similar visit by students from Cathedral Catholic High School in Carmel Valley took place at the San Elijo Campus.

The Bridge to Success in Math Program was offered on a smaller scale in early April. Overall, thirteen students reassessed after the program, and twelve passed into a higher level, showing a ninety-two-percent success rate, indicating that this program has provided many students with an opportunity to succeed.

Transfer Center

On April 2, the Transfer Center hosted the spring transfer fair at the San Elijo Campus. Representatives from local area accredited private universities, as well as CSU San Marcos and UCSD, were available to answer questions regarding their programs.

On April 9, the spring transfer fair was hosted on the Oceanside Campus. Breakout sessions were facilitated by Fashion Institute of Design and Merchandizing (FIDM) staff, who presented on interview preparedness, and Alliant University and CSU San Marcos representatives discussed the GI Bill for students with military credits.

The Transfer Center, in collaboration with the School Relations and Diversity Outreach, Financial Aid, and EOPS offices, gave a college night presentation to the community on the topic of educational options at MiraCosta College, emphasizing transfer opportunities to four-year universities. The event took place at the Crown Heights Community Center in Oceanside on April 21.

Carlsbad High School hosted over thirty colleges and universities at their college night on April 22. Students and parents learned about admissions, majors and programs, and financial aid from university and college representatives from the University of Arkansas, UC San Diego, SDSU, MiraCosta College, and many more. Transfer Center Counselor Jed Schlueter presented transfer options from MiraCosta College.

The Transfer Center, in collaboration with the Puente Project, participated in the Student Transfer Outreach and Mentor (STOMP) Conference that took place at UCLA on Friday, April 24. The outreach event was sponsored by UCLA and provided students with the opportunity to learn about the transfer process to UCLA, as well as specific information about majors and resources for community college transfer students.

On April 28, Transfer Center Counselor Kristi Wish facilitated the workshop "You've Been Admitted, Now What?" The presentation was tailored for students who have received admission to a four-year university for fall 2015.

On April 29, Kristi Wish and Jed Schlueter facilitated a "From Here to Graduate School" workshop, intended for students and community members who are planning to attend graduate school. A panel of MiraCosta College faculty members presented on admissions requirements for various graduate programs, offered tips and advice, and shared their personal experiences in graduate school.

Veteran Services

Veterans Services has been busy assisting veterans with registration for the summer session. The Veterans Information Center has served 229 students this month, with 1,400 contacts, as they prepare for graduation and planning for future semesters. The veteran's softball team from MiraCosta won the Pendleton Perimeter Tournament against Palomar, Saddleback, and Irvine Valley colleges. A follow-up tournament is scheduled for June. In addition, Veterans Services has received permission from Camp Pendleton to offer counseling to active-duty Marines. Visits to the base Joint Education Office will begin in May.

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

Purchasing and Material Management (Susan Asato, Director)

The Purchasing and Material Management Department recently performed an extensive review and analysis of the college's annual bulk mailing and processing services. After issuance of a request for proposals, Hudson Printing in Carlsbad was identified as the firm that offers the greatest value to the district, with anticipated cost savings over $50,000 in the coming year as a direct result from this effort. In the capital construction and public works arena, Purchasing staff are working hard to finish the final details on the new TCI facility, and like the Facilities Department, staff is working on the many public works projects currently in progress. Bid activity is up dramatically, approaching triple the number of competitive bids and RFPs issued last fiscal year.

Fiscal Services (Katie White, Director)

The Fiscal Services Department had the interim audit site visit from VTD (Vavrinek, Trine, Day & Co., LLP) for preliminary financial audit work. Their staff was onsite for a week gathering financial information for preliminary work towards the annual audit, which will resume in September 2015 with a final audit report scheduled for December 2015. Department staff provided various financial reports, answered many questions, as well as demonstrated some test observations of key controls, such as segregation of duties/system controls. Accounting Supervisor Dan Rafferty and his staff are commended for the excellent work towards the audit work.

Budget preparations are well under way with budget owner/managers' submission of their budgets. Budget items will be analyzed and rolled up in May and will be submitted to Budget and Planning Committee members for review and for the board's June budget workshop meeting.

Student Accounts (Jo Ferris, Director)

The Student Accounts office is busy with summer enrollment, which began in April. Staff continue to research each student account that has past-due balances in prior semesters, so

all information will be accurate when submitted to the Chancellor's Office Tax Offset Program (COTOP) for collections. Emails now are sent to students with past-due balances, along with letters for the current term.

Staff continue to receive payments and debt letters for GI-Post 9/11 veterans from the US Treasury for spring 2015.

Staff attended the CACCRAO conference in April, a great professional-development opportunity.

Human Resources (Sheri Wright, Director)

The seventeen full-time faculty searches are in various phases of completion. So far, nine have been filled, one was an unsuccessful search, five are waiting for final interviews to be conducted in early- to mid-May, and two committees will conduct first-round interviews during the first two weeks of May. There are nine classified recruitments under way, seven classified recruitments that will get under way, and nine other vacancies are pending approval to replace.

Risk Management (Joe Mazza, Director)

The director completed the FY15/16 JPA property, liability, and Workers' Compensation insurance renewal process for inclusion on the May regular business meeting agenda for review and comment.

Under AB1432, effective January 1, 2015, regarding mandated reporter training, the director, participating on a task force, will develop and administer the online training program for all faculty and staff offered as a no-cost service by the JPA.

Facilities (Tom Macias, Director)

The RFP for the maintenance contract at the new TCI building in Carlsbad is still in the procurement stage. The director attended the Student Center Advisory Committee meeting at which the Associated Student Government approved a project budget of $966,000 for the desired renovation of a portion of the Student Center. This project will be added to the five-year plan to show the planned project, but will not be funded by the current five-year plan budget. Construction for the project is being planned for summer 2016. The RFP for the facilities master plan revision was developed with input from both the director and the district's purchasing department, with the final RFP being sent out this month. A contract for the facilities master plan revision is currently scheduled to be presented for board approval in July 2015.

The director, along with support from the district's program/construction management firm, the district's architectural firms, and numerous campus staff members, spent a substantial amount of time finalizing conceptual-level planning and cost estimates over the last month. This effort was aligned with developing current cost estimates for an updated five-year plan. The updated five-year plan will be presented to the board at the May 20 meeting, and will show the current cost estimates are substantially higher than originally estimated. Reasons include further development and coordination of project scopes and schedules, further validation of existing conditions and need for full interior and infrastructure renovations (specifically in the classrooms, offices, and restrooms), Division of the State Architect impacts, cost escalation, and a few other reasons that will be incorporated into the presentation. In developing the updated five-year plan, two options have been established, which will be reviewed with the board. Ultimately based on board input, direction, and any required revisions/updates, the final,

updated five-year plan is scheduled to be presented to the board by the vice president of Business and Administrative Services for approval at the June 24, 2015, board meeting. Below is an update on the five-year plan that will coincide with the updated five-year plan presentation.

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

MAY HIGHLIGHTS

Public Information Office (Cheryl Broom)

The Public Information Office received national and statewide awards for its marketing efforts.

The college earned a national Paragon Award from the National Council for Marketing and Public Relations (NCMPR), the largest organization in the world that represents marketing and public relations professionals at community colleges. MiraCosta won third place for its *Transforming Lives* newsletter, a joint publication created by the Public Information Office and the College Foundation.

NCMPR's prestigious Paragon Awards recognize outstanding achievement in communications at community and technical colleges. It is the only national competition of its kind that honors excellence exclusively among marketing and PR professionals at two-year colleges.

MiraCosta also received two awards at the statewide level. The Community College Public Relations Organization (CCPRO) PRO Awards recognize outstanding work by California's community college marketing and public relations professionals. MiraCosta won the first place award for its Arts & Events brochure and third place for its Annual Report publication.

These awards were the result of the hard work of a number of talented individuals representing the college's Public Information Office, College Foundation, and staff and faculty across campus. PIO is are thrilled with the awards and proud that MiraCosta College was recognized for its strength in creating unique, beautiful, and effective marketing pieces.

Office of Institutional Effectiveness (Bob Pacheco)

During May, the dean of institutional effectiveness participated in and presented MiraCosta College data at the National Community College Benchmarking Project. Recent efforts of the state of California have begun to look at evidence-based goal setting to benchmark improved performance; however, it was MiraCosta's goal to lead by participating voluntarily against peer institutions from California and across the nation. The emergence of benchmarking was shared

with the Board of Trustees in 2013, and this present effort demonstrates to the accrediting commission MiraCosta College's commitment to go beyond state requirements and expectations. This participation of the project was grounded in the institutional goal to be a vanguard institution and meets an action plan institutional objective in the strategic plan.

The Office of Institutional Effectiveness hired a data warehouse programmer/analyst, prioritized and funded through program review, to help build out and expand the college's data warehouse created by the Office of Institutional Effectiveness in cooperation with the Academic Information Services (AIS) Department. This hiring meets the institutional objective in the strategic plan to expand the institutional bandwidth to access, analyze, and use data. This hiring complements the board's decision two years ago to allocate funds to build a data warehouse. The programmer will augment the college's dashboard, build standard reports for student success, and build the architectural framework for increased use of evidence to improve institutional effectiveness.